

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

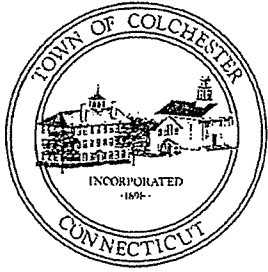
**Board of Selectmen Agenda
Regular Meeting
Thursday, January 3, 2013
Colchester Town Hall**

Meeting Room 1 – 7:00PM

HANCOY A. BRAY
TOWN CLERK

RECEIVED
COLCHESTER, CT
2012 DEC 31 AM 10:19

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the December 20, 2012 Regular Board of Selectmen meeting
4. Citizen's Comments
5. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
6. Budget Transfers
7. Tax Refunds & Rebates
8. Discussion and Possible Action On Building Committee Questions
9. Discussion and Possible Action on Administrators Union Job Descriptions
10. Discussion and Possible Action on Personnel Policy
11. Citizen's Comments
12. First Selectman's Report
13. Liaison Report
14. Adjourn



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

RECEIVED
COLCHESTER, CT
2012 DEC 21 AM 10:57

NANCY A. BRAY
TOWN CLERK
Nancy A. Bray

Board of Selectmen Minutes---Revised 12/21/2012
Regular Meeting
Thursday, December 20, 2012
Colchester Town Hall

Meeting Room 1 – 7:00PM

MEMBERS PRESENT: First Selectman Gregg Schuster, Selectman Stan Soby, Selectman James Ford, and Selectman Rosemary Coyle (via phone)

MEMBERS ABSENT: Selectman Greg Cordova

OTHERS PRESENT: Derrik Kennedy, James Paggioli, Cheryl Hancin, Tim York, Thomas Tyler, Steven Wells, Sean O'Leary, Robert Esteve, Melissa Roberto, Ryan Blessing, and other citizens.

1. **Call to Order**
First Selectman G. Schuster called the meeting to order at 7:00 p.m.
2. **Additions to the Agenda**
S. Soby moved to delete from the agenda item #11, "Discussion and Possible Action on Amendment to 401(a)/457 Plan Document – Loans," and renumber accordingly; seconded by J. Ford. Unanimously approved. MOTION CARRIED.
3. **Approve Minutes of the December 6, 2012 Regular Board of Selectmen meeting**
R. Coyle moved to approve the minutes of the December 6, 2012 Regular Board of Selectmen meeting, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
4. **Approve Minutes of the December 12, 2012 Special Tri-Board meeting**
J. Ford moved to approve the minutes of the December 12, 2012 Special Tri-Board meeting, seconded by S. Soby. R. Coyle abstained. All others approved. MOTION CARRIED.
5. **Citizen's Comments**
None.
6. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
 - a. **Police Commission. Resignation of Commissioner Steven Petty.**
S. Soby moved to accept the resignation of police commissioner Steven Petty with regret, seconded by J. Ford. Unanimously approved. MOTION CARRIED.
 - b. **Economic Development Commission. Member re-appointment for a five-year term to expire 12/01/2017. Paul Catalano to be interviewed.**
S. Soby moved to re-appoint Paul Catalano to the Economic Development Commission for a five-year term to expire 12/01/2017, seconded by J. Ford. Unanimously approved. MOTION CARRIED.
 - c. **Parks & Recreation Commission. Member re-appointment for a three-year term to expire 11/01/2015. Lynne Stephenson to be interviewed.**
R. Coyle moved to re-appoint Lynne Stephenson to the Parks & Recreation Commission for a three-year term to expire 11/01/2015, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

- d. **Zoning Board of Appeals. Member re-appointment for a five-year term to expire 12/01/2017. Laurie Robinson to be interviewed.**
J. Ford moved to re-appoint Laurie Robinson to the Zoning Board of Appeals for a five-year term to expire 12/01/2017, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
 - e. **Ethics Commission. Member appointment for a three-year term to expire 11/01/2015. Stephen Kane was interviewed on 12/06/12.**
S. Soby moved to appoint Stephen Kane to the Ethics Commission for a three-year term to expire 11/01/2015, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
 - f. **Board or Commission Vacancy. Jeffrey Collins to be interviewed.**
Jeffrey Collins was unable to attend.
7. **Budget Transfers**
None.
 8. **Tax Refunds & Rebates**
S. Soby moved to accept tax refunds in the amount of \$10.00 to Geoffrey and Carrie Stuart, \$343.44 to Johnnie Carter, and \$1,152.91 to Ally Financial (formerly known as GMAC); seconded by J. Ford. Unanimously approved. MOTION CARRIED.
 9. **Presentation by Building Committee**
Presentation to the Board by T. Tyler to discuss renovation of WJJMS and possible creation of a community center. Request from the Building Committee for direction on: order of briefing for cost estimate, desire to add a pool to the design, referendum date, and police or procedure for group access to building/space. Discussion on inclusion of pool in design, referendum timeline, and scope of project. No action taken.
 10. **Discussion and Possible Action on Tax Collection Information**
S. Soby moved to approve the Taxpayer Inquiry Web Hosting Services Agreement with Quality Data Services, Inc. and authorize the First Selectman to sign all necessary documents, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
 11. **Discussion and Possible Action on SCCOG Hazard Mitigation Plan**
Discussion on edits and factual/grammatical errors. No action taken.
 12. **Discussion and Possible Action on Memorandum of Agreement Package for the FFY 2011 Homeland Security Grant Program**
R. Coyle moved to approve the 2013 EMPG grant application and authorize the First Selectman to sign all necessary documents, seconded by S. Soby. Unanimously approved.
 13. **Discussion and Possible Action on Parks & Recreation Program Position Change**
Issue was previously discussed with Parks & Recreation Commission and Board of Finance. R. Esteve commented on Board of Finance discussion and potential for additional costs. Discussion on how position change would achieve department goals and impact on personnel. C. Hancin presented to the Board additional programs and revenues. Discussion on impact to Program Fund. S. O'Leary commented on Parks & Recreation Commission support and concerns for request. Discussion on need for a plan for how the proposal will affect the Program Fund. No action taken.
 14. **Discussion and Possible Action on Energy Performance Project and Contract**
Discussion on construction period, total cost, correction to project design (switching of hood replacement), and town meeting. S. Soby moved to adopt the resolutions: RESOLVED, That the Board of Selectmen hereby recommend that the Town of Colchester undertake a lease-purchase financing of the Energy Conservation Savings Program, substantially as described in the Investment Grade Audit prepared by Honeywell Building Solutions and on file in the office of the First Selectman, in a principal amount not to exceed \$3,500,000, over a period of up to 12 years, with the first payment to be made in the 2013/2014 fiscal year. The Project may include acquisition

and installation costs, equipment, legal fees, construction period interest and other financing costs, and other expenses related to the acquisition and financing of the Program.

FURTHER RESOLVED, That the project be referred to the Planning and Zoning Commission for a report pursuant to Section 8-24 of the Connecticut General Statutes; seconded by J. Ford. R. Coyle abstained. All others approved. MOTION CARRIED.

15. **Discussion and Possible Action on Administrators Union Job Descriptions**

Discussion on impact bargaining and revision process. No action taken.

16. **Discussion and Possible Action on Personnel Policy**

a. **Section V, pages 40 – 44 (2nd Reading)**

Discussion on edits. No action taken.

17. **Citizen's Comments**

G. Liverant commented on the Building Committee.

18. **First Selectman's Report**

First Selectman G. Schuster reported that a state budget deal has been reached to correct the current fiscal year deficit with cuts to municipal aid that do not affect Colchester; the Town has received the Government Finance Officers Association Distinguished Budget Presentation Award for our FY 2012-2013 Annual Budget; a subcommittee has been formed by the KX Dispatch Board of Directors to develop and issue an RFP to look at a possible merger with another regional dispatch service; the chairmen of the Boards of Education, Finance, and Selectmen have agreed to hold a budget forum on February 6 in lieu of the regularly-scheduled Board of Finance meeting; initial conversations have begun with regards to sharing the dog shelter facilities with both the towns of Marlborough and Salem; and that the community deserves a lot of credit and thanks for all they have done for the residents and Town of Newtown in light of the recent tragedy and we are offering any and all support that they need.

19. **Liaison Report**

S. Soby reported that the Police Commission has increased their presence at the local schools, a security review is under way, the new police vehicle should be on the road by February, and Resident Trooper Supervisor Petruzzi has requested a change to the regulations.

S. Soby reported that the Agriculture Commission had a lengthy discussion on the proposed Zoning Regulations and request the opportunity to work with both the Planning & Zoning Commission and Board of Selectmen to provide their input.

20. **Executive Session to Discuss Town Hall Security**

S. Soby moved to enter into executive session to discuss town hall security and invite the Public Works Director and Building Official, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

Entered into executive session at 8:16 p.m.

Exited from executive session at 8:40 p.m.

21. **Adjourn**

S. Soby moved to adjourn at 8:41p.m., seconded by J. Ford. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Derrick M. Kennedy
Executive Assistant to the First Selectman



APPLICATION FOR ABATEMENT OR REFUND OF PROPERTY TAXES

THIS APPLICATION FORM PROVIDES SATISFACTORY PROOF FOR ENTITLEMENT TO EXEMPTION ON THE OCTOBER 1, **2010** ASSESSMENT LIST TO THE TAX COLLECTOR OF COLCHESTER, STATE OF CONNECTICUT.

APPLICANT INFORMATION	
NAME:	EAN Holdings
MAILING ADDRESS:	Enterprise Rent A Car, 8 Ella Grasso Turnpike, Windsor Locks, CT 06096
BILL NO:	2010-3-54417
BILL NO:	
BILL NO:	
BILL NO:	
REASON FOR APPLICATION:	Sold 8/11

AMOUNTS FOR REFUND								
	Amount Paid	List Year	Due Date	Principal	Interest	Lien Fees	Amount Due	TOTAL
8/8/11	\$ 792.56	10/10	7/11	\$ 726.90	\$	\$	\$ 726.90	\$ 65.66
	\$			\$	\$	\$	\$	\$
	\$			\$	\$	\$	\$	\$
	\$			\$	\$	\$	\$	\$

APPLICANT(S) SIGNATURE: See attached letter

OFFICE USE ONLY:			
Accounting Codes			
Refund 11303 – 30111		Current Levy	\$
Refund 11303 – 30112	X	Prior Levy	\$ 65.66
Refund 11303 – 30113		Interest	\$
Collectors Recommendation to the Governing Body			
To the Board of Selectman: It is recommended that an abatement or refund of property taxes with the following information be made to the above named taxpayer in accordance with the provisions of Section 12-81 (20), 12-124 thru 12-129 Rev. as amended			
ABATEMENT OR REFUND	\$ 65.55	APPLICATION SUBMITTED DATE:	12/20/12
TAX COLLECTOR: TRICIA COBLENTZ		<i>Tricia Coblentz</i>	
Governing Body Action Taken			
At a regular meeting of the Board of Selectman it was voted to abate or refund property the following taxes to the above named taxpayer			
MEETING DATE:	ABATEMENT OR REFUND AMOUNT:	ACCOUNTING VENDOR NUMBER:	
BOARD OF SELECTMAN, COMMON COUNCIL SIGNATURE:			
CLERK SIGNATURE:			



2010030054417

GENERAL DATA MOTOR VEHICLE OFFICE OF THE TAX COLLECTOR

AS OF 12/20/2012

BILL NO: 2010-03-0054417 NAME: EAN HOLDINGS LLC
 UNIQUE ID: 50452100 C/O:
 LINK #: 2010-MV-0002573 ADDRESS: 6929 N LAKEWOOD AVE
 FILE# ADDRESS2:
 BANK: CITY ST ZIP: TULSA OK 74117
 ESCROW: COUNTRY:
 DISTRICT:
 PROP ASSESSED: 30,660 YR/MAKE/MDL: 2011 / FORD / EDGELIMI
 EXEMPTIONS: REG / CL / ID: 1 / 2FMDK4KC2BBA16854
 COC CHANGE: -2,540 ASSMNT CHANGE: -2,540
 COC #: 83524M TOWN BENEFIT
 EXEMPT Change: REG# EXPR: 09/13/2012
 NET VALUE: 28,120

4864HM

MILL RATE: 25.8500

*** BILLED ***

	TOWN	TOTALS
INST1:	792.56	792.56
INST2:	0.00	0.00
INST3:	0.00	0.00
INST4:	0.00	0.00
ADJS:	-65.66	-65.66
TOT TAX:	726.90	726.90
TOTAL PAID:	792.56	792.56

*** PAYMENTS ***

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Adj	6	12/20/2012	83524M	69/85/1	T	-65.66	0.00	0.00	0.00	0.00
Pay	2	08/08/2011		82/28/352	T	792.56	0.00	0.00	0.00	792.56
TOTAL PAYMENTS:						792.56	0.00	0.00	0.00	792.56

TOTAL BALANCE DUE AS OF 12/20/2012

	TOWN
INT DUE:	0.00
LIEN DUE:	0.00
FEES DUE:	0.00
TAX DUE NOW:	-65.66
TOT DUE NOW:	-65.66
BALANCE AMT:	-65.66

*** FLAGS ***

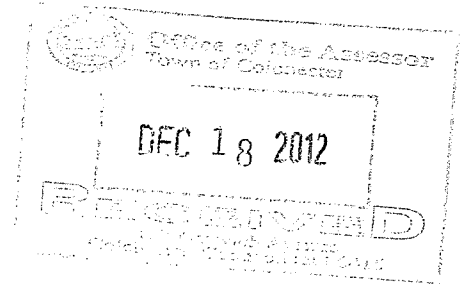
Circuit Breaker Amt: 0 Benefit Year: 0
 Invalid Address Flag No
 Last Adjustment Reason DECREASE. MV SOLD 8/11.



8 Ella Grasso Turnpike
Windsor Locks, CT 06096
860-627-8080
enterprise.com

Assessor – Town of Colchester
127 Norwich Avenue
Colchester, Connecticut 06415-1258

December 13, 2012



Please send any credit notices and refund checks to:

EAN Holdings
Enterprise Rent A Car
8 Ella Grasso Turnpike
Windsor Locks, CT 06096

Enclosed is documentation necessary for the abatement of the **2010 Grand List** motor vehicle personal property tax bills for EAN Holdings LLC. The vehicle(s) were sold in 2010 and 2011. **The license plates were cancelled.**

There is a copy of a car sale invoice and a plate cancellation receipt for each of the units sold. Please note that we attempt to transfer plates whenever possible, this can cause delays in canceling plates after vehicles are sold. The **vehicles sale date** should be used in calculating abatements.

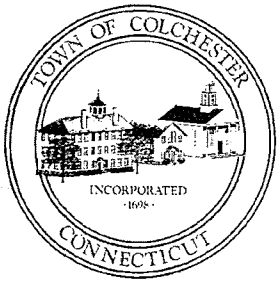
Once the abatement credits have been created, please forward a copy of this letter to the Collector's office. **This letter will serve as our written request to have the Collector's office refund us the credits.** Please send us a copy of the credit notices so that we may properly receipt the refund when it is sent by the collector's office. This letter will also serve as a request for refund versus credit applied to any new bills. In order to maintain our records, we need to keep abatement refunds separate from new bills.

Over the years, we have successfully decreased the number of correction request(s) by transferring as many plates as possible. We understand this is a busy time of year for your offices and it may take some time to process our request.

If you have any questions concerning these abatement requests, please contact me at (860) 627-8080 ext 207. Thank you in advance for your assistance.

