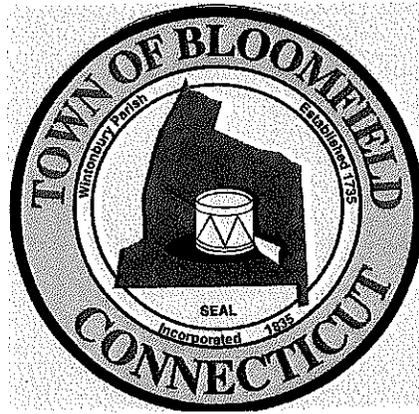


# **TOWN OF BLOOMFIELD**

## **EMPLOYEE HANDBOOK**



### **Rules, Regulations & Policies**

**APPROVED BY THE TOWN COUNCIL**  
**September 12, 2011**

## **DISCLAIMER**

**THIS EMPLOYEE HANDBOOK IS NOT A CONTRACT OF EMPLOYMENT NOR IS IT INTENDED TO BE A CONTRACT OF EMPLOYMENT OR A WARRANTY OF BENEFITS. ITS SOLE PURPOSE IS TO INFORM YOU OF THE TOWN OF BLOOMFIELD'S POLICIES. THE TOWN OF BLOOMFIELD RESERVES THE RIGHT TO CHANGE ITS POLICIES AND/OR BENEFITS SET FORTH IN THIS HANDBOOK ANY TIME IT DETERMINES A NEED TO DO SO.**

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## WELCOME TO THE TOWN OF BLOOMFIELD

Congratulations and thank you for accepting the Town of Bloomfield's offer of employment. You were hired because we believe you have the skills and the potential to help the Town of Bloomfield better serve its citizens. We expect and depend upon you to perform the responsibilities assigned to you to the best of your abilities. Hard work and commitment will not only help you succeed, but will also give you a sense of pride and accomplishment.

We hope your employment proves mutually satisfying and that you will make an important contribution to the accomplishment of our goals. Every employee has an important role and we value the abilities, experience and background that you bring with you. It is our employees who provide the services that our citizens rely upon.

We intend to provide you with all of the support and resources you will need to perform your job effectively. If you need assistance or guidance, at any point in time, please do not hesitate to ask a member of the Human Resources Department.

Once again, welcome to the Town of Bloomfield. We are glad to have you with us.



Philip Schenck, Jr.  
Town Manager

## INTRODUCTORY STATEMENT

The Employee Handbook (hereinafter "Employee Handbook or Handbook") applies to all employees of the Town of Bloomfield ("Town"). *However, for employees whose terms and conditions of employment are covered by a collective bargaining agreement or an individual employment contract, this Handbook is not intended to supersede or override any provision of their respective collective bargaining agreement or individual contract. In the event of any conflict or inconsistency between a provision of this Handbook and a provision of an applicable collective bargaining agreement or individual contract, the bargaining agreement or individual contract shall apply.*

The Town Council is responsible for ensuring that the citizens of Bloomfield receive the highest possible quality of municipal services. In order to achieve that goal, the Council recognizes that recruiting and retaining dedicated, highly qualified employees is critical. The rules, regulations and policies included in this Handbook were developed in accordance with the Town Charter.

This Handbook is not intended to create an express or implied contract. This Handbook is designed to acquaint you with the Town and to provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand and comply with all provisions of this Handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the Town of Bloomfield to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

The Employee Handbook supersedes any previous Rules and Regulations and/or verbal or written statements that may have been issued. Further, this Employee Handbook is not a contract of employment.

Employment is "At-Will," which means that you may resign at any time without stating your reason or giving notice, or the Town of Bloomfield may terminate employment at any time with or without cause or notice. The Town of Bloomfield reserves the right to revise, delete and add to the provisions of this Handbook. All such revisions, deletions or additions must be in writing, approved by the Town Council and must be signed by the Town Manager. No oral statements or representations can change the provisions of this Handbook.

In the event that any provision of these rules, regulations and policies shall be declared by operation of law or by a court or administrative agency of competent and final jurisdiction to be invalid, unenforceable, or unconstitutional, the remainder of the provisions of these rules, regulations and policies shall not be affected thereby but shall be continued in full force and effect.

No employee handbook can anticipate every circumstance or questions about policy. Where changes can be anticipated in advance, the Town of Bloomfield will attempt to notify employees of such changes.

If you have any questions or concerns about the Employee Handbook, please ask the Director of Human Resources or a member of the Human Resources team.

### **EQUAL EMPLOYMENT OPPORTUNITY**

The Town of Bloomfield does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability or any other characteristic protected by law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, access to benefits, training, and promotions.