Sincerely,

Bill Hokanson
Tax Specialist



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

MEMORANDUM

To: Board of Selectmen

Cc:

From : Gregg Schuster, First Selectman *GS*

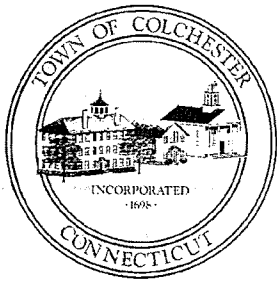
Date: 12/31/12

Re: Building Committee Guidance

At the last board meeting, the Building Committee asked for specific guidance in four areas. Those areas are:

1. Order of briefing for the cost estimate
2. Consideration of a pool
3. Referendum date
4. Usage of community spaces

The board will have to discuss these topics and provide guidance to the committee.



Town of Colchester, Connecticut


127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

MEMORANDUM

To: Board of Selectmen

Cc:

From : Gregg Schuster, First Selectman 

Date: 01/03/13

Re: Administrators Union Job Descriptions

Please find attached red-lined job description for all the positions in the Administrators Union.

Each job description was revised and approved through contract renewal negotiations. Additional suggested changes from the Board of Selectmen were made.

Recommended Motion – “Move to approve the Administrator’s Union job descriptions as presented.”



Town of Colchester Job Description

Public Work's Department Town Engineer

GENERAL STATEMENT OF DUTIES

Provide municipal engineering supervision that includes design review, construction inspection and administration for various Town projects. Assure compliance with Town and State statutes and regulations for construction and development within the Town.

WORK SCHEDULE

As defined in the Town Administrators union contract.

SUPERVISION RECEIVED

~~Receives~~ Works under the supervision of the First Selectman and works coordinately with Public Works Director, Planning Director, etc.

SUPERVISION EXERCISED

Provides general supervision to clerical staff.

ESSENTIAL DUTIES

1. Review proposed development plans and specifications for compliance with town regulations/public improvement specifications so as to assure safe and adequate access by the public. Advise applicant, Planning & Zoning Commission, and Conservation Commission of findings and suggest changes, if necessary. ~~Review specifications and drawings of site development, road design, drainage, etc., or the purpose of approval. Advise applicant of findings and suggest changes, if necessary.~~
2. Review and provide design information for various Town projects, such as road, sidewalk, storm drainage and town parking lot improvements. ~~Review and provide design information for various Town projects, such as road improvements and reconstruction program.~~
3. Advise Clerk of the Works on various Town Building programs.
4. Assist the Director of Public Works with overseeing operation of the transfer station ~~Town Landfill~~ to ensure compliance with the Department of Energy and Environmental Protection regulations.
5. Collaborate with ~~Participate in activities of the~~ building inspector, sanitarian, zoning enforcement officer and wetlands enforcement officer ~~Fire Marshal, Road Inspector, as necessary.~~
6. Advise various Town boards and commissions. Attend evening meetings, as required.
7. Advise the First Selectman and Public Works Director ~~Highway Supervisor~~, as required.
8. Investigate and respond to citizens concerns regarding roads, drainage and site development issues. ~~Investigate complaints and respond accordingly.~~
9. Issue permits for and inspect driveway apron construction; work within a town owned road right-of-way and connection of private drains to town's storm drain system.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the principles and procedures of civil engineering.
- Ability to effectively communicate orally and in writing.
- Ability to deal effectively with other staff, government officials, and the general public.

- Ability to perform the essential functions of the job with or without reasonable accommodations.

EDUCATION AND EXPERIENCE

1. Bachelors Degree in ~~Civil~~ Engineering
2. Connecticut Licensed Professional Engineer
3. Municipal Engineering and Planning background preferred ~~would be helpful~~.
4. Basic drafting skills are a must

WORK ENVIRONMENT

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies. While performing the duties of this job, the employee is required to work in outside weather conditions.

*This job description is not all-inclusive and is subject to change by the Board of Selectmen at any time.
Full-time; union; salary; exempt.*



Town of Colchester Job Description

Assessor's Office Assessor

GENERAL STATEMENT OF DUTIES

Plans, directs and supervises continuing town-wide program of real and personal property assessment for taxation purposes as prescribed by statute and subject to administrative determination of policy; performs related work as required.

WORK SCHEDULE

As defined in the Town Administrators union contract.

SUPERVISOR

Works under the supervision ~~administrative direction~~ of the First Selectman.

SUPERVISION EXERCISED

Supervises the work of all employees assigned to the office of the Assessor.

ESSENTIAL DUTIES

1. Plan and organize work of the office in accordance with statutory guidelines. Assigns work to staff. Supervise and train technical and clerical administrative staff. Plan and implement new office procedures and manage the operation of the Assessor's office.
2. Prepare and recommend office budget. Administer approved budget.
3. Develop and implement data processing application for office operation.
4. Administer the activities of the office in the functional areas of appraisal, assessment, and recording of taxable and non-taxable property.
5. Oversee the preparation of the Grand List to be finalized by January 31 of each year, unless granted an extension by the First Selectman. ~~Supervise and participate in the valuing of taxable property to establish a grand list.~~
6. Perform the inspections of existing properties, improved properties, and properties under construction to determine value of properties.
7. Oversee and coordinate the periodic revaluation of all taxable and nontaxable property.
8. Review and record authorized tax exemptions.
9. Maintain and update information concerning land, motor vehicles and personal properties. Supervise maintenance of records and lists for accuracy.
10. Supervise contracted appraisal services and revaluation services and is responsible for acceptance of contracted work.
11. Administer elderly tax exemption program for homeowners and veterans based on income and age eligibility requirements.
12. Project estimated values of proposed building or commercial developments for planning purposes. Provide information to other town departments, attorneys, and the public.
- ~~13. Coordinate assessment appeals with the Board of Tax Review.~~
13. Provide assistance, data, sales, etc. to the Board of Assessment Appeals and other boards/commission, when requested.
- ~~14. Supervise maintenance of assessment maps including subdivisions.~~
14. Serves as the principal spokesperson for the Town regarding litigation arising out of the assessment process.

15. Responsible for submitting numerous reports for reimbursement to the State in a timely fashion.
16. Coordinate activities with Tax Collector to assure timely notices and collections.
17. Other related duties, as required

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the theory, principles, methods and techniques of real and personal property valuation for assessment purposes.
- Knowledge of the laws, rules and regulations governing the valuation and assessment of real and personal property
- Knowledge of local property values and trends; knowledge of construction costs.
- Ability to make technical computations, including replacement and existing values of real property divisions.
- Ability in written and oral expression.
- Ability to deal effectively and tactfully with Town officials and the general public.
- Supervisory ability.
- Must be licensed to operate a motor vehicle in the State of Connecticut.
- Must be able to perform the essential functions of the job with or without reasonable accommodation.

EDUCATION AND EXPERIENCE

1. Certified Connecticut Municipal Assessor II designation required or ability to obtain such in the near future
2. Five (5) years ~~Four (4) years~~ experience involving evaluation or assessment of real or personal property or appraisal of land and buildings or building cost estimating.
3. College level course work in real estate and assessment desirable or any equivalent combination of training and experience.
4. Successfully completed C.C.M.A. -1A, 1B, 2A, 2B and 3 or equivalent coursework ~~1A~~
 ~~Assessment Administration.~~

WORK ENVIRONMENT

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies. While performing the duties of this job, the employee is required to work in outside weather conditions.

*This job description is not all-inclusive and is subject to change by the Board of Selectmen at any time.
Full-time; union; salary; exempt.*



Town of Colchester Job Description

Fleet Maintenance Supervisor

GENERAL STATEMENT OF DUTIES

Oversee and assist where necessary, the repairs and maintenance of Town-owned and BOE equipment and vehicles. ~~Responsible for preparing annual budget, processing of invoices, purchasing equipment and supplies.~~ This shall include but not be limited to trucks, tractors, automobiles, road maintenance equipment, grounds maintenance equipment and other motor driven and non-motor driven equipment. The fleet Maintenance Supervisor shall make arrangements or be available for emergency repairs/breakdowns after hours.

WORK SCHEDULE

As defined in the Town Administrators union contract.

SUPERVISOR

The Fleet Maintenance Supervisor shall be supervised by the Public Works Director. ~~Work under the direct supervision of the First Selectman.~~

SUPERVISION EXERCISED

Supervises all Fleet Maintenance Mechanics in the discharge of their duties. ~~Supervise Mechanic I's and II's. May supervise, community service, workfare, C.E.T.A. employees, summer help, Maintainer I's, II's and III's or other Town employees.~~

ESSENTIAL DUTIES

1. Prepares annual budget for department, for review by the Public Works Director.
2. Prepares budget information for other departments pertinent to equipment and vehicles.
3. Reviews invoices and process same for payment.
4. Orders & receives parts and supplies. ~~Purchases parts and accessories for Town equipment.~~
5. Schedules repair and maintenance work.
6. Maintain repair and maintenance records for equipment and ensure all Fleet Management systems are kept current. ~~Maintain repair and maintenance records on all town vehicles.~~
7. Processes insurance claims.
8. Handles matters concerning warranty work and recalls ~~of equipment and vehicles.~~
9. May order new equipment with authorization from Public Works Director.
10. Administer environmental concerns pertinent to his/her department.
11. Administer gas and diesel inventory and billing.
12. Administer matters as they pertain to employee evaluation and disciplinary action, including the development of training of staff concerning equipment, safety regulations, environmental concerns, etc.
13. Schedules support staff to ensure mission critical operations are adequately supported.
14. Perform related duties, as required or assigned by the Public Works Director.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. In-depth knowledge of tools, equipment, material, methods, and practices used in the general maintenance and repair of all equipment under the Town's control.
2. Knowledge and ability to safely operate heavy duty construction equipment.
3. Ability to work effectively with others.
4. Ability to assign, supervise, and review the work of others.
5. Sufficient strength, stamina and the ability to perform the essential functions of the job with or without reasonable accommodation.
6. Operational knowledge of the various equipment used in municipal setting.
7. Knowledge of common building maintenance & repair practices.
8. Ability to plan long and short term work schedules.
9. Effectively operate software necessary for the job, such as, but not limited to, Word, Excel, Access, or Munis.

EDUCATION AND EXPERIENCE

1. High school or equivalent diploma.
2. Ten years experience in the heavy equipment field and small engine and equipment repair.
3. Previous experience in a supervisory capacity.
4. ~~Ten years~~ ~~Five years~~ ~~experience with small engine and equipment repair.~~
5. A valid Class A CDL with passenger and tank endorsement.
6. Ten years experience in automotive repair
7. Valid motor vehicle operators' license
8. Previous experience in the municipal field.

WORK ENVIRONMENT

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies. While performing the duties of this job, the employee is required to work in outside weather conditions.

*This job description is not all-inclusive and is subject to change by the Board of Selectmen at any time.
Full-time; union; salary; exempt.*



Town of Colchester Job Description

Highway Department Supervisor

GENERAL STATEMENT OF DUTIES

Directly supervise highway department employees on a day-to-day basis. Oversee maintenance of and improvement to Town of Colchester public highways, including directing and scheduling snow removal and winter road maintenance operations. Operate a variety of motorized and mechanical equipment and perform a wide variety of highly skilled labor tasks to carry out duty of maintaining and improving Town of Colchester public highways. Prepare procedures, policies and training programs for highway personnel. Respond to On-call for emergencies regarding Town of Colchester public highways, parks, and buildings.

WORK SCHEDULE

As defined in the Town Administrators union contract.

SUPERVISOR

Work under the supervision of Public Works Director and/or First Selectman.

SUPERVISION EXERCISED

Supervise road foremen and all highway maintainers ~~Supervise Maintainer I's, II's, and III's, community service employees, C.E.T.A. employees, and workfare employees,~~ on a day-to-day basis.

ESSENTIAL DUTIES

1. Prepare annual department budget, to be reviewed by the Public Works Director.
2. Ensure all invoices and requisitions for payment are completed and accurate. ~~Check invoices and prepare requisitions for payment.~~
3. Handle all matters concerning road crew including, but not limited to, directing work, scheduling, evaluations and disciplinary action.
4. Supervise work crew to carry out specific assignments.
5. Handle concerns and complaints from the public regarding Town roads. Report to the Public Works Director and Boards/Commissions as necessary regarding town road expenditures and needs.
6. Responsible to assist in ~~for all~~ road emergency situations.
7. May operate, or train others to operate, light and heavy duty trucks for plowing and hauling construction materials and supplies.
8. May operate, or train others to operate, heavy equipment including sweeper, front payload, backhoe, road grader, road mower, bucket truck, 20-ton tag-along trailer.
9. May operate, or train others to operate, light equipment including chain saw, brush cutter, jack hammer, paving box power saw, ~~lawn-mower,~~ roller, ~~line-striping machine.~~
10. May perform, or train others to perform, highly skilled labor including building catch basins, pipe laying, grade setting, transit and tree work.
- ~~10. Service at regular intervals and make small repairs to equipment including check oil, water, battery, tires, lights and antifreeze, and wash and clean equipment.~~
11. Perform related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- A general knowledge of tools, equipment, materials, methods and practices used in the general maintenance and improvement of public highways.
- Ability to operate, service and make minor repairs on light to heavy-duty highway and construction equipment.
- Ability to assign, supervise, direct and review the work of a crew.
- Ability to read blueprints.
- ~~Ability to work effectively with others.~~

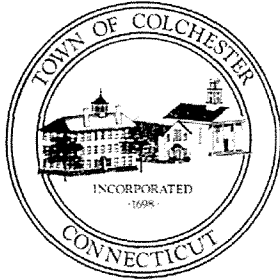
EDUCATION AND EXPERIENCE

- ~~1. Possession of a valid Class I operator's license and have passed CDL testing.~~
2. Possession of a valid Class B operator's license.
3. Knowledge of CDL requirements and testing.
4. Not less than four (4) years employment in the construction and maintenance field or a related allied field.
5. Must be able to perform essential functions of the job with or without reasonable accommodations.
- ~~6. A physical and medical examination is a condition of employment after hire.~~
7. High school diploma or equivalency.

WORK ENVIRONMENT

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies. While performing the duties of this job, the employee is required to work in outside weather conditions.

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Full-time; union; salary; exempt.*



**Town of Colchester
Job Description**

**Youth & Social Services
Director**

GENERAL STATEMENT OF DUTIES

Oversee daily operations of the Youth & Social Services ~~YSSB~~ while providing leadership, direction, and a vision for the Department.

WORK SCHEDULE

As defined in the Town Administrators union contract.

SUPERVISOR

Work under the ~~direct~~ supervision of the First Selectman.

SUPERVISION EXERCISED

All employees and volunteers assigned to the Youth & Social Services department.

ESSENTIAL DUTIES

- Develop and administer annual budget for department
- Ensure high standards of professional practice in the department
- Staff Development, Supervision and Performance Evaluation
- Board Management and coalition building
- Facility Management
- Juvenile Review Board Case manager
- Budget preparation, resource development and general fiscal responsibility
- Program Evaluation/Assess Outcomes
- Strategic Planning, Organizational Development and Policy Development
- Community Organization & Outreach
- Resource Development (funding, volunteers, goods/services)
- Identify community needs and periodically review, evaluate and modify services to meet needs.
- Implement direct services in the absence of other staff and other programs as needed
- Oversee all aspects of the food bank
- Assist clients with energy assistance applications, emergency fuel needs and other crises
- Coordinate holiday food programs with civic organizations, develop and maintain working relationships with civic group appointees to best serve residents
- Recruit and coordinate volunteers to assist in carrying out the work of the department develop a training program for volunteers
- Assess needs of clients and make appropriate referrals when necessary

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Must have:

- Strong interpersonal skills and ability to work well with the public.
- Excellent written and oral communication skills.
- Obtain CT Public Passenger endorsement on CT drivers license
- Effectively operate software necessary for the job, such as but not limited to Word, Excel, Access, Publisher, or Munis.