The Town of Bloomfield will continue to take affirmative action to ensure that applicants and employees are treated without regard to race, color, religion, sex, sexual orientation, national origin, ancestry, mental disorder (present or past history thereof), age, physical disability (not limited to blindness), marital status, mental retardation or criminal record. The actions covered by this policy include, but are not limited to, employment, promotion, demotion, transfer, recruitment, advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeships. The Town of Bloomfield will continue to make good faith efforts to comply with all federal and state laws and policies which speak to equal employment opportunity.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Director of Human Resources. If at any time you do not feel a concern you have about discrimination has been adequately addressed, you should bring your concern directly to the attention of the Town Manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

### **IMMIGRATION LAW COMPLIANCE**

The Town of Bloomfield is committed to employing only United States citizens and aliens who are authorized to work in the United States. The Town does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Town of Bloomfield within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues should contact the Human Resources Department.

## **EMPLOYMENT APPLICATIONS**

The Town of Bloomfield relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the Town of Bloomfield's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

## **RECRUITING PROCESS**

### **Notice of Employment Opportunities**

Position vacancies shall generally be posted internally in all Town buildings for a minimum of two weeks prior to advertisement to the general public. However, in some circumstances, position vacancies may be posted internally and externally simultaneously. This may occur when the position is entry-level, the experience and skills set required are unique and/or filling the position expeditiously is critical.

Position vacancy announcements shall contain the job title, salary range of the position or the starting salary, minimum qualifications, the details regarding the selection and/or testing process, information on how to apply, the deadline for submitting applications, and any other pertinent information. Announcement may be sent to local state agencies, to minority and female organizations and publications, to professional organizations whose members may have similar backgrounds as those required in the position and to general advertising media.

### **Selection Process**

Candidates who do not meet the minimum qualifications, who fail to submit their application by the deadline date, who submit incomplete applications or who do not submit required documents as stated in the posting will not be considered. All rejected applicants will receive written notice from the Town.

All appointments and promotions shall be made according to merit and fitness for performing the functions of the position, including factors such as education, experience, aptitude, knowledge, character, ethics, or other qualifications that would determine the best candidate for the position. Examinations may include written, oral, physical, or performance tests or any combination of the various types of examination.

Offers of employment are contingent upon satisfactory results on a background check, pre-employment physical and drug test and verification of information on the employment application.

The Town reserves the right to contract with any individual or organization to conduct or assist in the conduct of examinations.

## **Preference System for Employees, Residents and Veterans**

Current Town of Bloomfield employees will have preference over outside candidates when all other qualifications are equal.

Applicants who are Bloomfield residents and/or veterans are eligible to receive additional points added to examinations where numerical scores are calculated, provided that required documents showing proof of residency and/or veteran status are submitted to Human Resources in a timely manner.

When the examination process consists of other than a numerically scored test, Bloomfield residents and/or veterans will have preference over other candidates when all other qualifications are equal, provided that required documents showing proof of residency and/or veteran status are submitted to Human Resources in a timely manner.

## **Eligibility Lists**

Candidates who have passed the examination process for a position will be placed on an eligibility list for a minimum of six (6) months and a maximum of one (1) year from the date of the examination, unless there are less than three (3) eligible candidates.

## **EMPLOYEE CLASSIFICATIONS**

It is the intent of the Town to clarify the employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the "At-Will" employment relationship at any time is retained by both the employee and the Town.

**Employee:** A person who receives wages from the Town.

**Probationary/Introductory employee:** A newly-hired person who has not yet successfully completed a minimum of (90) calendar days of uninterrupted employment in his or her position or who, in the Town's determination, has not yet demonstrated sufficient competency in the performance of his or her job duties. Successful completion of the Probationary/Introductory Period does not guarantee continued employment and does not change the AT-Will nature of the employment relationship.

**Exempt employees:** Employees who are not subject to the overtime provisions of wage and hour laws. These employees have qualified for exemption under the law as executive, administrative or professional employees and are paid on a salary basis.

**Non-exempt employees:** Employees who are compensated hourly and who are eligible for overtime as provided in wage and hour laws.

In addition to the previous categories, each employee will belong to one of the following classifications of employees:

**Regular full-time:** An employee who has successfully completed the Probationary/Introductory Period and who regularly works thirty-five (35) or more hours weekly. Regular full-time employees are eligible for all Town benefits.

**Regular part-time:** An employee who has successfully completed the Probationary/Introductory Period and who regularly works thirty-four (34) or fewer hours weekly. Regular part-time employees hired after July 1, 2011 are not eligible to receive benefits unless specifically stated herein.

**Seasonal:** Seasonal employees are those individuals who are employed for limited duration assignments, generally four (4) months or less, or to assist in the completion of a specific project. Seasonal employees are not eligible for benefits.

**Temporary:** Temporary employees are those individuals who are employed for a continuous period of up to three (3) months to fill-in for either regular full-time or regular part-time employees who are absent from work. Temporary employees are not eligible for benefits.

**Hourly Nonscheduled:** An employee who is not regularly scheduled to work a set amount of hours or days in a work week.

## **JOB CLASSIFICATION AND EMPLOYEE COMPENSATION**

The Town will maintain an up-to-date position classification system and a systematic employee compensation plan that will ensure the Town's ability to attract and retain qualified personnel in accordance with annual budget appropriations and area economic conditions.