Must be able to:

- ~~Obtain CT Public Passenger endorsement on CT drivers license~~
- ~~Communicate and work effectively with diverse groups, the public and individuals.~~
- ~~Exhibit a professional manner with other employees and the public.~~
- ~~Maintain accurate records.~~
- ~~Maintain confidentiality~~
- ~~Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.~~
- ~~Effectively operate software necessary for the job, such as but not limited to Word, Excel, Access, Publisher, or Munis.~~

EDUCATION AND EXPERIENCE

- Minimum of Bachelor's Degree in Social Work or related field
- Minimum of three (3) years of practice in the human services field with at least two (2) years experience in administration.

WORK ENVIRONMENT

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Full-time; union; salary; exempt



Town of Colchester Job Description

Finance Department Finance Director

GENERAL STATEMENT OF DUTIES

This is a highly responsible position requiring strong financial management and analytical skills. This position involves the performance of a wide variety of professional accounting and financial control functions. ~~Coordinate the financial activities of an organization at the mid-level management.~~ ~~Responsible for developing and implementing the privacy requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPPA).~~

WORK SCHEDULE

As defined in the Town Administrators union contract.

SUPERVISOR

Works under the supervision of the Chief Financial Officer.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES

1. Serves as custodian of the general ledger and subsidiary ledgers for all funds.
2. Analyzes and monitors monthly expenditures for all funds, including grant funds and assists CFO with budget projections and budget transfers as may be required. ~~Analyze financial data.~~
3. Assists CFO and External auditor with the preparation of year-end financial reports in accordance with Generally Accepted Accounting Principles (GAAP). Compiles data for financial reports including preparing and entering journal entries. ~~Apply accounting principles. Compile data for financial reports including creating and entering journal entries for revenue receipts, expenditures, adjustments, and entries, including year-end closing entries, as required for a full general ledger system.~~
4. Implement new procedures, policies, or programs as directed by the Chief Financial Officer.
5. Prepares a variety of financial reports including monthly, quarterly and annual reports for all funds. ~~Prepare financial reports.~~
6. Prepare bank reconciliations
7. Perform internal audit of tax receipts/receivables and water and sewer department revenues and expenditures.
8. Prepare health insurance analysis for both the Town and the Board of Education.
9. Assist CFO with ~~Perform~~ risk management for property and liability insurance for the Town and Board of Education, including filing of claims reports with insurance carrier.
10. Prepare monthly, quarterly and annual payroll reports for State and Federal reporting requirements.
11. Manage and process Long Term Disability and Workers Compensation claims for the Town and Board of Education.
12. Prepare COBRA notifications when a qualifying event occurs.
13. Prepare and monitor accounts receivable billings for the Finance Department and pursue collection procedures as necessary.
14. Responsible for developing and implementing the privacy requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPPA).

15. Assists CFO with preparation of annual budget.
16. Assists CFO with preparation of Capital Improvement Plan.
17. Prepare or review grant financial reports required by State, Federal or other grantor agencies.
18. Assist with monitoring cash flow requirements and processing transfers between Town bank/investment accounts as directed by the Town Treasurer.
19. Maintains accounting and management controls of expenditures and revenues for all funds.
20. Other duties as may be required by the CFO.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of the practices and procedures used in governmental accounting, including Generally Accepted Accounting Principles (GAAP), relevant CT General Statutes regarding Town and School District finances, and State Department of Education and State Office of Policy & Management (OPM) financial reporting requirements. ~~Knowledge of economic and account principles and practices, the financial markets, banking and the analysis and reporting of financial data, Knowledge of arithmetic, statistics, and their applications.~~
2. Town of Colchester Charter and ordinances, and Colchester Board of Education policies.
3. Public administration principles and practices relevant to financial administration. ~~Preferred knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.~~
4. Ability to analyze financial statements and budget reports, and develop projections.
5. Strong verbal and written communication skills. ~~Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.~~
6. Experience with Microsoft Office Suite with emphasis on Excel.
7. Ability to create .pdf fillable forms.

EDUCATION AND EXPERIENCE

1. Bachelors Degree in Accounting/Finance, Business or Public Administration or a related field from an accredited college or university, supplemented by at least three (3) years of progressive experience in public or governmental accounting, OR an equivalent combination of training and experience.
2. CPA or CPFO designation preferred.

WORK ENVIRONMENT

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Town of Colchester Job Description

Code Administration Fire Marshal

GENERAL STATEMENT OF DUTIES

Responsible for the enforcement of applicable sections of CGS Chapter 541, as well as numerous codes promulgated under the provision of said statutes. Enforces regulations effecting life, property and public protection ~~from fire boards.~~

WORK SCHEDULE

As defined in the Town Administrators union contract.

SUPERVISOR

Works under the direct supervision of the Code Administration Director ~~Planning Director~~ and administrative supervision of the First Selectman.

SUPERVISION EXERCISED

Provides general supervision to clerical staff; and direct supervision to deputy fire marshal and inspectors.

ESSENTIAL DUTIES

1. ~~Annually~~ Inspect all occupancies regulated by the Fire Safety Code and State Statute.
2. Investigate the cause, origin and circumstances of all fires in accordance with State Statute.
3. Issue permits for the use, transportation and storage of explosives and firework.
4. Inspect all vehicles that transport flammable and combustible liquids, liquefied petroleum gas or liquefied natural gas.
5. Inspect and enforce the regulations concerning storage, use and transportation of liquefied petroleum gas and liquefied natural gas.
- ~~6. Inspect all outdoor amusements (carnivals, circuses, amusement parks, etc.).~~
6. Conduct review of plans and specifications for proposed occupancies.
7. Maintain required Fire Marshal certification.
- ~~8. Maintain required ninety (90) hours of continuing education over three (3) years to maintain certification.~~
8. Provide safety tips and give advice to the general public.
9. Provide training programs and pre-planning as needed to Fire Department Personnel as well as the General Public.
10. Schedule required inspections for Deputy Fire Marshals and inspectors.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the Connecticut Fire Safety Code and the accepted requirements of building construction and safety.
- Considerable knowledge of the standard tools and materials of the building trade.
- Considerable ability to read and interpret technical sketches and blueprints
- Considerable ability to read and interpret codes, ordinances, and regulations.
- Considerable ability to inspect and evaluate construction materials and workmanship at all stages of progress for compliance with codes, ordinances, and regulations.
- The ability to respond to fire calls within a reasonable time frame.

- ~~Must provide own transportation and possess a valid Connecticut Drivers License.~~
- Ability to perform the essential functions of the job with or without reasonable accommodations.

EDUCATION AND EXPERIENCE

Must be a State of Connecticut Certified Fire Marshal under the provisions of CGS Section 19-397 or be qualified to obtain said certifications within 90 days of appointment.

WORK ENVIRONMENT

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Town of Colchester Job Description

Planning Department Wetlands Enforcement Officer

GENERAL STATEMENT OF DUTIES

Responsible for conducting and administering the Town Inland Wetlands program.

WORK SCHEDULE

As defined in the Town Administrators union contract.

SUPERVISION RECEIVED

Works under the ~~direct~~ supervision of the Planning Director ~~and the Conservation Commission and administrative supervision of the First Selectman~~.

SUPERVISION EXERCISED

~~None. Provides general supervision to clerical staff.~~

ESSENTIAL DUTIES

1. Responsible for accepting and reviewing all Inland Wetland applications.
2. Maintain Wetland Application files.
3. Conduct site inspections to assure compliance with approved plans.
4. Investigate complaints regarding wetland violations.
5. Enforce all wetland regulations.
6. Staff Attend Conservation Commission and Open Space evening meetings and public hearings
7. Conduct research and investigations as required by Conservation Commission in order to prepare summaries and reports on inland wetland activities.
8. Staff coordinator for all GIS activities within Department.
9. Environmental Planning

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Must have:

- Basic knowledge of the principles of natural resources conservation, geography, and land use development.
- Basic knowledge and Understanding of GIS and its functions.
- Good communication skills, both written and oral.
- Must be able to interact well with the public.
- Must provide own transportation and possess a valid Connecticut driver's license.
- Ability to perform the essential functions of the job with or without reasonable accommodations.

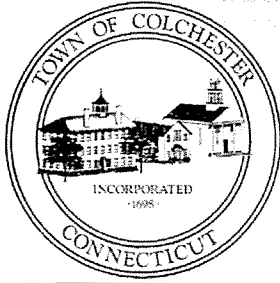
EDUCATION AND EXPERIENCE

1. Must have a minimum of a high school diploma
2. Bachelor's degree is preferred. ~~College level studies in Environmental Sciences is desired.~~
3. Must have completed and received a certificate of Completion from the State of Connecticut Department of Environmental Protection "Municipal Inland Wetlands Commissioners training program"

WORK ENVIRONMENT

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Full-time; union; salary; non-exempt.*



Town of Colchester Job Description

Public Works Director of Operations

GENERAL STATEMENT OF DUTIES

Directly supervise and oversee the operations of the highway, transfers station, and fleet maintenance departments on a day-to-day basis.

Oversee maintenance of and improvement to Town of Colchester public roads, including scheduling snow removal and winter road maintenance. Operate a variety of motorized and mechanical equipment and perform a wide variety of highly skilled labor tasks to carry out duty of maintaining and improving Town of Colchester public roads. Prepare procedures, policies and training programs for highway, fleet, and transfer station employees. May be required to perform same duties for Grounds Maintenance Crew. On call for emergencies regarding Town of Colchester public highways, parks, and buildings.

WORK SCHEDULE

As defined in the Town Administrators union contract.

SUPERVISOR

Work under the ~~direct~~ supervision of the Public Works Director and administrative supervision of the First Selectman.

SUPERVISION EXERCISED

Supervise the Highway, Transfer Station, and Fleet Maintenance staff. May also directly supervise Parks and Recreation Crew Leader.

ESSENTIAL DUTIES

1. Prepare annual budgets. Check invoices and prepare requisitions for payment.
2. Handle all matters concerning highway, fleet maintenance, and transfer station employees including, but not limited to, directing work, scheduling, evaluations and disciplinary action. May be expanded to include grounds maintenance employees.
3. Supervise work crews to carry out specific assignments.
4. Handle concerns and complaints from the public regarding Town operations. Report to the Public Works Director and Boards/Commissions as necessary regarding town operations, expenditures and needs.
5. Responsible for all road emergency situations.
6. May operate, or train others to operate, light and heavy duty vehicles, such as for plowing and hauling construction materials and supplies.
7. May operate, or train others to operate, heavy equipment, such as a sweeper, front payload, backhoe, road grader, road mower, bucket truck, bulldozer, and/or 20-ton tag-along trailer.
8. May operate, or train others to operate, light equipment, such as a chain saw, brush cutter, jack hammer, paving box power saw, lawn mower, roller, and/or line stripping machine.
9. May perform, or train others to perform, highly skilled labor, such as building catch basins, pipe laying, grade setting, transit and/or tree work.
10. Service at regular intervals and make small repairs to equipment including check oil, water, battery, tires, lights and antifreeze, and wash and clean equipment.
11. Perform related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. A general knowledge of vehicles, tools, equipment, materials, methods and practices used in the general maintenance and improvement of public highways, transfer station facilities, and vehicle maintenance.
2. Ability to operate, service and make minor repairs on light to heavy-duty highway and construction equipment.
3. Ability to assign, supervise, direct and review the work employees.
4. Ability to read and interpret blueprints.
5. Ability to work effectively with others.

EDUCATION AND EXPERIENCE

1. Possession of a valid Class I operator's license and have passed CDL testing.
2. Not less than four (4) years employment in the construction and maintenance field or an allied field.
3. Must be able to perform essential functions of the job with or without reasonable accommodations.
4. A physical and medical examination is a condition of employment after hire.
5. High school diploma or equivalency.

WORK ENVIRONMENT

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Full-time; union; salary; non-exempt*



Town of Colchester Job Description

Senior Center

Director of Senior Services ~~Senior Center Director~~

GENERAL STATEMENT OF DUTIES

Plan, organize and coordinate community services for senior adults, including recreational, educational and health activities, human services, and special interest classes and programs. Responsible for the operations of the Colchester Senior Center and its programs.

WORK SCHEDULE

As defined in the Town Administrators union contract.

SUPERVISOR

Works under the ~~administrative direction~~ supervision of the First Selectman.

SUPERVISION EXERCISED

Supervises the work of all employees and volunteers assigned to the Senior Center and its programs.

ESSENTIAL DUTIES

- 1) Work with staff and other town departments and outside agencies to develop, implement, evaluate, and track usage of all programs for senior adults.
- 2) Coordinate with TVCCA's Elderly Nutrition Program staff to provide community meals program.
- 3) Coordinate all programs within the Senior Center, e.g., meals, daily activities, trips, clinics, etc.
- 4) Coordinate the transportation system
- 5) Implement and oversee special programs.
- 6) Supervise all Senior Center employees and volunteers. ~~Supervise staff and volunteers.~~ Participate in personnel actions such as hiring, performance management, annual evaluations, and interim evaluations as needed.
- 7) Prepare and manage department's annual budget. ~~Assist with the yearly budget and preparation of grants.~~
- 8) Maintain statistics and reports as necessary.
- 9) Maintain a cooperative working relationship with other social services organizations, governmental entities, and boards.
- 10) Research and apply for grants to carry out the work of the senior center; manage, monitor, and prepare required reports for all grants received.
- 11) Develop and direct needed fundraising activities.
- 12) Ensure that timely and informative website updates occur.
- 13) Attend meetings, workshops, training, as approved ~~required~~ and/or required by the First Selectman.
- 14) Coordinate, review, and approve all marketing communications from the Senior Center, i.e. newsletter, brochures, and flyers.

- 15) Ensure all trips are properly supervised.
- 16) Engage in various public relations activities, e.g. speaking engagements, and public events to promote and market the services of the center.
- 17) Maintain confidentiality of all records.
- 18) Intake/referral of clients to programs both within and outside the agency.
- 19) Plan, develop, and implement new programs.
- 20) Keep abreast of the changing needs of the elderly in the community and explore ways to meet those needs.
- ~~21) Other related duties as required by Colchester Commission on Aging.~~
- 22) Provide crisis intervention as needed.
- 23) Serve as Colchester's Municipal Agent for the Elderly if appointed by the Board of Selectmen.
- 24) Attend meetings of and act as staff liaison to the Commission on Aging.
- 25) Working with the Commission on Aging, draft and recommend policies and plans for the implementation of senior services.
- 26) Related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- ~~1) Must possess a variety of organizational and recreational skills. Must have good communications skills.~~
- ~~2) Ability to motivate participants.~~
- ~~3) Ability to supervise volunteers and paid staff.~~
- ~~4) Knowledge of the aging process.~~
- ~~5) Ability to respond and evaluate clients needs.~~
- ~~6) Ability to communicate with the elderly, their families and professionals serving them.~~
- ~~7) Must be able to perform the essential functions of the job with or without reasonable accommodations.~~
- 8) Knowledge of the aging process, including local, state, and federal programs and services available to senior citizens.
- 9) Strong interpersonal and communication skills, and ability to work well with the public, particularly seniors, their families, and professionals serving them.
- 10) Ability to use or proven ability to learn Microsoft Word, Excel, and Outlook, and additional software as required.