### **Reclassification of Positions**

When the duties and/or the responsibilities of a position change significantly, the position may be reclassified to a higher or lower classification, based on a systematic approach to the reevaluation. Any employee who considers his/her position improperly classified may submit a reclassification request to his/her Department Head, who will forward it to Human Resources with his/her recommendation. After review by Human Resources, the request and recommendation will be forwarded to the Town Manager for final decision.

If the reclassified position is to a lower pay level, the incumbent shall remain at his/her current pay rate until such time that the maximum of the new pay level is higher than the employee's current pay.

If the reclassified position is to a higher pay level and the change is a result of a gradual change in duties and responsibilities, the employee will maintain his/her current pay rate provided his/her performance is satisfactory. If the reclassification is the result of other than a gradual change, the employee may be required to achieve a satisfactory grade on a qualifying examination of ability to perform the new duties and responsibilities.

### **Pay Adjustments**

Employees in positions that have a corresponding step increase rate schedule will be granted a step increase on their anniversary date.

If a step increase is withheld due to unsatisfactory performance, the employee's performance may be reevaluated every three (3) months and the increase may be granted when a satisfactory performance level is achieved. Step increases are not retroactive.

Salary adjustments for employees in positions that do not have a corresponding step increase rate schedule will be based on performance and budget appropriations at the discretion of the Town Manager. These adjustments may or may not be given on an annual basis. In addition to or in lieu of a base salary increase, the Town Manager may award a performance bonus. This bonus is a one-time, lump sum payment and does not become part of the base salary.

### **Promotions**

Employees promoted to a higher pay classification shall be paid the next higher rate of pay, not step, over that which he/she is receiving at the lower pay classification. For purposes of step increases after a promotion, the effective date of the promotion becomes the anniversary date for the employee's next scheduled increase.

### **Demotions**

Employees demoted to a lower pay classification will be paid at the rate of the position in the lower pay classification into which they are being demoted, as determined by the Town Manager.

## **PERSONNEL POLICIES**

### **Probationary/Introductory Period**

All new and rehired employees are considered to be in a probationary/introductory period for a minimum of 90 calendar days from their date of hire. The probationary/introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Town uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the Town may end the employment relationship At-Will at any time during or after the probationary/introductory period, with or without cause or advance notice.

Current employees who are transferred or promoted to a new position are also considered to be in a probationary/introductory period. If the probationary/introductory period is not successfully completed, the employee shall be reinstated to the position in the class occupied by the employee prior to the transfer or promotion if vacant. If no vacancy exists, then the section governing layoff shall be applied, with seniority of the promoted employee being the determining factor.

Any absence, as determined by the Town, will automatically extend the Probationary/Introductory Period by the length of the absence. The Town also reserves the right to extend an employee's probationary/introductory period at its discretion up to twelve (12) months from the date of hire.

Successful completion of the probationary/introductory period does not guarantee continued employment and does not change the at-will nature of the employment relationship.

All officers and employees of the Town shall comply with and aid in carrying out the provisions of the Charter and these rules, special departmental regulations and Town policies. Any officer or employee who shall fail to comply with any of the provisions of the Charter or Town ordinances or of regulations adopted thereunder shall be subject to all penalties and remedies now or hereafter provided by law for the failure of a public officer or employee to do any act required of him/her by law. If any section or portion of a section of these rules, regulations and policies is found to be not in conformity with State law or the Town Charter, such finding shall not affect the remainder of the rules, regulations and policies stated herein.

### **Performance Evaluations**

Department Heads and employees are encouraged to discuss job performance and goals on a regular basis. After successful completion of the Probationary/Introductory Period, employees may be evaluated on an annual basis.

## **Outside Employment/Conflict of Interest**

In order to protect the Town of Bloomfield's interests, we must ensure that any outside employment undertaken by a Town employee does not conflict with his or her obligation to the Town. Outside employment is acceptable when the activities related to the employment do not involve work time, Town equipment or facilities; the employee does not approach co-workers to buy products or services; the employee maintains high work performance standards and the outside employment does not conflict with the employee's obligation or reflect negatively upon the Town. If any of these criteria are not met, the outside employment is unacceptable and the outside employment must be terminated upon notification in writing to the employee by the Town Manager. Failure to do so will result in termination of employment with the Town of Bloomfield.

## **Personal Appearance**

It is important that all employees maintain a personal appearance so as to project a professional image on behalf of the Town of Bloomfield. Employees are expected to dress and groom themselves in accordance with accepted social and business standards. Employees should apply standards of good judgment when choosing work attire. Extreme fads in dress or grooming, wearing revealing clothing or clothing displaying offensive slogans is inappropriate and unacceptable.

The Town reserves the right to determine the appropriateness of an employee's dress and appearance. An employee who comes to work dressed or groomed inappropriately for the workplace may be asked to leave the workplace until he or she is properly attired or groomed. In addition, employees who violate these standards may be subject to appropriate disciplinary action.

## **Office Security**

The Town requests that employees not leave valuables exposed during the day and remove all valuables overnight and on weekends. The Town is not responsible for the loss or damage of employees' personal belongings. Employees should refrain from bringing unnecessary personal items to work. If an employee loses or breaks personal items during the performance of the duties of his/her job, the Town will not replace or reimburse the employee.

Before borrowing any piece of equipment from another employee's work area, please ask permission. Employees who observe any suspicious or unusual activity are asked to report such activity to the Director of Human Resources.

## **Use of Equipment**

Equipment essential in accomplishing job duties is expensive and may be difficult to replace. When using Town property, employees are expected to exercise care and follow all operating instructions, safety standards, and guidelines.

Employees should notify their supervisor if any equipment or machines appear to be damaged, defective, or in need of repair. Prompt reporting of damage, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Employees should not attempt to repair damaged equipment on their own.

## **Use of Town Vehicles**

Employees provided with the use of a Town vehicle are not permitted to use the vehicle for personal reasons outside of the employees' working hours. Town vehicles shall be used solely in the performance of Town business unless otherwise expressly permitted by the Town Manager or his/her designee.

## **Expense Reimbursement**

The Town will reimburse employees for mileage for work-related travel at an approved IRS mileage reimbursement rate. Other pre-approved work-related expenses will be reimbursed by the Town at its discretion, provided the expenses are reasonable and an expense reimbursement form accompanied by an original receipt is promptly submitted to the Finance Department.

## **Gifts and Gratuities**

Employees are prohibited from directly or indirectly soliciting or accepting any gift, loan or any item or service having monetary value from any person or company that is seeking to conduct or currently conducting business with the Town.

## **Cellular Phone Usage**

Town-issued cell phones are provided to Town employees with the approval of the Town Manager based on business need and availability of funding within the relevant departmental budget. Employees using Town of Bloomfield cell phones for personal use should be aware that records of phone use are available to the public through the Freedom of Information Act.

Employees are not permitted to use personal cell phones during work time except in the case of an emergency. Employees are free to use personal cell phones during their break time or other non-working time.

### **Use of Telephone and Mail Systems and Telephone Monitoring**

Personal use of Town-owned telephones for long-distance and toll calls is not permitted. Employees should limit the use of Town telephones when making personal calls.

The Town reserves the right to monitor all phone calls made from Town telephones without further notice to employees. Employees should not expect privacy while using the Town's telephones, including its cellular phones.

The use of Town-paid postage for personal business is not permitted.

### **Attendance and Punctuality**

The Town of Bloomfield expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the Town. When employees cannot avoid being late to work or are unable to work as scheduled, they must notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness is disruptive. Either situation may lead to disciplinary action, up to and including termination of employment. Employees who are absent from work for three (3) consecutive workdays without notifying their supervisor or Department Head will be considered to have voluntarily resigned from their employment with the Town.

## **EMPLOYEE INFORMATION**

### **Access to Personnel Files**

The Town maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, rate of pay and other employment records. Personnel files are the property of the Town and access to the information they contain is generally restricted. However, information may be disclosed to permit the Town to comply with legal obligations, including requests made under the Freedom of Information Act.

Employees who wish to review their personnel file should make a written request to the Human Resources Department.

## **Employee Data Changes**

Each employee is responsible for notifying the Human Resources Department of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, legal name changes, individuals to be contacted in the event of an emergency and other such information should be accurate and current at all times. Inaccuracies may prevent employees from receiving important correspondence or communications. If any personal data has changed, employees must notify the Director of Human Resources as soon as possible.

## **HARASSMENT**

In accordance with applicable law, the Town of Bloomfield prohibits sexual harassment and harassment because of an individual's race, color, national origin, gender, religion, physical or mental disability, marital status, medical condition, sexual orientation, age or any other legally protected status.

### **Sexual Harassment**

It is the Town's policy to maintain a working environment free from all forms of sexual harassment and intimidation. Sexual harassment, like all forms of prohibited discrimination, will not be sanctioned or tolerated whether committed by supervisory or non-supervisory personnel.

Sexual harassment means any unwelcome advances or requests for sexual favors or any conduct of a sexual nature when:

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

Examples of sexual harassment include: unwelcome sexual advances; suggestive or lewd remarks; unwanted hugs, touches, kisses, requests for sexual favors; retaliation for complaining about sexual harassment; and derogatory or pornographic posters, cartoons or drawings. These are all serious violations of Town policy and will not be condoned or permitted.

Any employee who witnesses or who is subjected to sexual harassment or intimidation should immediately contact the Director of Human Resources. If you do not feel comfortable addressing the issue with the Director of Human Resources, you should contact your Department Head or the Town Manager. The filing of a complaint should be done in writing.