EDUCATION AND EXPERIENCE

- 1) Graduation from a four-year college or university with a degree in Social Services, Humanities, Gerontology or Business Administration and/or sufficient experience in the field of Human Services to have developed a proficiency in administrative and planning situations, and three years related experience, or an equivalent combination of education and experience. However, substantial pertinent, demonstrated experiences will be considered in lieu of degree.
- 2) Must have considerable knowledge of elderly persons and their interests and abilities.
- 3) Willingness and ability to acquire and maintain first aid (CPR), Qualified Food Operator (QFO), and public services certifications/licenses.

Fulltime; salary; exempt; union

This job description is not all-inclusive and is subject to change by the Board of Selectmen at any time.



Town of Colchester Job Description

Cragin Memorial Library Library Director

GENERAL STATEMENT OF DUTIES

Plans, develops, administers, organizes, directs, and manages all aspects of town library services in conformity with the policies established by the Board of Trustees and the Town. Management duties include those related to personnel, budget, collection development, building maintenance and library operations.

WORK SCHEDULE

As defined in the Town Administrators union contract.

SUPERVISOR

Works under the supervision of the First Selectman.

SUPERVISION EXERCISED

Supervises all library staff.

ESSENTIAL DUTIES

1. Directs the daily operations of the library to ensure high quality services, resource utilization, and to maximize effectiveness of budget allocation.
2. Directs, prepares, and administers the annual budget based on established goals.
3. Manages staff and coordinates staff functions in accordance with established philosophy of library service.
4. Researches and evaluates cooperative purchasing opportunities with other libraries.
5. Prepares grant proposals to state agencies and other organizations to fund new or supplemental programs and/or service needs.
6. Assesses the community's needs as part of an ongoing planning process. Plans, implements, and evaluates the program of services, making changes as necessary.
7. Formulates policies governing the library and recommends them to the Board of Trustees for final approval by the Board of Selectmen.
8. Analyzes buildings and grounds needs and recommends improvements and repairs as necessary.
9. Negotiates service contracts ~~which protect the library's interests.~~
10. Establishes and conducts public relations programs ~~which engenders good will and promotes the library and its services to the community.~~
11. Addresses community groups to inform them of related library resources and services.
12. Other related duties, as required.

Planning and Policy:

- ~~• Evaluates program of services and makes changes as necessary~~
- ~~• Initiates and develops programs anticipation and/or in response to community needs.~~
- ~~• Evaluates developments in the library profession and other fields as they may relate to library functions for applicability to local needs.~~

Fiscal Management:

Personnel Management:

- Formulates and administers a plan for the effective utilization of staff and volunteers in the delivery of library services.
- Recruits, selects, promotes, and terminates library personnel with Board approval.
- Develops in-service training and continuing education opportunities for staff.
- Administers personnel policies.
- Participates in performance evaluations and planning.
- Provides leadership in effective working relationships and communications, encourages initiative and creativity.

Library Program Management:

- Supervises the selection and weeding of all library materials.
- Summarizes library developments and trends to provide Trustees with information for decision making.
- Acts as liaison between library staff and Board.

Property Management:

- Manages physical plant to ensure proper maintenance and utilization of the library.
- Supervises maintenance and repair personnel.
- Ensures safe conditions for staff and public on library grounds.
- Ensures servicing of library equipment to maintain proper working order.

Public Relations:

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the principals and practices of public library functions.
- Ability in oral and written communications.
- Ability to supervise the work of others.
- Ability to make decisions in an environment of limited resources.
- Ability to establish and maintain effective working relationships with supervisors, subordinates, colleagues, officials of town agencies and the public.

EDUCATION AND EXPERIENCE

Completion of an ALA accredited Masters Degree Program in Library Science plus a minimum of three years of progressively responsible library experience.

WORK ENVIRONMENT

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies. While performing the duties of this job, the employee is required to work in outside weather conditions.

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Full-time; union; salary; exempt.*

TOWN OF COLCHESTER



EMPLOYEE HANDBOOK & PERSONNEL POLICIES

DRAFT
LAST REVISION: 09/26/12

NOTICE AND DISCLAIMER OF CONTRACT

Nothing in this document is intended to create or constitute an expressed or implied contract of employment between the Town of Colchester and any of its present or future employees. The provisions of this document may be revoked or modified at any time by the Town of Colchester, in its absolute discretion.

The Town of Colchester will not recognize or be bound by any contract of employment with any employee or group of employees unless such contract is in writing and is authorized by the Board of Selectmen and signed by both the First Selectman and the employee or the certified collective bargaining representative for a group of employees.

Employment with the Town of Colchester is subject to termination, at will, by either the Town of Colchester or the employee, at any time, for any reason, with or without cause, unless otherwise agreed in writing by the First Selectman and the employee or the certified bargaining representative for a group of employees or as otherwise provided by state or local law. Both you and the Town of Colchester have the right to terminate employment at any time, for any reason, with or without cause, and with or without notice. Should any provision of these policies conflict with any provision of a collective bargaining agreement between the Town of Colchester and the certified bargaining representative for a group of employees, the provision of the collective bargaining agreement shall prevail for the members of that bargaining unit.

I. INTRODUCTION

History

The Town of Colchester, Connecticut was founded in 1698 at a point just north of the present Town Green at Jeremiah's Farm on land purchased by Nathaniel Foote from the Sachem of the Mohegan Indians. Colchester was the vision of a group of early English settlers who sought to lay out a new plantation in a large tract of virgin wilderness. In the early 1900's Colchester became the "Catskills of Connecticut". At least seven major hotels thrived. The tourist industry boomed throughout the 1930s. In the last fifty years the beach traffic brought many through Colchester. The Route 2 by-pass of the town was completed in the 1960s. But for those who did not just pass through, Colchester's dedication to the public school system, its acceptance of all peoples and its quality of life increased its population to 7,761 by 1980. In 2005 it was ranked 57th on the "100 Best Places to Live" in all of the United States, conducted by CNN. In 2010 Colchester became the first town in Connecticut, and the 36th in the country, to be certified with the National Wildlife Federation (NWF) as a Community Wildlife Habitat. Colchester is one of the fastest growing towns in Connecticut. As of 2012, over 300 years after the settling of Colchester, the population has grown to more than 16,000.

From an employment standpoint, the Town of Colchester strives to maintain a creative, open, spirited, and confident atmosphere in which employees can strive for self-fulfillment and career advancement.

Purpose of Your Employee Handbook

This **employee handbook** is intended to serve as a practical guide to the Town of Colchester's personnel policies and practices. However, since it is only a summary, compiled for the convenience of our employees and supervisors, it is not intended to cover all topics or circumstances. **The Town of Colchester reserves the right to modify, revise, delete, or add to any and all programs, practices or procedures described in this handbook at any time, with or without advance notice, and in the Town's sole discretion. You may receive updated information concerning changes to this handbook. The First Selectman's Office will forward any documents to the appropriate people when necessary. Should you have any questions about any section of this handbook, ask your supervisor or the Human Resources office. Until noted otherwise, for the purposes of this policy, the "Human Resources Office" shall mean the First Selectman's Office.** We reserve the right to respond to specific situations in whatever manner we believe best suits the needs of the Town of Colchester and the employee involved. Where there are differences between the provisions of **these policies and other written and approved employment related policies**, or in collective bargaining agreements to which the Town of Colchester is a party, policies and collective bargaining agreements shall ~~control~~ **take precedence.**

Affirmative Action / Equal Employment Opportunity

The Town of Colchester is firmly committed and has as its long-standing policy to provide equal opportunity in employment to all qualified persons on the basis of job-related skills, ability and merit.

Except in cases of bona fide occupational qualification or need, the Town of Colchester will continue to take affirmative action to ensure that applicants are employed and employees are treated without regard to their race, color, religion, sex, national origin, ancestry, age, veteran status, or mental disorder (present or history thereof), physical disability, marital status, sexual orientation, genetic information, pregnancy, or other protected status. This policy applies to all employment actions taken by the Town, including, but not limited to: recruitment, job posting and advertising, hiring, promotion, upgrading, demotion or transfer, layoff and termination, rates of pay and other forms of compensation and benefits, and selection for training.

Sexual (and other) Harassment

Harassment of an employee, by a supervisor or co-worker on the basis of sex, race, color, religion/creed, national origin, ancestry, age, disability, citizenship, marital status or sexual orientation creates a harmful working environment. It is the policy of the Town of Colchester to maintain a working environment free from harassment, insults or intimidation on the basis of an employee's sex, race, color, religion/creed, national origin, ancestry, age, disability, citizenship, marital status or sexual orientation. Physical, verbal or non-verbal, (including electronic), conduct, by a supervisor or co-worker relating to any of these characteristics or factors which has the effect of creating an intimidating, hostile or offensive work environment, unreasonably interfering with the employee's work performance or adversely affecting the employee's employment opportunities, will not be tolerated.

While it is difficult to define sexual harassment precisely, it does include any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Although not an exhaustive list, the following are examples of the type of conduct prohibited by the policy against sexual harassment:

1. unwelcome sexual relations with a co-worker or supervisor;
2. unwelcome attention of a sexual nature such as degrading comments, propositions, jokes, tricks or noises; or
3. the threat, or suggestion, that continued employment, advancement, assignment, earnings or other terms and conditions of employment depend on whether or not the employee will submit to, or tolerate, harassment.

The use of disability-related or racially derogatory jokes or comments, racial or religious epithets, or ethnic slurs that have the effect of creating an intimidating, hostile or offensive work environment, and insults or intimidation demonstrating age bias, are also examples of the type of conduct prohibited by this policy.

Any infraction of this policy by supervisors or co-workers should be reported immediately to the Department Head or Human Resources Office. Confidentiality at the time of reporting the infraction is assured; however, complete confidentiality cannot be guaranteed in light of the Town's need to investigate such **an** infraction and resolve the

matter. The Town reserves the right to take any appropriate action under all the circumstances to correct any violation of this policy. Retaliation against any employee for complaining about harassment on the basis of sex, race, color, religion, national origin, ancestry, age, disability, citizenship, marital status, sexual orientation, or any other characteristic protected by law is prohibited.

Violations of this policy, including retaliation for filing any complaint or cooperating in any investigation under this policy will not be permitted and may result in discipline, up to and including dismissal.

Americans with Disabilities Act Statement

The Town is committed to employing all individuals on the basis of ability rather than disability. This commitment includes making reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual. A reasonable accommodation may include any action which enables an individual with a disability to perform the essential functions of his or her position but which does not result in an undue hardship to the business. A “reasonable accommodation” is a change in the work environment or work procedures that gives a qualified individual with a disability the same employment opportunities as non-disabled individuals.

If an individual requests an accommodation, we will determine whether the individual has a “disability” as defined by the Americans with Disabilities Act (ADA) or any other state or federal disability law and whether an accommodation is appropriate and reasonable. This may require assistance from your physician or medical care provider. To request an accommodation or other assistance, contact your supervisor or Human Resources.

Anti-Discrimination

We are committed to providing a work environment that is free from all forms of unlawful discrimination. Discrimination in any form is illegal and all discriminatory practices are prohibited and will not be tolerated under any circumstances. It is our policy to provide a work environment free from all forms of discrimination which may be considered harassing, offensive, coercive, hostile, intimidating, threatening or disruptive. These behaviors include, but are not limited to, harassment, joking and demeaning remarks, stories, use of nicknames or other abusive conduct directed at an employee because of sex, race, color, religion, national origin, ancestry, age, disability, citizenship, marital status, sexual orientation, or any other characteristic protected by law.

Reporting Legal / Ethical Violations

It is the philosophy of the Town of Colchester that every employee has the responsibility to take action to prevent problems and improve our operation. If employees observe possible unethical or illegal conduct, they are encouraged to report their concerns.

Employees and others may communicate suspected violations of law, policy, or other wrongdoing, as well as any concerns regarding questionable accounting or auditing matters (including deficiencies in internal controls) by contacting their supervisor, Human Resources, or the First Selectman.

We will treat all communications under this policy in a confidential manner, except to the extent necessary to conduct a complete and fair investigation, or for review of operations. All inquiries will be subject to Freedom of Information Act (FOIA) guidelines and regulations.

The Town prohibits any form of retaliation against any employee for filing a good faith complaint under this policy or for assisting in a complaint investigation.

Workplace Threats and Violence

~~Nothing is more important to~~ The Town of Colchester ~~than~~ regards the safety and security of its employees as critical. There is a zero tolerance policy towards any threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by employees on Town of Colchester property or in relation to employment with the Town ~~will not be tolerated~~. Violations of this policy will lead to disciplinary action, ~~which may include~~ **up to and including** dismissal. **Depending on the severity of the violation of this policy, the Town reserves the right to seek the arrest and possible prosecution of the employee.**

Any employee who ~~makes substantial threats, exhibits threatening behavior~~ threatens another employee (**for example: harassment, intimidation, displaying a weapon, etc.**), or engages in violent acts on Town property shall be removed from the premises as quickly as safety permits, and shall remain off Town premises pending the outcome of an investigation. The Town will initiate an appropriate response. This response may include, but not be limited to: **suspension and/or termination**, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the employee or employees involved.

All Town of Colchester personnel are responsible for notifying the management representative designated below of any threats, which they have witnessed, received, or have been told that another employee 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-controlled site, or is connected to employment with the Town. Employees are responsible for making this report regardless of the relationship between

the employee or persons who initiated the threat or threatening behavior and the employee or persons who were threatened or were the focus of the threatening behavior. If the designated management representative is not available, personnel should report the threat to their supervisor (or that individual's supervisor if the threat is made by the supervisor).

All individuals who apply for or obtain a protective or restraining order which lists Town locations as being protected areas, must provide to the designated management representative a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

The Town of Colchester understands the sensitivity of the information requested and has developed confidentiality procedures, which recognize and respect the privacy of the reporting employee(s).

The designated management representative is:

~~Name: Jenny Contois~~
Title: First Selectman
Telephone: 537-7220
Location: Selectman's Office, Town Hall

~~ZERO TOLERANCE POLICY ON WORKPLACE VIOLENCE~~

~~The Town of Colchester maintains a zero tolerance policy on violence in the workplace. Any violent act is strictly prohibited. Participating in, provoking or otherwise contributing to any violent act in the workplace including but not limited to abuse, assault, battery, threats and/or harassment will result in severe disciplinary action up to and including discharge.~~

Release of Employee Information

Employee personnel files and records are subject to the Freedom of Information Act (FOIA) and may be requested for viewing from outside individuals, organizations, and agencies. Health Insurance Portability and Accountability Act (HIPAA) guidelines take precedent over FOIA regulations with regards to employee information being available and therefore personal medical records are not subject to FOIA requests.

Conflict of Interest

Employees have an obligation to conduct business within Town policies that prohibit actual or potential conflicts of interest. This section establishes only the framework within which the Town of Colchester wishes to operate. The purpose

of these policies is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. All employees are bound by the Town of Colchester's Code of Ethics.

An actual or potential conflict of interest occurs when an employee is in a position to influence a work-related decision that may result in a personal gain for that employee or for a relative. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which The Town does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Town.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, leases, etc., he or she must disclose the existence of any actual or potential conflict of interest as soon as possible to a manager so that safeguards can be established to protect all parties.

Employees must not engage in any other employment or self-employment, or providing services to others, with or without compensation, during normal working hours.

II. YOUR JOB

Employment Classification

An employee's classification is determined based upon the employee's regular hourly workweek with the Town of Colchester. While it does not alter the at-will nature of employment with the Town, an employee's classification is significant, as it determines what Town-provided benefits, if any, an employee is eligible to receive.