All complaints of harassment will be promptly and thoroughly investigated including complaints regarding the behavior of citizens, vendors or any person doing business with the Town. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include an interview with the person filing the complaint and with witnesses. The Town will also interview the person(s) alleged to have committed harassment.

Any employee who reports unlawful harassment or cooperates in the investigation of a complaint will be protected from retaliatory action.

If it is determined that inappropriate conduct has occurred, the Town will act promptly to eliminate the offending conduct, and will impose appropriate disciplinary action, up to and including termination of employment.

These procedures also apply to harassment or discrimination based on any other protected characteristic, including a person's race, color, handicap, religion, national origin, marital status, age, sexual orientation and ancestry.

### **Other Types of Harassment**

Prohibited harassment on the basis of race, color, gender, national origin, ancestry, religion, physical or mental disability, marital status, medical condition, sexual orientation, age or any other legally protected status, includes behavior such as:

Threats, epithets, derogatory comments or slurs;

Derogatory posters, photographs, cartoons, drawings or gestures;

Unwanted touching or blocking normal movement; and

Retaliation for reporting harassment

Employees should notify the Director of Human Resources or the Town Manager upon learning of any violations to this policy. Any employee who violates this policy will be subject to discipline, up to and including termination of employment.

## **HOURS OF WORK AND TIME RECORDS**

### **Working Hours**

The normal work schedule is Monday through Friday with an unpaid lunch break, except as otherwise established by the Department Head in accordance with the needs of the department. The Town, at its sole discretion, reserves the right at any time to modify work hours. Employees may be required to work additional hours or days in order to meet the needs of their department and the Town.

Employees of the Town are expected to devote all work time to Town business and may not perform personal, non-work related business, or supplemental tasks while being paid by the Town.

### **Overtime**

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime. All overtime must be authorized in advance by the Department Director or his/her designee. Working overtime without prior authorization may result in disciplinary action. Non-exempt employees will be compensated for all overtime hours worked in accordance with state and federal law. Exempt employees are expected to work as much of each workday as is necessary to complete their job responsibilities.

### **Compensatory Time**

Nonexempt employees shall have the option of taking compensatory time off in lieu of overtime pay as permitted by applicable state and federal laws up to a maximum of forty (40) hours. All compensatory time is subject to the pre approval of the Town Manager or his/her designee and must be in writing. One (1) hour of compensatory time shall be granted for each overtime hour worked in a work week for hours worked up to and including forty (40) hours. One and one-half (1-½) hours of compensatory time shall be granted for each overtime hour worked over forty (40) hours worked in a work week. Compensatory time must be used within ninety (90) days of being earned at a time mutually agreed to by the employee and the Town.

Exempt employees are not eligible for compensatory time off.

The use of compensatory time must be approved in writing by the Town Manager or his/her designee and will be based on the operating needs of the department.

Employees may accumulate up to a maximum of forty (40) hours of compensatory time. Employees who have accumulated forty (40) hours of compensatory time will be paid for overtime worked until their total accumulated compensatory time drops to forty (40) hours.

## **Flex Time**

The Town recognizes the value of operating on a flexible schedule. Based on core work hours of 11:00 am to 3:00 pm, Department Heads may recommend flexible schedules to the Town Manager. All flex scheduling must be approved by the Town Manager and is subject to change at any time in the discretion of the Town Manager or his/her designee.

## **Recording Time**

Federal and state laws require the Town of Bloomfield to keep an accurate record of time worked in order to calculate employee pay and benefits. All non-exempt employees are required to complete a timesheet each week which is to include the start and end time of the workday and the start and end time for the employee's lunch period each day. Lunch periods are unpaid for non-exempt employees.

Altering, falsifying, tampering with time records, or recording time on another employee's time report will result in disciplinary action, up to and including termination of employment. It is the employee's and the supervisor's responsibility to sign timesheets to certify the accuracy of all time recorded.

## **PAYROLL**

### **Paydays**

Employees may choose to have their pay directly deposited into a designated account with their financial institution(s). Employees who choose direct deposit will receive an itemized statement of wages earned on paydays. Contact Human Resources to initialize or make changes to direct deposit information.

All employees are paid on a bi-weekly basis with direct deposits processed and paychecks distributed on the Thursday following the close of the payroll period. The pay week begins on Sunday and ends on Saturday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a holiday, employees will receive pay on the last day of work before the regularly scheduled payday. If a regular payday falls during an employee's vacation, the employee's paycheck will be direct deposited on the normal payday and his/her pay stub will be available upon his/her return from vacation. Employees who do not have their pay directly deposited into a financial institution will receive their pay check upon return from vacation.

## **Error in Pay**

Every effort is made to avoid errors in employees' paychecks. Employees who believe an error has been made, should immediately inform Finance or Human Resources. Necessary steps will be taken to research the problem and to ensure that any necessary correction is made promptly.

## **Pay Deductions**

The law requires that the Town of Bloomfield make certain deductions from every employee's wages. Among these deductions are applicable federal and state income taxes. The Town must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base."

The Town of Bloomfield offers programs and benefits beyond those required by law. In some instances, the cost of these programs will be deducted from the employee's compensation.

Employees who have questions concerning the deductions made from their paycheck or how these deductions were calculated, should contact the Human Resources Department.

## **EMPLOYEE BENEFITS**

Eligible employees are provided a variety of benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law. Benefit eligibility is dependent upon several factors, including length of service and employee classification. Employees should contact the Human Resources Department for information on benefit eligibility.

### **Life Insurance Benefits**

Regular full-time active and retired employees are eligible for coverage under the Town's group life insurance policy. Regular part-time employees who currently have life insurance will retain their coverage provided they are scheduled to work a minimum of 20 hours per week. Currently, the Town pays the full cost of the premium for each subscribing employee. For additional information on life insurance coverage, contact the Human Resources Department.

## **Long-Term Disability and Accidental Death and Dismemberment Benefits**

Regular full-time active employees are eligible for coverage under the Town's group long-term disability and AD&D insurance policies. Regular part-time employees who currently have long-term disability and AD&D insurance will retain their coverage provided they are scheduled to work a minimum of 20 hours per week. Currently, the Town pays the full cost of the premium for each subscribing employee. Contact Human Resources for information on disability and AD&D insurance.

## **Health Insurance Benefits**

Regular full-time employees and their dependents are eligible for medical (including vision) and dental insurance benefits in accordance with the terms of each plan. Regular part-time employees who currently have medical insurance coverage will retain their coverage provided they are scheduled to work a minimum of 20 hours per week. Both the Town and the employee pay a portion of the insurance premium. The Town determines the employees' portion of the insurance premium on a yearly basis and notifies them in writing. The Town may, in its sole discretion, change insurance coverage or the identity of insurance companies at any time as well as contributions by employees and co-pay provisions.

Coverage of new regular full-time employees and their dependents becomes effective the first day of the month following the date of hire.

## **Health Insurance Opt-Out**

Employees who elect to waive, in writing, the medical or medical and dental insurance coverage offered by the Town will receive equal bi-weekly payments equal to the opt-out amount each pay period during which the employee is not receiving the insurance benefit. To receive such payment, an eligible employee must annually complete and submit a form provided by the Town indicating his/her intent not to participate in the Town-provided medical and dental insurance coverage. Further, such employees must annually present evidence satisfactory to the Town that they are covered under another insurance program.

## **Reinstatement of Health Insurance**

Employees may elect to resume health insurance coverage due to the occurrence of one of the following conditions for which documentation and a request for reinstatement must be submitted to the Director of Human Resources in writing:

1. Involuntary termination of the alternative health benefit plan coverage;
2. Ineligibility of the employee and/or dependent(s) under the alternative plan;
3. The employee acquires a new dependent through marriage, birth or adoption and the new dependent is not covered by the alternative plan;

*Correction 12/15/11; amendment to vacation 1<sup>st</sup> year anniversary 7/20/12. Amendment dated 7/20/12 was incorrect for employees hired prior to 7/1/11.*

Upon receipt of such request and documentation, insurance coverage provided by the Town shall be reinstated as soon as possible, including waiting periods, which may be prescribed by the applicable plan.

When a deduction for medical insurance is not accurate, the employee must notify the Human Resources Department immediately so it can be corrected.

Employees should speak with the Human Resources Department for eligibility requirements, premium share information and other plan details.

### **Vacation**

Full-time employees hired prior to July 1, 2011 are eligible for vacation based on continuous service in accordance with the following schedule:

6 <sup>th</sup> Month Anniversary	5 days	15 <sup>th</sup> Year Anniversary	25 days
1 <sup>st</sup> Year Anniversary	5 additional days	16 <sup>th</sup> Year Anniversary	26 days
2 <sup>nd</sup> – 4 <sup>th</sup> Year Anniversary	10 days	17 <sup>th</sup> Year Anniversary	27 days
5 <sup>th</sup> – 9 <sup>th</sup> Year Anniversary	15 days	18 <sup>th</sup> Year Anniversary	28 days
10 <sup>th</sup> Year Anniversary	20 days	19 <sup>th</sup> Year Anniversary	29 days
11 <sup>th</sup> Year Anniversary	21 days	20 <sup>th</sup> + Year Anniversary	30 days
12 <sup>th</sup> Year Anniversary	22 days		
13 <sup>th</sup> Year Anniversary	23 days		
14 <sup>th</sup> Year Anniversary	24 days		

Full-time employees hired July 1, 2011 and later are eligible for vacation based on continuous service in accordance with the following schedule:

6 <sup>th</sup> Month Anniversary	5 days
1 <sup>st</sup> Year Anniversary	10 days
2 <sup>nd</sup> – 4 <sup>th</sup> Year Anniversary	10 days
5 <sup>th</sup> – 9 <sup>th</sup> Year Anniversary	15 days
10 <sup>th</sup> + Year Anniversary	20 days

Regular part-time employees scheduled to work 20 – 34 hours per week are eligible for pro-rated vacation based upon the ratio of the employee's scheduled hours and the amount of hours normally worked by a full-time incumbent on the same position.