The employment classifications for employees working for the Town of Colchester are as follows:

A. Regular. A regular employee is hired for "continuous" work and not hired to fulfill duties on a temporary or short-term basis.

d.B. Temporary. A temporary employee is one who provides services to the Town of Colchester on an "as-needed," intermittent or seasonal basis. Temporary employees are not eligible for any benefits offered by the Town of Colchester.

a.C. Full-time. A full-time employee is one who ~~has successfully completed a three (3) month probationary period of employment and who~~ **consistently is regularly scheduled works throughout the year for** a minimum of thirty-five (35) hours per week. Full-time employees who meet all other qualifications required by the Town and/or its benefits provider(s), are eligible for all of the employee benefits offered by the Town, such as

group insurance, holidays, vacation, sick leave, leaves of absence, and other benefits as set forth in this handbook.

b.D. Part-time. A part-time employee is one who ~~has successfully completed a three (3) month probationary period of employment and who consistently works throughout the year~~ is normally scheduled to work less than thirty-five (35) hours per week on a regular basis. Part-time employees are paid on an hourly or daily salary basis. There are two (2) different part-time classifications:

1. Part-time employees ~~who consistently~~ are regularly scheduled to work a minimum of thirty (30) hours per week and who meet all other qualifications required by the Town are eligible to earn vacation, holidays, sick leave, paid time-off, longevity, and ~~life~~ insurance benefits and to participate in our ~~IRA~~ 401(a) plan on a prorated basis as set forth in these personnel policies. Employees who consistently work a minimum of thirty (30) hours per week also receive the long-term disability benefit and may participate in the Town's Deferred Compensation 457 Plan as set forth in these personnel policies.
2. Part-time employees who consistently work less than thirty (30) hours per week are not entitled to any fringe benefits offered by the Town, unless otherwise explicitly provided in this handbook and personnel policies.

c.E. Probationary. During the first three months of any full-time or part-time employee's employment with the Town of Colchester, the employee will be considered a probationary employee. Probationary employees are not eligible for any benefits offered by the Town of Colchester. Sick leave, personal leave and vacation will accrue, but cannot be used, during ~~probation~~ this period. ~~The probationary period for newly-hired full-time or part-time employees may be waived with the permission of the First Selectman through a signed letter confirming such waiver.~~ (NOTE: Option to waive waiting period will be added to a future section of the policy)

F. Elected Official. An elected official is one who has been duly elected by the residents of the Town of Colchester or appointed to fill a vacancy and is otherwise considered a "full-time" employee as defined in this section. The elected officials that this policy pertains to are solely the First Selectman, Town Clerk, and Tax Collector. Elected officials are not subject to the three (3) month probationary period upon election or appointment. Elected officials are eligible for all of the employee benefits offered by the Town, such as group insurance, vacation, holidays, sick leave, paid time-off, leaves of absence, and other benefits as set forth in these personnel policies effective the first day of the month immediately following their election or appointment. Benefits provided to paid, full-time elected officials are to be determined by the Town of Colchester's Board of Selectmen and may be expanded or decreased as is deemed in the best interest of the Town.

G. Exempt And Non-Exempt Status. Consistent with applicable federal and state wage and hour laws, employee classifications fall into one of two categories: “exempt” or “non-exempt.” These terms are defined by the Fair Labor Standards Act, which is a federal law requiring that certain employees be paid at least the minimum wage and overtime for hours worked over 40 hours a week. However, the law provides that some employees are “exempt” from this requirement, and therefore do not have to be paid a specific hourly wage or overtime. You will be advised whether your position is an exempt or non-exempt position.

Exempt: Exempt employees do not have any limits on the hours that may be worked in a given work or pay period. They are expected to work the hours needed to accomplish their job responsibilities without receiving extra pay for overtime worked.

Non-Exempt: Non-exempt employees are paid an hourly rate and are eligible for overtime pay at the rate of 1 ½ times their regular hourly rate of pay for hours worked in excess of 40 hours per work week.

Employee Hiring and Dismissal (ADDED FROM CURRENT POLICY)

Purpose

The Town of Colchester Charter, Article IV The Board of Selectmen, § C-402, C. “The appointment and dismissal of all Town employees shall be administered by the Board of Selectmen, but the Board of Selectmen may delegate such authority as is deemed necessary for the sound administration of Town government.”

The Town of Colchester Charter, Article XIII Town Employees and Appointed Officials, § C-1301 “The appointment and dismissal of all Town employees, except those who are elected or are under the jurisdiction of the Board of Police Commissioners, shall be made by the Board of Selectmen, but the Board of Selectmen may delegate such authority as is deemed necessary for the sound administration of Town government. All appointments shall be made on the basis of merit and after examination of qualifications. The Board of Selectmen shall neither appoint nor dismiss Town employees associated with fire protection services except as recommended by the Fire Chief. Before the appointment or dismissal of any Town employee, the Board of Selectmen shall consult with the board, department or individual to whom the services of such employee are to be or have been rendered.”

The purpose of this policy is to specify the Board of Selectmen’s delegation of authority for the hiring and dismissal of Town employees and joint Town/Board of Education (BOE) employees as it pertains to the language of the Town of Colchester charter.

Town Employee Hiring and Dismissal

The First Selectman shall hire and dismiss employees of the town, with the exception of employees whose employment is otherwise provided by law (i.e. elected officials), and department heads. For the purposes of this policy, department heads are: Assessor, Building Official, CHVFD Chief, Cragin Memorial Library Director, Public Works Director, Recreation Manager, Senior Center Director, Town Engineer, Town Planner/Planning Director, and Youth & Social Services Director.

The Board of Selectmen shall be given notice of all full-time and part-time employees who are hired or dismissed by the First Selectman prior to the next Board of Selectmen meeting immediately following the hire or dismissal. This notification requirement to the Board of Selectmen shall not apply to per-diem or temporary/seasonal employee hiring or dismissal actions.

At either of its next two meetings following such hiring or dismissal notification to an employee, the Board of Selectmen, by a majority vote, may request a review of the decision to hire or dismiss and confirm or reverse the decision of the ~~make a recommendation to the~~ First Selectman. The authority to hire and dismiss department heads and employees whose employment is otherwise provided by law rests solely with the Board of Selectmen.

Joint Town/Board of Education Employee Hiring and Dismissal

Joint Town/Board of Education employees, including department heads serving as joint employees, may be hired or dismissed following the approval of the Board of Selectmen and Board of Education by majority vote or by the BOE its designee. The Chief Financial Officer's hiring and dismissal shall be processed per the Town of Colchester Charter.

Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

Resignation: voluntary employment termination initiated by an employee.

Discharge: involuntary employment termination initiated by the employer.

Layoff: involuntary employment termination initiated by the employer that is generally not for disciplinary reasons.

Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Notice

We hope that you will remain with the Town; however, should you decide to resign, we request that you provide two weeks advance notice to your supervisor (in writing).

Return of Equipment/Supplies

Prior to the end of the last day of work the employee must return all Town equipment and property to his/her supervisor. This includes, but is not limited to, the return of all uniforms, credit cards, badges, and keys. Terminating employees are required to settle any outstanding debts prior to the last day of employment.

Benefits Continuation (COBRA)

Federal law may allow employees and their dependents who are covered by our health insurance program to temporarily continue that coverage following certain qualifying events (such as termination of employment), when health coverage would otherwise end.

Employee Relations

We have an open door policy. There may be times when you will have a constructive suggestion or a complaint to make. There also may be times when a difference of opinion will arise between you and another employee or your supervisor. We encourage you to bring any questions, suggestions, and complaints to our attention. We will give careful consideration to each of these in our continuing effort to improve our operations.

We are committed to open and honest discussion of employee problems and concerns raised in good faith without fear of retaliation. The best way to clarify a misunderstanding, solve a problem, or resolve a difference of opinion is to discuss the matter directly with the other person(s). If the matter goes unresolved, we believe that the following procedure will ensure that complaints receive full consideration. Should an unsatisfactory situation arise concerning the

terms and conditions of your employment, it is important that you bring it to the attention of the appropriate person according to the following procedure:

Step 1 - Talk to your supervisor within 15 working days of event. It is your supervisor's responsibility to ensure that any complaint received is given prompt attention.

Step 2 - In the event you feel the problem remains unresolved after discussing it with your supervisor, (or if your issue directly involves your supervisor), you are encouraged to meet with the Department Head within 15 working days of event or non-resolution. The Department Head has 15 working days to respond to employee.

Step 3 - If you still feel that your problem/complaint remains unresolved, you may request a meeting with the First Selectman within 15 working days of non-resolution and First Selectman has 15 working days to respond to the employee.

Performance Appraisal

Ongoing communication between employees and supervisors to establish goals, clarify job accountabilities, and determine performance standards is the key to effectively managing performance, ensuring that employees have the tools to be successful in their jobs and ultimately ensuring the success of the Town. The performance management and appraisal process provides an ongoing means of communication between supervisors and employees resulting in an annual written performance appraisal. Appraisals are prepared based on the performance activities of the past year.

Performance appraisals will include a summary of the employee's performance that is measured against job accountabilities description, performance standards and specific goals, and objectives during the performance period. The appraisal will also be used to create goals and career development objectives for the new performance period.

Your job performance and your ability to comply with policies and practices directly affect your career advancement, your pay, and your continued employment.

Development Opportunities

The Town of Colchester is committed to providing employees opportunities for individual growth and development in their jobs. You should accept the challenge to grow and develop in your job. The Town will provide you with the

opportunity for training, future growth, and career development. By the same token, it is expected that employees will take an active approach in self-improvement by seeking out educational and training opportunities, with the approval of their department head.

Attendance

~~The Town of Colchester relies on all of its employees to report to work regularly and on time. If an employee is going to be late or absent, he or she must contact his or her supervisor immediately. If an employee has to leave work early, he or she must obtain advance approval from his or her supervisor.~~

~~The Town will take disciplinary action, up to and including discharge, where an employee's attendance is unacceptable or where an employee fails to comply with the above notice requirements.~~

You are important to our success, and each job is important to the smooth operation of our Town. Reporting to work on time, continuing to work until the end of the workday, and being at work on a regular and consistent basis is expected of each employee. Your attendance and punctuality record directly affects your performance evaluations, your opportunities for advancement and your continued employment.

The Town does not tolerate unexcused absences. An excused absence means that you have requested and received your supervisor's permission to be absent for a certain day. An "unexcused absence" is defined as all other absences when your supervisor has not approved the time off or where you have failed to make appropriate attempts to contact your supervisor. With the exception of extenuating circumstances, more than three unexcused absences in a year will result in discipline up to and including discharge. Consecutive absences may be treated as one incident.

If you are absent from work for three (3) consecutive work days and fail to properly call in to your supervisor, you will be considered to have voluntarily resigned abandoned your job and may be subject to termination.

If it should become necessary for you to be late or absent, you are required to inform your supervisor as soon as possible. Speak directly with your supervisor. It is also expected that you will notify your supervisor in advance to request time off unless it is a case of illness or unexpected emergency situation. Calling in to say that you are taking vacation time or time off for some other reason that could have been scheduled in advance is not acceptable.

Even if reported and excused, absenteeism and tardiness that becomes excessive places a heavy burden on other employees. What is “excessive absenteeism”? Employees are provided with vacation, personal, and sick time. Absences in excess of this time are considered excessive – such situations will be addressed by disciplinary action and possibly termination of employment. However, excessive absenteeism does not include approved and documented leaves of absence, jury duty, military duty, approved and scheduled vacation time, or bereavement leave taken within Town guidelines. Excessive absenteeism will result in discipline up to and including discharge.

Tardiness is not acceptable. Excessive tardiness is subject to **disciplinary action**.

Lunch and Breaks

Lunch times and length of lunch periods are to be determined by department management, in accordance with applicable labor laws. You may not forego your lunch period in order to shorten your workday, unless authorized by your supervisor. Employees are expected to work up to the start of the lunch period and be at their workstations ready to work at the end of the lunch period.

Personnel Records

Each employee is responsible for updating personnel information with the **First Selectman-Human Resources Office**, in writing, when there is a change in the employee's address, telephone number, marital status, emergency contact, or number and names of dependents.

Tax information must be kept current. W-4 forms are available in the **Payroll Department Human Resources Office** throughout the year.

A personnel file will be maintained by the **First Selectman-Human Resources Office** on each employee of the Town of Colchester and may contain any or all of the following items:

1. Employment application, resume, letters of reference;
2. Correspondence and agreements regarding employment with the Town of Colchester;
3. Copies of any evaluations;
4. Requests for vacation, leave, personal days and all other authorized absences;
5. Copies of all correspondence or other records relating to employment, promotion, discipline, dismissal or resignation;
6. Authorizations for withholding monies from pay for any lawful purpose;
7. Authorizations for pay changes signed by the First Selectman.

All records maintained by the ~~First Selectman~~ Human Resources Office are the property of the Town of Colchester and subject to the State's Record Retention Requirements, and the requirements of the Connecticut Freedom of Information Act. Employees may view their personnel files at mutually agreeable times. When reviewed, personnel files may not be taken from the Human Resources Office and must be reviewed with the supervision of an employee of the Human Resources Office.

III. YOUR PAY AND BENEFITS

Your Paycheck

All employees are paid on a bi-weekly basis. All required deductions for federal, state or local taxes, and all authorized voluntary deductions such as health or dental plans, 401(a), 457, etc. are withheld from your paycheck. All paychecks will be directly deposited into your personal checking or savings account(s).

Non-exempt Employee Pay

If you are classified as a non-exempt employee, you must maintain a record of the total hours you work each day. These hours must be accurately recorded on a time card that will be provided to you by your supervisor. Your time card must accurately reflect all regular and overtime hours worked, any absences, late arrivals, early departures, and meal breaks. Any absences will be verified by the employee and their supervisor and coded properly on the time card for payroll and record keeping purposes.

Unless you are authorized by your supervisor, You should not work any hours that are not authorized by your supervisor. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so and that time is recorded on your time card. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your time card. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

It is a violation of the Town's policy for any employee to falsify a time card, or to alter another employee's time card. It is also a serious violation of Town policy for any employee or supervisor to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time card to under- or over-report hours worked. If any supervisor or employee instructs you to (1) incorrectly or falsely under- or over-report your hours worked, or (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, you should report it immediately to the Human Resources Office.

Exempt Employee Pay

If you are classified as an exempt salaried employee, with work hours specified in the relevant job description, you will receive a salary that is intended to compensate you for all hours you may work for the Town. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

Exempt employees must complete a bi-weekly time card and is are responsible for maintaining a record of time off taken due to vacation, illness, bereavement, etc.

Your wages may be reduced for certain types of deductions such as your portion of the insurance premiums; state, federal or local taxes; social security; or, voluntary contributions to a 401(a) and/or 457 plan.

Reporting Paycheck Concerns

If you believe you have been subject to any improper deductions or your pay does not accurately reflect your hours worked, you should immediately report the matter to Payroll. If Payroll is unavailable, you should immediately contact the Human Resources Office.

In the event that your paycheck is lost or stolen, please notify your supervisor immediately or the Payroll Department.

Overtime

Non-exempt employees will be paid at the rate of time and one-half their regular hourly rate of pay for all hours worked in excess of forty (40) hours in a workweek. For the purpose of calculating overtime, hours not worked but credited to an eligible, non-exempt employee include: holidays, paid sick leave, and vacation days. All overtime work must be authorized in advance by the employee's supervisor.

Benefits

The Town of Colchester provides the following benefits to full-time employees, as defined in these personnel policies. The Town of Colchester also provides pro-rated

benefits as well as others as outlined in this policy to employees who work no less than 30 hours per week, excluding health insurance. The Town of Colchester reserves the right to modify or eliminate any benefits from time to time in its sole discretion, and with **out** prior notice to employees. The Town will provide such notice of benefit changes as is practical at the time of the change. Should any statement contained herein conflict with the terms of any actual benefit plan or contract, including any individual employment contract, the terms of such plan or contract shall prevail.

~~Paid, full-time, elected Officials (First Selectman, Town Clerk, Tax Collector) are provided medical and dental benefits, long-term disability (LTD), as outlined in these policies, and may also participate in the Town's Deferred Compensation Plan. Benefits provided to paid, full-time elected officials are to be determined by the Town of Colchester's Board of Selectmen and may be expanded or decreased as is deemed in the best interest of the Town.~~

Holidays

Eligible Full-time employees and part-time employees regularly scheduled to work at least thirty (30) hours per week shall observe the following holidays off with pay annually:

1. ½ Day New Year's Eve
2. New Year's Day
3. Martin Luther King, Jr. Day
4. Presidents' Birthday
5. Good Friday
6. Memorial Day
7. Independence Day
8. Labor Day
9. Columbus Day
10. Thanksgiving Day
11. Day After Thanksgiving
12. Veterans' Day
13. ½ Day Christmas Eve
14. Christmas Day
15. One (1) Floating Holiday

Employees eligible for holidays off with pay shall be paid for the hours they were regularly scheduled to work on ~~the holiday a work day.~~ ~~if they~~ **Eligible employees must** work their full schedule on the first regularly scheduled work day immediately prior to the holiday and on the first regularly scheduled workday immediately following the holiday, or ~~if they were~~ **be** on an approved paid leave of absence ~~with pay for such days.~~

Regular, part-time employees who are consistently scheduled to work at least twenty (20) hours per week shall be eligible for holidays off with pay and according to the preceding guidelines.

For the purpose of calculating overtime, hours credited to an eligible full-time employee for holiday pay will be considered as hours worked. If a holiday falls on a Saturday or Sunday it will be observed on the preceding Friday or the following Monday, at the sole discretion of the Town.

Vacations

All regular employees who work at least 20 30 hours per week will receive their vacation time on January 1st of each year, based on the prior year's accrual. Employees presently will accrue vacation days based on completed years of service as follows:

<u>Years of Completed, Continuous Full-Time Employment</u>	<u>Annual Vacation</u>
After 1 year	One week (5 working days)
After 2 years	Two weeks (10 working days)
After 7 years	Three weeks (15 working days)
After 14 years	Four weeks (20 working days)

<u>0 – less than six months</u>	<u>0 days</u>
<u>6 mos – 1 yr</u>	<u>3 days</u>
<u>1 year</u>	<u>10 days</u>
<u>2 years</u>	<u>11 days</u>
<u>3 years</u>	<u>12 days</u>
<u>4 years</u>	<u>13 days</u>
<u>5 years</u>	<u>15 days</u>
<u>6 years</u>	<u>16 days</u>
<u>7 years</u>	<u>17 days</u>
<u>8 years</u>	<u>18 days</u>
<u>9 years</u>	<u>19 days</u>
<u>10 years</u>	<u>20 days</u>
<u>More than 10 years</u>	<u>20 days</u>

Part-time employees who are regularly scheduled to work at least thirty (30) hours per week shall earn vacation on a pro-rated basis, but such employees shall, in no case, be entitled to more than two (2) weeks of vacation per year. ~~Part-time employees who are regularly scheduled to work at least twenty (20) hours per week shall earn vacation on a pro-rated basis, but such employees shall, in no case, be entitled to more than one (1) week of vacation per year.~~

Full-time employees do not accrue or earn vacation benefits during unpaid leaves of absence when the leave lasts longer than 30 days. In such a situation, the An unpaid leave of absence will be deducted from the employee's total continuous years of service for the purpose of determining vacation entitlement.

In the event a paid Town holiday falls within an employee's scheduled vacation period, that holiday will not count as an employee vacation day.

Employees who request vacation time must complete a Time-Off Request Form (available in the Human Resources Office). Vacation time must be pre-approved by the employee's immediate supervisor. Normally, individual vacation days will be requested three or more days in advance. In case of emergency or unusual circumstances, less notice may be given for vacation request.

Any employee may take vacation days in conjunction with personal leave days, holidays or sick leave.

Assignment of vacation time off will be based on the operational needs of the Town.

Employees ~~who work 30 hours or more and qualify for vacation benefits will be allowed to~~ may carry over ~~accrued unused vacation days to a maximum accumulation of 30 days no more than~~ 10 vacation days per year ~~one year's worth of allotted vacation leave.~~ Carryover of more than 10 vacation days one's annual vacation allotment per year must be approved by the employee's supervisor and the First Selectman.

Upon termination or retirement, each employee will be paid for accrued vacation at his/her current base rate of pay.

The First Selectman can grant newly-hired employees more vacation, than the above table allots, at his/her discretion, with the consent of the Board of Selectmen.

Joint Town/Board of Education employees' vacation time is accounted for on a fiscal year basis.

Medical and Dental Insurance

~~Each full-time employee may currently elect single, two-person or family coverage under one of the following medical plans:~~

- ~~1. Century Preferred Managed Care Plan~~
- ~~2. Blue Care Managed Care Plan~~

~~All references in this Policy to types of benefits are solely for the purposes of description and identification, and in all cases the terms and provisions of insurance policies themselves shall govern any claim. The Town currently provides a copy of the insurance plans to all employees covered by this Policy.~~

~~Employees shall be given the opportunity to change their election of a plan on an annual basis only.~~ **All full-time employees may elect to receive group insurance coverage provided by the Town for their employee group. Whenever the Town changes the group insurance plans or contributions, employees of the affected group shall be given written notification of such change. Detailed descriptions of the group insurance plans are available at the Human Resources Office.**

The benefit choices you make during the annual open enrollment period take effect July 1 and remain in effect until June 30 each year. After July 1, you may only make changes to your benefits if you notify Human Resources within 30 days of a qualifying event. A qualifying event is a change in an employee's or dependent's status that results in a gain or loss of coverage or coverage options. The election change must be consistent with the change in status.

The Town may change insurance carriers or modify the insurance policies described in this section at any time in its sole discretion and with **out** prior notice to employees. The Town will provide such notice of benefit changes as is practical at the time of the change.

~~Each eligible employee shall contribute, through weekly payroll deduction, seven and one-half percent (7.5%) of the monthly premium cost for individual, two-person or family medical benefit coverage for the Century Preferred Plan and seven and one-half percent (7.5%) for the monthly premium cost for individual, two-person or family medical benefit coverage for dental benefits. The Town contributes one hundred percent (100%) of the monthly premium cost for individual, two-person or family coverage for the Blue Care Managed Care Plan. The preceding contribution rates are subject to change without prior notice to employees. The Town will provide such notice of change as is practical at the time of the change.~~

The Town currently maintains a plan under Section 125 of the Internal Revenue Code for the purpose of permitting employees to make their premium contributions on a pre-tax basis, to the extent provided by law.

~~The Town, in its sole discretion, may elect to implement a program of cost containment procedures, including, but not limited to pre-admission review, admission planning~~

~~services, admission and continued stay review, second surgical opinions and hospital bill audits. Prior to implementing any such program, the town will provide information sessions for employees. For non-Medicare eligible employees who have been employed by the Town of Colchester for a minimum of 10 years, who retire on or after July 1, 2000, medical coverage for the most cost effective plan offered to Town employees shall be provided for the retiree and the retiree's spouse at the group rate for such benefits for a period not to exceed five (5) years or upon the retiree's eligibility for Medicare with the cost of the monthly premium paid by the retiree. Once an employee opts out of such plan coverage, he or she will not be eligible for readmission.~~

~~At such time as a retiree who retires on or after July 1, 2000 becomes eligible for Medicare, the Town shall provide for Medicare risk plan coverage as an alternative to Medicare with the cost of the monthly premium paid by the retiree as long as such plans are available to the Town.~~

Long-Term Disability (LTD)

~~A **regular** employee who works a minimum of 30 hours per week who is disabled **for a period of 90 days** due to an accident or sickness that is not compensable under the Worker's Compensation Act and who has exhausted all of his/her paid leave benefits shall be eligible for weekly accident/sickness disability insurance payments up to sixty percent (60%) of his/her base rate at the time of disability, to a maximum of two thousand dollars (\$2,000) per month **until age 65**. ~~These benefits will be offset by weekly worker's compensation benefits (not to include specific indemnity benefits covering specific loss or disfigurement), and other state or federally mandated benefits the employee receives. In no instance shall such benefits being until after 90 days of disability.~~~~

~~**Joint Town/Board of Education employees shall be eligible for weekly accident/sickness disability insurance payments up to sixty percent (60%) of his/her base rate at the time of disability, to a maximum of six thousand dollars (\$6,000) per month until age 65.**~~

Individual Retirement Account 401(a) Plan

~~Full-time employees, are eligible to receive an I.R.A. plan contributed to, by the town, in an institution of the town's choice.~~

~~After one year of continuous employment, the town contributes into the I.A.A. plan for full time employees based on the base wages (excluding overtime, longevity and any other pay on top of base pay) is three percent (3%). This contribution percentage increases to four (4%) at the beginning of the fiscal year following completion of the first four continuous years of service by the employee. As of July 1, 2000 this contribution percentage increases to five (5%) at the beginning of the fiscal year following completion of the six continuous years of service by the employee.~~

~~It is the responsibility of the employee to abide by all I.R.S. guidelines concerning their I.R.A. Participation in this plan is subject to any and all requirements set forth in applicable laws, as the same may be amended from time to time.~~

~~As of July 1, 2000 part-time employees working at least thirty hours per week on a continuous basis are eligible to receive an I.R.A. plan, contributed to, by the town, in an institution of the town's choice.~~

~~After one year of continuous employment, the town contributes into the I.R.A. plan for thirty hour a week employees based on the base wages (excluding overtime, longevity and any other pay on top of base pay) is two percent (2%). This contribution percentage increases to three (3%) at the beginning of the fiscal year following completion of the first four continuous years of service by the employee. This contribution percentage increases to four (4%) at the beginning of the fiscal year following completion of the six continuous years of service by the employee.~~

~~It is the responsibility of the employee to abide by all I.R.S. guidelines concerning their I.R.A. Participation in this plan is subject to any and all requirements set forth in applicable laws, as, the same, may be amended from time to time.~~

~~An employee may, in writing, request, if they are eligible, to have the town's I.R.A. contribution put into their existing 457 Deferred Compensation Plan instead of the I.R.A.~~

~~The I.R.A. accounts cannot be closed by the employees without prior approval.~~

Employees who are regularly scheduled to work at least thirty-five (35) hours per week, have the option to participate in a Section 401(a) Plan after the end of his/her probationary period. For those who choose to participate, the Town and the employee will each contribute 6% of base pay (not including overtime, longevity, etc.) beginning on the employee's first day after the probationary period concludes. Employee contributions will be made on a pre-tax basis. The combined contribution by the Town and the Employee will not exceed the maximum allowed by law per year. Employees can voluntarily contribute more than the maximum percentages quoted above on an after tax-basis subject to annual limits allowed by law including pre-tax employer and employee contributions.

For those employees who chose not to participate in the Section 401(a) Plan, the employee will not receive any matching contribution from the Town.

Part-time employees who are regularly scheduled to work at least thirty (30) hours per week are eligible to participate in a Section 401(a) Plan after the end of his/her probationary period. The Town and the employee will each contribute 3% of base pay (not including overtime, longevity, etc.) beginning on the employee's first day after the probationary period concludes. Rules regulating full-time

employees with regards to this plan shall govern part-time employees as well. Employees that are eligible to participate in the Town's 401(a) Plan are subject to a five (5)-year vesting period, whereby the employee attains twenty percent (20%) rights to the Town's contributions each year to a total of one hundred percent (100%) at the completion of five (5) years of employment with the Town.

All employees hired prior to the adoption of this policy are considered 100% vested.

457 Deferred Compensation Plan

~~Each All full- and part-time employees has have the option of participating in contributing to the Town's Deferred Compensation Plan under Section 457 Plan of the Internal Revenue Code of 1986. after their probationary period concludes. The Town will not make matching contributions to the 457 Plan. An employee, who wishes to participate in this plan, will be given both company representative names to contact with their questions.~~

Life Insurance

All regular, full-time, non-exempt employees who work at least thirty-five (35) hours per week are provided group life insurance in the amount ~~ranging from \$20,000 to of \$50,000, as of July 1, 2000, depending on an employee's classification and bargaining unit status.~~

Full-time, exempt employees are provided group life insurance in the amount of \$60,000.

Part-time employees working at least thirty hours per week, ~~as of July 1, 2000,~~ are provided group life insurance in the amount of ten thousand dollars (\$10,000).

Joint Town/Board of Education employees are provided group life insurance in the amount of their annual base salary.

Other life insurance amounts than the amounts listed here may be dictated by union contract.

Longevity Bonus

Employees hired on the date of or after the adoption of this handbook and personnel policy manual are not eligible for longevity bonuses.

Full-time employees of the Town of Colchester, who have completed five (5) years of continuous, full-time employment with the Town, are eligible for the following yearly

longevity bonus, determined by the employee's length of continuous full-time service with the Town as of July 1 of each year:

<u>Years of Completed, Continuous, Full-Time Employment</u>	<u>Yearly Amount</u>
6 - 9th year	\$450
10 - 14th year	\$500
15 - 19th year	\$600
20th year and over	\$750

Employees who work no less than 30 hours per week, who have completed five (5) years of continuous full-time employment with the Town are eligible for a longevity bonus on a pro-rated basis.

<u>Years of Completed, Continuous, Full-Time Employment</u>	<u>Yearly Amount</u>
6-9th Year	\$386
10-14th year	\$430
15-19th year	\$515
20th year and over	\$600

Longevity bonuses will be paid in July of each fiscal year to eligible employees.

Any unpaid leave of absence will be deducted from the employee's total continuous years of service for the purpose of determining the employee's eligibility for a longevity bonus.

Other longevity rules and rates may be dictated by union contract.

Performance Incentive

Non-union employees hired on or after the adoption of this handbook and personnel policy manual are eligible for an annual performance bonus.

Non-union employees hired prior to the adoption of this handbook and personnel policy manual must opt out of the longevity bonus program permanently to be eligible for the annual performance bonus.

Eligibility and receipt of performance bonuses is at the discretion of the First Selectman and with the approval of the Board of Selectmen.

Leaves of Absence

Personal Days

~~Regular, Full-time employees who have completed three (3) months of continuous full-time employment~~ **their probationary period** with the Town of Colchester will receive four (4) personal days each year on January 1st of the following year. Employees who work no less than thirty (30) hour per week receive personal days on a prorated basis - 2 personal days each year on January 1st of the **following** year.

New ~~employees-hires~~ will have personal days prorated as follows:

FULL TIME EMPLOYEES:

<u>Start Date</u>	
January 1 - March 31:	3 Days
April 1 - June 30:	2 Days
July 1 - September 30:	1 Day
October 1 - December 31:	0 Day

PART TIME **(30 hour)** EMPLOYEES:

<u>Start Date</u>	
January 1 - June 30:	1 Day
July 1 - December 31:	0 Day

Employees must use their personal days in the year earned. Under no circumstances will employees be permitted to accumulate personal days from one year to the next. The Town of Colchester does not reimburse, or in any other manner compensate, employees for unused personal leave days upon termination of employment. Employees forfeit all unused personal days at the expiration of each calendar year.