For the purpose of vacation entitlement, the employee's last date of hire as a regular full-time or regular part-time employee shall be used.

Scheduling of vacation should be done in advance with the approval of the employee's Department Head or his/her designee and will be based on the needs of the department. Prior written approval of the Department Head is required to take more than ten (10) consecutive vacation days at one time and may be required for shorter durations during peak business weeks or months.

Employees may carry over accrued vacation time equal to two (2) times their annual accrual rate each year. Unused vacation time equal to more than two (2) times an employee's annual accrual rate will be forfeited. Requests for exceptions may be granted at the discretion of the Town Manager or his designee due to extenuating or unforeseen circumstances. A written request must be submitted to the Department Head stating the reason for carrying over more than two (2) years of vacation accrual and the timeframe within which the excess vacation will be used. The request must be approved in writing by the Department Head, the Director of Human Resources and the Town Manager.

An employee who becomes ill while on vacation may charge such illness time to sick leave rather than vacation. If the illness exceeds three (3) normal work days, the employee must contact the Department Head and the Human Resources Department to report the illness and the intention of utilizing sick leave. The employee must also provide a doctor's note upon his/her return to work stating that (s)he would have been too ill to work.

Unused accrued vacation up to the accrual maximum will be paid out upon separation of employment at the employee's then current rate of pay, except in cases where the employee was terminated **by the Town.**

### **Personal Days**

Regular full-time employees in their first year of employment will receive pro-rated personal days depending on the month in which they are hired according to the following schedule:

July, August, September:	4 days
October, November, December:	3 days
January, February, March:	2 days
April, May, June:	1 day

After completing one fiscal year of continuous employment, regular full-time employees will be granted four (4) personal days per fiscal year on July 1. No payment will be made for unused personal days upon separation of employment.

Regular part-time employees hired on July 1, 2011 and later are not eligible for personal days. Regular part-time employees hired prior to July 1, 2011 will continue to receive pro-rated personal days provided they continue to be scheduled for 20-34 hours per week.

## Holidays

The Town of Bloomfield observes eleven (11) full-day holidays each calendar year. Regular full-time and regular part-time employees are eligible to receive paid time equal to one day's pay for each holiday. In order to receive holiday pay, the employee must work or be on paid leave status on his/her scheduled work day immediately preceding and immediately following the holiday.

The Town observes the following holidays each year:

New Year's Day	Labor Day
Martin Luther King Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Good Friday	The day after Thanksgiving
Memorial Day	Christmas Day
Independence Day	

Holidays occurring on Saturday are normally observed the preceding Friday, and those occurring on Sunday are normally observed the following Monday.

Regular full-time and regular part-time employees, excluding exempt employees, who are required to work on a holiday shall receive holiday pay plus regular pay at a rate of one and one-half (1-½) times the hourly rate.

The Town reserves the right to grant additional holidays or paid days off at its discretion.

## Longevity Payments

Regular full-time employees hired prior to 1/1/91 are eligible for an annual longevity stipend payable on the first pay period following the anniversary date of employment based on the following schedule

6 <sup>th</sup> Anniversary (after 6 full years of continuous service):	\$450
12 <sup>th</sup> Anniversary (after 12 full years of continuous service):	\$625
18 <sup>th</sup> Anniversary (after 18 full years of continuous service):	\$850
22 <sup>nd</sup> Anniversary (after 22 years of continuous service):	\$1,000

## Tuition Reimbursement Program

All regular full-time employees are eligible to participate in the Tuition Reimbursement Program. The Town encourages employees to pursue higher education in the belief that the Town and its employees are both served by improvement of skill levels. Participation in any program of study leading to an Associate and/or Bachelor degree is covered; however, reimbursement for graduate level study will only be approved for position or career-related programs.

The Tuition Reimbursement Program is administered through the Human Resources Department. A reimbursement review panel consisting of the Director of Finance, Director of Human Resources and an employee representative will monitor the program and will make recommendations to the Town Manager.

Applicants for tuition reimbursement must be full-time regular employees for a minimum of one year.

Courses of study required for matriculation must be approved in advance by the Town Manager, upon recommendation of the review panel and Department Head. Applications for approval should be obtained from and submitted to the Human Resources Department.

Reimbursement shall be at the rate of 80% of actual tuition paid for up to nine (9) credit hours per semester, to a maximum of 80% of the cost of credit hours at the University of Connecticut, Storrs campus, provided a grade of "C" or better is obtained. To obtain reimbursement, the following documentation shall be submitted:

1. Proof of successful completion of the course from the college or university; and
2. Proof of payment of tuition

Scheduling of classes during work hours is discouraged and is subject to approval in the discretion of the Town Manager upon recommendation of the Department Head.