It is the responsibility of the employee to submit a written request to his or her supervisor to take a personal leave day ~~The First Selectman, on recommendation of the employee's supervisor, shall decide whether to grant an employee's request to take a personal leave day. Personal leave is to be used solely for the purpose of conducting personal business, which cannot be transacted outside of work hours (i.e. house closings, court appearances). Such request(s) shall not be unreasonably denied.~~ **and permission to take such a personal leave day is contingent upon the supervisor's approval.**

Sick Leave

Regular full-time employees accrue paid sick leave at the rate of one (1) working day for each month of continuous, full-time employment ~~with the Town of Colchester~~. No sick leave credit shall be earned for partial months of service. Full-time employees may accumulate up to sixty (60) days of paid sick leave, which may be carried over from year to year.

Part-time employees who are regularly scheduled to work a minimum of thirty (30) hours per week accrue paid sick leave ~~on a prorated basis~~ **at a rate of 3.50 days hours a month** for each month of such continuous part-time employment ~~with the Town of Colchester~~ to a cap of **forty (40) hours per year**. No sick leave credit shall be earned for partial months of service. **Part-time employees who are regularly scheduled to work a minimum of thirty (30) hours per week may carry over unused sick time but cannot use more than forty (40) hours in a year.**

In adherence to current State and Federal law, all part-time employees who regularly work less than thirty (30) hours per week and more than 10 hours per week are entitled to earn one (1) hour of paid sick leave for every forty (40) hours worked. Part-time employees may carry over sick leave but cannot use more than forty (40) hours in a year. Such employees must work at least 680 hours before accrued, paid sick leave is available for use. If such an employee has vacated their position or no longer works for the Town of Colchester but returns for work on a consistent basis, any accrued sick time will be eliminated and accrual will re-start upon hiring, but any previous amount of hours worked will be retained.

Any employee who is ~~sick absent~~ for three (3) or more consecutive working days ~~must~~ **may be required to** submit a physician's statement to ~~his/her~~ **their** supervisor documenting the reason for the absence, as well as expected date on which the employee will return to work. The Town of Colchester reserves the right, in its sole discretion, to require a physician's statement in other circumstances, including but not limited to cases of suspected abuse of sick leave benefits. In the event that any employee is unable to report to work, ~~he or she~~ **they** must notify ~~his or her~~ **their** supervisor of that fact prior to the start of the employee's scheduled work day, or as soon as possible thereafter. Eligibility of an employee to receive paid sick leave is ~~contingent upon the employee's compliance with~~ **granted only if the employee meets** the advance notice requirement and the employer's request for production of a physician's statement **and only after 40 hours of accrued sick time has been used in a calendar year. Exceptions are allowed for extenuating circumstances.**

~~For the purpose of bridging the ninety (90) day waiting period for Long Term Disability (LTD) insurance, employees may accumulate up to 30 additional days~~

~~of sick leave which can also be drawn from in special circumstances involving serious health conditions at the discretion of the First Selectman unless otherwise specified in collective bargaining agreements.~~

Employment Protection for Victims of Domestic Violence

Employees who are victims of domestic violence shall not be terminated, penalized, threatened, or coerced with respect to their employment because the employee: (1) is a victim of family violence; or (2) attends or participates in civil court proceedings related to a case in which they are a family violence victim. Employees who are victims of family violence shall be allowed to take paid or unpaid leave to: (a) seek medical care or counseling for physical or psychological injury or disability; (b) obtain services from a victim services organization; (c) relocate due to the family violence; or (d) participate in any civil or criminal proceeding related to or resulting from such family violence. The Town can limit the unpaid leave to twelve (12) days in a calendar year if they deem it is necessary.

Bereavement leave

All regular employees are eligible for bereavement leave. In the event of a death in an ~~an~~ full-time employee's immediate family, ~~leave with pay not to exceed three (3) consecutive days,~~ **the employee will receive up to three days bereavement pay,** beginning with the date of death **(or miscarriage)** and ending with ~~and/or the including~~ the day after the funeral or final services. "Immediate family" includes the employee's spouse, **civil union partner**, parent, **step parent**, sibling, child, **step-child**, grandparent, grandchild, mother-in-law, father-in-law or any other relative who is living in the employee's household. **For miscarriages, bereavement leave is available only for the affected woman or spouse.**

~~Additional bereavement leave without pay may be given to a full-time employee at the discretion of the First Selectman, upon recommendation of the employee's supervisor.~~

All full-time employees shall be granted bereavement leave with pay for a maximum of one (1) day to attend the funeral or final services of a brother-in-law, sister-in-law, niece, nephew, uncle, or aunt.

If a death in an employee's family occurs, the employee must notify ~~his or her~~ **their** supervisor as to the anticipated length of the employee's absence as soon as possible. The Town may require the employee to submit reasonable proof of death and/or funeral date.

Military Leave

Military leave will be provided in accordance with ~~the~~ applicable federal and state law. Employees must present any available documentation regarding call-up for service at their earliest opportunity in order to provide appropriate notice to the Town.

Jury Duty

The Town of Colchester considers jury duty to be your civic responsibility. You must submit a copy of your official summons to your supervisor as soon as it is received. In addition, proof of service must be submitted to your supervisor when you have completed serving.

In accord with current Connecticut law, the Town will pay you your regular wages or salary for the first five days of jury duty leave. Thereafter the state currently reimburses at the rate of \$50 per day of service. The Town will pay you the *difference* between your regular base pay and the pay you receive from the court for jury duty. To accomplish this, the Town will continue your regular pay while you are serving, and you will provide copies of your jury duty paychecks to the Town upon receipt.

You will also be paid for court appearances related to Town business; however such appearances must be compulsory for you to be paid, (or you may apply personal time).

Childbirth Leave

~~An employee who becomes pregnant shall notify her supervisor at least four (4) months prior to the employee's expected date of delivery. Such employee shall receive a leave of absence without pay for the reasonable period of physical disability due to childbirth. Except in the case of unusual medical difficulties, as verified by a physician's statement, such leave is expected not to exceed six (6) weeks after delivery. The Town of Colchester will comply with the provisions of the Family and Medical Leave Act when applicable to an eligible employee. The Town's Family and Medical Leave Policy is set forth in this policy manual.~~

Full-time employees may be eligible for pro-rated paid leave of absence for the reasonable period of physical disability due to childbirth. Eligible, full-time employees are expected to use banked paid leave (i.e. vacation, sick, and personal leave) time during their FMLA leave period. If an employee does not have four or more weeks of banked paid leave, the Town will pay the difference of banked leave, up to four weeks of paid maternity leave, commencing from the first day of maternity leave. Eligible employees are expected to withhold using banked paid leave within the year of expected childbirth for such use. If an eligible employee exhausts their banked paid leave prior to taking FMLA leave for childbirth, the Town will not be responsible for paying the employee the full four-week benefit.

Upon return to work, the employee shall be assigned to her former position, if such position is available, or to a position of equivalent pay and benefits. ~~Maternity~~ **Childbirth** leave shall be treated the same as any other short-term disability and, therefore, will be paid to the extent of earned accumulated sick leave. The employee must contact her supervisor at least ~~thirty (30)~~ two (2) weeks prior to the end of such leave stating the employee's intention to return or not return to work.

Newborn Leave

Employees whose spouse or partner has given birth are eligible for up to three days paid leave. This leave shall commence the day of childbirth and continue for two business days thereafter.

Family and Medical Leave

The purpose of this policy is to establish guidelines for leaves taken by employees of the Town of Colchester under the Federal Family and Medical Leave Act (FMLA) ~~of 1993~~ **including any subsequent updates to the law.**

Eligibility:

Employees who have worked for the Town of Colchester for at least twelve (12) months and who have worked at least 1,250 actual hours during the twelve (12) months immediately preceding the start of a leave, are eligible for unpaid leave under the FMLA.

Reasons for Leave:

Leaves under the FMLA may be taken for the following reasons:

1. ~~(a)~~ Birth and/or care of the employee's newborn child;
2. ~~(b)~~ The placement of a child with the employee by adoption or for foster care;
3. ~~(c)~~ To care for the employee's spouse, child or parent who has a serious health condition as defined by the federal Family and Medical Leave Act; or
4. ~~(d)~~ To care for the employee's own serious health condition defined by the federal Family and Medical Leave Act that renders the employee unable to perform the function of his or her position.

Length of Leave

If a leave is requested for one of the above-listed reasons, each eligible employee may take up to a total of twelve (12) weeks unpaid family or medical leave in any 12-month entitlement period, **or 24 weeks within a two year period. Some exceptions do apply to the rule listed in the previous**

sentence, please consult Human Resources for details. In appropriate circumstances, the Town may designate an absence as FMLA leave without a request from the employee.

The 12-month entitlement period for a family or medical leave is measured from the initial date of an employee's first leave under this policy.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to-active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave to address certain qualifying events. Qualifying events may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA includes a special leave entitlement that permits eligible employees to take up to twenty-six (26) weeks of leave to care for a covered service member during a single twelve (12)-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty while on active duty that may render the service member medically unfit to perform their duties, for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Types of FMLA Leave and Conditions:

Full-time unpaid leave may be taken for any of the reasons permitted by the FMLA. Full-time leave excuses the employee from work for a 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.

An employee may take full-time, intermittent or reduced schedule leave whenever it is medically necessary for a serious health condition of the eligible employee, his or her spouse, child or parent. Intermittent leave or

reduced schedule leave for other reasons will be permitted only with the approval of the First Selectman.

If intermittent or reduced schedule leave is medically necessary, the First Selectman may, in his/her sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates the type of leave requested.

Both Spouses Working for the Same Employer:

If both spouses are employees of the Town of Colchester and request leave for the birth, placement of a child by adoption or for foster care, or to care for a seriously ill parent, they will be entitled to a maximum combined total leave equal to twelve (12) weeks in any 12-month entitlement period. ~~If either spouse (or both) uses a portion of the total 12-week entitlement for one of the purposes in the preceding sentence, each is entitled to the difference between the amount he or she has taken individually and the 12 weeks for FMLA leave for their own or their spouse's serious health condition in the 12-month entitlement periods.~~

Requests for Leave

Requests for FMLA leaves must be submitted to the ~~Payroll Department~~ **Human Resources Office** at least thirty (30) days before the leave is to commence, if possible. If thirty-(30) days' notice is not possible, please submit your request as soon as practicable under the circumstances.

For leaves taken because of the employee's or a family member's serious health condition, the employee must submit a completed "Physician or Practitioner Certification" form before the leave begins if possible. This form may be obtained from the ~~Payroll Department~~ **Human Resources Office**. If such advance certification is not possible, the employee must provide the medical certification within fifteen (15) calendar days of the employer's request for the medical certification.

If an employee takes leave to care for their own serious health condition, immediately upon return to work, the employee must provide medical certification that the employee is able to perform the functions of the job. This certification must be submitted to the ~~Payroll Department~~ **Human Resources Office**.

Use of Unpaid Leave:

The Town will require employees to use their paid time-off concurrently with FMLA leave and before they are listed as unpaid FMLA. An employee may request to keep one week of vacation leave

and one week of sick leave unused if they desire. The amount of unpaid family or medical leave entitlement is reduced by the amount of paid leave that is substituted.

Medical Insurance and Other Benefits during leaves

During approved ~~family and medical~~ leaves of absence, the Town of Colchester will continue to pay its portion of health and dental insurance premiums, and the employee must continue to pay ~~his/her~~ **their** share of the premium. Failure of the employee to pay ~~his/her~~ **their** share of the health insurance premium may result in loss of coverage. ~~If the employee does not return to work after the expiration of the leave, the employee will be required to reimburse the Town of Colchester for payment of health insurance premiums during the family and medical leave, unless the employee does not return because of "a serious health condition that prevents the employee from performing his/her job or other circumstances beyond the control of the employee.~~

During **unpaid** leave, the employee shall not accrue longevity, seniority, ~~pension~~ **retirement** benefits, sick leave, vacation leave or personal days. However, unused employment benefits accrued by the employee up to the day on which the leave begins will not be lost upon return to work. Leave taken under this policy does not constitute an absence under the Town of Colchester's attendance policy.

Reinstatement:

Except for circumstances unrelated to the taking of family or medical leave, an employee who returns to work following the expiration of a family or medical leave is entitled to return to the job held prior to the leave or to an equivalent position with equivalent pay and benefits.

Questions regarding this policy or applicable state or federal laws should be directed to the Human Resources Office.

Leave of Absence Without Pay:

A leave of absence without pay or other Town-provided benefits, not to exceed six (6) months in duration, may be granted for good cause to any employee at the discretion of the Board of Selectmen. A written request for an unpaid leave of absence must be submitted by the employee to his or her supervisor who will direct such request to the Board of Selectmen for their consideration. Such requests must be submitted at least sixty (60) days in advance, except in emergencies. The Board of Selectmen shall have sole and complete discretion over the decision to grant or deny an employee's written request for an unpaid leave of absence.

Worker's Compensation

Should you become ill or injured as a result of your job, you may be eligible for Worker's Compensation benefits. Any work related illness, injury, or accident (no matter how minor) must be reported immediately to your supervisor. Failing to immediately report an injury, accident, or illness may result in a delay or a rejection of worker's compensation benefits. Both you and your supervisor will be asked to complete an Accident Report Form. You will be directed to a local occupational healthcare provider to provide initial medical treatment and assessment for work related illness and injury. Questions regarding Worker's Compensation benefits should be directed to Human Resources. Employees will only receive the state-approved amount of Workers' Compensation pay after three (3) days out of work, if the claim is approved.

Return To Work Policy (ADDED FROM CURRENT POLICY)

RESPONSIBILITY

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

POLICY

Employees of the Town of Colchester who are, or could be, on leave of absence from their duties as a result of a work related illness or injury or non-work related injury may be eligible for the Return-to-Work Program. ~~The medical care provider must certify that the employee may return to work with restrictions on physical requirements of the job in question, and those restrictions are not expected to last for more than 60 days.~~ **Upon written certification, an employee may return to work with physical restrictions, and those restrictions are not expected to last for more than 60 days.**

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

~~Permanent restrictions are defined as those limitations placed on an employee by a physician which are expected to be long term or from which recovery is not expected and which prevent the employee from performing the essential functions of the~~

~~employee's position. Those employees who fall in this category are not eligible for participation in the Return-to-Work Program. They may elect to seek alternative employment, or file for a "reasonable accommodation" under the Americans with Disabilities Act.~~

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

~~An employee participating in the Return-to-Work Program is subject to all rules, regulations, standards, policies and procedures of the Town of Colchester. The terms and conditions contained in this policy do not supersede the terms and conditions in any collective bargaining agreement entered into by the Town. If any provision of this policy is in conflict with any federal and/or state law, such legal provisions shall prevail. The Town shall honor the confidentiality rights of the employee, as set forth in applicable law.~~

~~Each situation will stand on its own merits. An Employee Return-to-Work Form, completed by a physician, noting an employee's restrictions, will be evaluated by department supervisor to determine whether or not an employee is able to return to their assigned position. The department supervisor will then forward their recommendation with appropriate documentation to the injured employee's department head for final determination.~~

If an employee is approved for the Return-to-Work Program, they shall be provided tasks which fall within the physical restrictions identified by the treating physician. In no case will an employee authorized to participate in the Return-to-Work Program be placed in an area that will pose a health or safety risk to the Town of Colchester, other staff, or themselves.

IV. GENERAL GUIDELINES

Employee Responsibilities

The Town of Colchester has always maintained the highest standards of public service. Therefore, in all dealings with the public, and with each other, all Town employees are expected to act in a professional manner at all times. This also applies whenever they are conducting Town business or otherwise representing the Town. With the foregoing in mind, the Town has developed policies and rules for the benefit of the Town and its employees.

Some of the policies have already been outlined earlier in ~~the policy statement~~ **this employee handbook**. Others are contained in the following list. ~~All employees are encouraged to read this list of actions and to understand it fully.~~ This list is not exhaustive, is subject to change, and is designed only to provide examples of misconduct, which can lead to disciplinary action. If any one of these actions, ~~or any one of the~~ previously mentioned actions, or any other similar action, is taken by any employee, it can result in disciplinary action, up to and including dismissal. In each case, the level of discipline will depend upon the severity of the conduct in question in light of all relevant circumstances with the ultimate decision to be made in the Town's sole discretion.

1. Improper or unprofessional treatment of a fellow employee or member of the public.
2. Failing to follow instructions of, or to perform work requested by, a supervisor ~~or manager~~ (or other insubordinate action).
3. Failing to meet a Town measure or standard of efficiency and/or productivity.
4. Failure to work assigned overtime.
5. Unauthorized or excessive absences (including late arrival and early departure) from work.
6. Sleeping while on Town property or during the time in which the employee is supposed to be working, **unless authorized by the department supervisor.**
7. Abusing, wasting or stealing Town property, or the property of any Town employee or non-employee.
8. Removing Town property or records without written authorization.
9. Falsifying an employee's employment application or other personnel records.
10. Falsifying Town reports or records (including time sheets and mileage reimbursements).
11. **Failure to obey safety rules.**
12. **Harassing other employees.**
13. **Use of abusive, threatening, or derogatory language.**
14. Violating the law.
15. Fighting or starting a disturbance on Town premises, or while performing job duties, including, but not limited to, assaulting or intimidating a Town employee or member of the public.
16. Unauthorized possession of firearms, weapons, dangerous instruments, or dangerous substances.
17. Reporting to work in a condition unfit to perform the employee's duties, including reporting to work under the influence of illegal drugs or controlled substances or alcohol or consuming, possessing, dispensing or selling such materials on Town premises and/or while on duty.
18. Smoking, eating or drinking in prohibited areas.
19. Violating a Town safety rule or practice, or creating or contributing to unhealthy or unsanitary conditions.
20. Engaging in conduct which creates, or appears to create, a conflict with the interest of the Town, including, but not limited to, soliciting and/or taking money

or gifts or favors in connection with the employee's performance of regular job duties.

21. Disclosing confidential Town information without authorization.

~~22. Using profanity towards others~~

23. Neglect of duty.

24. Using Town facilities after normal working hours without authorization.

25. Interfering with, obstructing, or otherwise hindering the production or work performance of another employee.

26. Originating or spreading false statements concerning employees or the Town.

27. Engaging in immoral or indecent conduct on Town property.

28. Using any piece of equipment or property of the Town without being authorized to do so.

29. Violating any Town policy on fair treatment, equal opportunity, or nondiscrimination.

30. Unsatisfactory work performance.

31. Any conduct which is determined by the First Selectman to be detrimental or contrary to the goals or best interest of the Town.

Dress Code

Town employees should exercise their best judgment when selecting outfits that are appropriate for work. Proper attire for town hall employees is regularly considered, "business casual," but may require more formal attire when dealing with scheduled meetings, conferences, interviews, etc.

Business dress is required when testifying or meeting public officials at the General Assembly or as required by the First Selectman at his/her discretion.

Department heads can approve jeans or other attire for employees when they are working in the field. Employees are encouraged to use their best judgment regarding dress upon returning to work from the field. If jeans are worn upon return to work, such jeans shall not be visibly dirty or ripped, as to present unprofessional attire.

Employment of Relatives

It is the goal of the Town of Colchester to avoid creating or perpetuating circumstances in which the possibility of favoritism, conflicts of interest, or impairment of efficient operations may occur. Members of an employee's immediate family will be considered for employment by the Town of Colchester, provided that the applicants possess all the qualifications required for the available position for which employment is sought. Immediate family members of an employee may not be hired, however, if a direct or indirect supervisory/subordinate relationship with the current employee would be created by the employment of such an applicant.

For purposes of this policy, "immediate family" shall include a current employee's spouse, brother, sister, parents, children, stepchildren, son/daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparent, uncle, aunt, niece, nephew and any other relative who is a member of the current employee's household.

Confidentiality

Employees of the Town may learn confidential information of one type or another during the course of their employment. During and after employment with the Town, confidential information may not be shared with any non-employee of the Town and may only be shared with the Town's employees on a strict need-to-know basis. If an employee violates this policy, disciplinary action will be taken against such employee, up to and including immediate discharge.

Expense Reimbursement

Employees who are required to use their personal vehicles for official Town business are reimbursed for such travel at the ~~rate of thirty-two cents (\$0.32) per mile.~~ current IRS mileage reimbursement rate. All reimbursable travel must have prior authorization of your supervisor. To be eligible for reimbursement, the employee must submit a written record of travel expenditures to his or her supervisor ~~within ten (10) working days of the date of the employee's reimbursable travel~~ for approval on a monthly basis.

No Smoking

~~The Town of Colchester is committed to the well-being of our employees. Smoke related diseases are among the leading causes of death and illness in this country. By providing a smoke-free environment we hope to reduce the risk of smoke-related illnesses.~~

~~Therefore,~~ In accordance with Connecticut State law, Sec. 31-40q, ~~the Town of Colchester has decided to declare its entire workplace as "Smoke Free."~~ Colchester town buildings and facilities are "smoke free." The burning of tobacco products within town facilities is expressly prohibited, including cigars, cigarettes, pipe tobacco or any other matter or substance containing tobacco.

Those employees who continue to smoke tobacco products may do so outside of the workplace outside of the buildings. ~~At Town Hall it would be outside of the building at the side entrances.~~ Employees choosing to smoke may do so only in their allotted break time. Excessive time away from work duties for the purpose of smoking will not be tolerated and may result in disciplinary action.

Care of Personal Belongings

Your personal belongings are your responsibility at all times. The Town's insurance does not cover loss of personal belongings or monies. Employees should use considerable care to safely store personal belongings and valuables while at work.

Inclement Weather

Town Hall will remain open during inclement weather unless the severity of conditions prohibits remaining open. Employees should make every reasonable effort to get to work, or continue working if already present, unless otherwise notified. In the event that Town Hall closes, we will make every effort to have the details concerning the closing announced in a pre-determined manner. Employees are urged to contact their immediate supervisor if they are uncertain about operation. If operations are canceled after a shift has started, hourly employees will be paid for the time worked. If there is an early dismissal, non-exempt employees will be paid through the official release time.

Acceptable Computer Network and Office Equipment Use (ADDED FROM CURRENT POLICY)

The use of electronic communications and Internet access is intended for official town business and may not be used for personal business unless approved by the First Selectman. All information and communication on the Town of Colchester's computer network(s) are the property of the Town of Colchester.

Electronic communications includes but is not limited to computers, electronic mail (E-mail), electronic bulletin boards, listservs, internet use, facsimile, telephones, cell phones, pagers, voice mail, radios, walkie talkies, personal digital assistances, television, and communications infrastructure.

The First Selectman and management have the right to review, audit, intercept, access and/or disclose all messages and /or images created, received or sent over the electronic mail system. The contents of electronic mail may be disclosed without the permission of the employee. There is no expectation of privacy. The First Selectman may limit or deny individual's access to the system.

Employees are responsible for observing copyright and licensing agreements that may apply when downloading files, documents and software.

Employees are expected to appropriately use and become proficient in the use of computer hardware and software, electronic communications and Internet access.

Employees must work in cooperation with network administration to ensure all security measures are met. The following is strictly prohibited:

1. **Releasing passwords to individuals not authorized by the town**
2. **Allowing passwords to be visible to others**
3. **Use of another individual's password**
4. **Creating unauthorized accounts/passwords**
5. **The use of video games**
6. **Viewing of non-work related videos**
7. **Using equipment for personal profit or partisan political purposes**
8. **Leaving a workstation without logging out or locking**
9. **Installing/uninstalling software or hardware without approval of the IT department**
10. **Allowing non-town personnel use of hardware/software without authorization from the administration**
11. **Transmitting or receiving messages or images that violate Town of Colchester policies or are offensive or discriminatory as defined by the Town of Colchester Personnel Policies and Nondiscrimination Resolution**
12. **Communications containing offensive, sexually explicit images, messages or cartoons, ethnic/racial slurs, or anything that can be construed as harassment**
13. **Vandalizing any system components**
14. **Sending network-wide non-business related E-mails, e.g. jokes, chain letters**
15. **Browsing the internet for purposes not work related during work hours**
16. **Unauthorized attempts or entry into any computer or any part of the system/network**

Phones:

Town phones and voice mail are property of the Town of Colchester. Excessive use of the phone for personal calls may be considered a performance issue and may result in disciplinary action, up to and including discharge. The use of personal cell phones during business hours is only permitted in the case of emergency or brief personal contact with family via voice mail, text, or call (excessive use may be considered a performance issue and may result in disciplinary action, up to and including discharge). In such cases, cell phones should be put on "silent" mode. Texting is not permitted while driving or operating equipment.

Printers, Scanners:

It is expected that all employees will use this equipment for business purposes only and treat such office equipment with care.

V. HEALTH, SAFETY AND SECURITY

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. To accomplish this goal, a joint effort on the part of management and employees is required to share in the responsibility to protect worker safety.

It is the responsibility of the department head to provide a workplace free from recognized hazards. In order to achieve this, he/she must oversee the administration of safety practices in their departments, be aware of accident statistics, follow disciplinary procedures (verbal and written warnings, suspension and possible dismissal), take appropriate corrective action to ensure continued improvement in eliminating or minimizing hazards, to prevent or reduce injuries on the job. Investigations of all occupational illness or injuries must be conducted, and written reports including corrective actions taken must be provided immediately to the First Selectman's office. Safety audits should be conducted periodically to identify and correct potential hazards. Management must make the commitment to follow-through with required repairs and preventive maintenance of equipment and workplace.

Employee cooperation is also necessary to achieve a harmonious effort in providing a safe and healthy workplace. It is the responsibility of the employee to report perceived hazardous conditions to management. Employees should refrain from participating in activities that may jeopardize the safety of fellow workers. Inoperative equipment or equipment with defects should be reported immediately. Job-related illnesses or injuries, no matter how slight, should be immediately reported to management and treatment promptly sought.

While management attention to accident prevention is an important component of a safety program, it is each employee who carries the greatest responsibility for protecting his/her own health. Though we realize that accidents do happen, we hope and expect that all employees work together to minimize the risk of work-related illness and injuries.

Safety-Related Discrimination and Harassment

It is the policy of the Town of Colchester that no employee be discriminated against or harassed in any form because of their involvement in Safety and Health related matters.

Discrimination or harassment may take any form in which an employee is intentionally treated differently than other employees of the same rank,

qualification, and department solely because of their involvement with, or comments relative to, safety and health matters.

Complaints may be made in confidence to the Department Head or First Selectman.

Alcohol and Drug-Free Policy

Purpose

The purpose of this policy is to establish a workplace, which is free of the negative effects of alcohol, and free from drug abuse. By accomplishing this purpose, the Town also seeks to ensure a safer, healthier working environment for all employees and to reduce absenteeism, tardiness and other job performance problems which may be caused by alcohol and drug abuse. This policy is adopted in accordance with the Drug Free Workplace Act.

Statement of Policy

Employees shall not be involved with the unlawful manufacture, distribution, possession, or use of an illegal drug, controlled substance or alcohol while on Town premises or while conducting Town business off Town premises. Any employee who discovers illegal drugs on Town premises shall notify the First Selectman who shall investigate the matter and notify appropriate Town officials.

An employee must report any conviction or plea of nolo contendere under a criminal drug statute for violations occurring on or off Town premises while on Town business, to the First Selectman within five (5) days after the conviction. The Town will notify any agency awarding a grant to the Town of such conviction, within ten (10) days thereafter, if such notice is required by the granting agency. Upon request, the First Selectman or his/her designee shall meet with the employee and a Union representative, where employee is part of a collective bargaining unit, before taking any further action.

Employees shall only use prescription drugs on town premises which have been prescribed by a licensed medical practitioner, and such drugs shall be used only as prescribed.

An employee shall not consume alcohol on town premises or off Town premises, while conducting Town business. An employee who is on duty shall not be under the influence of alcohol.

Violations of this policy may result in disciplinary action, up to and including discharge.

Employee Assistance

In appropriate circumstances, the Town shall provide an employee with an opportunity for rehabilitation in overcoming addiction to, dependence upon or other problems with alcohol or drugs. Normally, the opportunity for rehabilitation as an alternative to disciplinary action shall be available only once.

An employee who feels he or she has developed an addiction to, dependence upon or other problem with alcohol or drugs is encouraged to seek assistance. Certain benefits for alcoholism or drug addiction are provided under the Town's group medical insurance plan. An employee will be given one opportunity to participate in a rehabilitation program, which requires absence from work for bona fide treatment. Such absence may be charged to the employee's accrued and unused sick leave, subject to the provisions of the employee's collective bargaining agreement or the Town's Personnel Rules and Regulations as applicable.

Any request for assistance with a drug or alcohol problem will be treated as confidential.

Drug Testing

Pre-employment drug testing is conducted on all employees whose job entail driving or work in "safety-sensitive positions". At management discretion, random drug testing may occur for those employees whose jobs involve driving or if employees work in "safety sensitive" positions.

If there is suspicion to believe that an employee is working under the influence of alcohol or non-prescribed drugs, the Town may require that a drug test be performed on that employee. If the employee is found to be under the influence of alcohol or non-prescribed drugs, disciplinary action will occur, up to, and possibly including dismissal.

Security

Town facilities are equipped with alarm systems. Employees who regularly have a need to enter the building during "off hours" will be issued an alarm code and an outside door key. Employees who enter and leave the building during normal work hours do not need to have outside door keys or alarm codes.

The First Selectman will determine to whom keys and alarm codes should be issued. All employees are issued badges, which they are expected to wear, or have in their possession at all times.

Lockdown procedures are followed in emergency situations and are addressed in a separate procedure.

VI. CONCLUSION

Severability

Should any provision or part of this policy be declared or rendered illegal or unenforceable by legislative or judicial authority, the balance of the policy shall remain in full force and effect.

Handbook & Policy Review

The Town of Colchester Employee Handbook and Personnel Policies shall be reviewed, and revised, if necessary, no less than once every two years, starting from the adoption of this revised and Board of Selectmen approved personnel policies.

To All Employees

Should any employee need further clarification or additional information relating to employment, please speak to your supervisor or the Human Resources Office.

Since it is not possible to foresee all conditions and circumstances surrounding the employment relationship, the Town reserves the right to alter, modify, amend or terminate the provisions of this handbook at any time. Notices of such changes will be posted on all appropriate bulletin boards and distributed to you for you to include in your handbook.

ACKNOWLEDGMENT OF RECEIPT

I, _____, have received a copy of the Town of Colchester's employee handbook, including the notice and disclaimer of any contract of employment, and I fully acknowledge the at-will nature of my employment with the Town, which I understand is subject to the provisions of any applicable collective bargaining agreement. I further acknowledge that these policies are subject to change, with or without prior notice by the Town, again subject to the provisions of any applicable collective bargaining agreement and the duty to bargain over secondary effects of substantive changes under prevailing labor laws. I understand that should the content of these policies be changed in any way, the Town of Colchester may require a further signature from me to indicate that I am aware of and understand any new policies. I further understand that I am responsible for reading and knowing the content of this employee handbook. I hereby agree to comply in full with the Town of Colchester's Personnel Policies but understand that where the policies are in direct conflict with a collective bargaining agreement between the Town of Colchester and a duly recognized union, the provision(s) in conflict will be superseded by the collective bargaining agreement. The content of this handbook supersedes all prior handbooks issued.

Employee

____/____/____
Date