### **Fitness Program**

The Town of Bloomfield is committed to assisting employees with wellness initiatives including subsidizing memberships at fitness centers.

All regular full-time and regular part-time employees are eligible to participate in the fitness center program. However, employees are not eligible during the probationary/introductory period. To participate, an employee has two (2) options as follows and must commit to a one-year membership:

Each July 1, an employee may sign up through the Town Manager's office during the annual open enrollment to become a member of The Gym, a fitness center located at 22 Mountain Ave in Bloomfield. The membership is paid in full by the Town. An employee must use the facility a minimum of eight (8) hours per month. The employee will be charged the monthly amount paid on his/her behalf through a payroll deduction for each month he/she falls below the eight-hour minimum.

If an employee wishes to join a fitness center other than The Gym, he/she must sign up and pay for the membership. Proof of membership must be provided to the Town Manager's office during the open enrollment period for the fiscal year with an exception for a new hire. New hires may begin the program after the successful completion of the probationary/introductory period. Each month, the employee is responsible to provide proof to the Town Manager's office that he/she used the facility for a minimum of eight (8) hours per month. The employee will then be reimbursed the monthly amount based upon the monthly cost for The Gym fitness center in his/her pay check for each month he/she is eligible.

Please contact the Town Manager's office to obtain the necessary forms or to get answers to any questions you may have regarding the Fitness Program.

## **RETIREMENT PLAN**

All regular full-time employees are required to participate in the Town's Defined Benefit or Defined Contribution retirement plans. The following provisions dealing with retirements are illustrative only. Employees are encouraged to refer to full copies of the Town of Bloomfield Retirement Plan document when making retirement plans.

### **Defined Benefit Plan**

Regular full-time employees hired prior to June 30, 2003, (prior to January 1, 2002 for Police Union Employees) are participants of the Town of Bloomfield Defined Benefit Plan. All employees in this plan receive an annual statement from the actuary with an estimate of pension amount at normal retirement date. If you would like additional options to plan for retirement, contact the Human Resources Department.

### **Defined Contribution Plan**

Regular full-time employees hired June 30, 2003 and thereafter (January 1, 2002 and thereafter for Police Union Employees) are participants in the Town of Bloomfield Defined Contribution Plan. Under the current plan, employees and the Town are required to contribute a certain percentage of gross earnings as determined by the Town.

### **Retiree Medical Benefits**

Regular full-time employees who retire from the Town of Bloomfield are eligible for retiree medical benefits provided they contribute a percentage of their gross pay each pay period to the medical retiree fund for a minimum of ten (10) years.

Employees hired after July 1, 2011 are entitled to benefits for coverage paid 100% by the Town for the employee and all dependents for two (2) years from the date of retirement. Beginning in the third year, coverage for the employee and his/her spouse will be covered 100% by the Town. If the employee wishes to cover dependents, the employee must pay 50% of the cost of the premium for the dependents. For information on retiree medical coverage prior to July 1, 2011, please contact Human Resources.

An employee separated from employment for any reason who is not eligible for retiree medical benefits will receive the amount contributed into the plan plus interest upon termination.

### **Retiree Life Insurance**

Employees hired prior to July 1, 2011 are eligible for retiree life insurance benefits. Plan documents containing the benefit amounts and plan details appropriate to the employee can be obtained through the Human Resources Department.

Employees hired after July 1, 2011 shall not be entitled to retiree life insurance benefits.

## **LEAVES OF ABSENCE**

### **Leave of Absence – Personal Reasons**

A special leave of absence, normally not to exceed three (3) days, may be granted with or without pay at the discretion of the Town Manager.

The Town Manager may authorize a leave of absence without pay for an extended period of time upon written request from the employee and approval of the Department or Division Head. Employees on authorized leave without pay are responsible for paying the employee's portion of health care costs unless waived by statute.

Employees on personal leave for 20 or more consecutive workdays will not accrue seniority, vacation and/or sick time while out on leave.

### **Community Service**

The Town of Bloomfield encourages its employees to become involved in Bloomfield civic activities. The Town Manager or his/her designee may grant an employee time off with pay to participate in a community project upon the recommendation of the Department Head.

## **Jury Duty**

Employees will be granted time off for jury duty. Employees will be expected to give advance notice to the Department Head and to the Human Resources Department of having been called for jury duty, supply to Human Resources a time verification slip from the clerk of the court as evidence of having served, and work as much of the day as possible for each day the employee is called to serve.

Eligible employees receive their regular pay for time spent in jury duty in accordance with applicable state law. Employees must sign over any checks received for jury duty to the Town of Bloomfield and forward them to the Finance Department.

## **Workers' Compensation and Injury Leave**

The Town of Bloomfield provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers certain injuries and illnesses arising out of and in the course of employment. In addition, the Town provides regular full-time employees with supplemental pay during the employee's leave of absence for a work-related injury which is covered by workers' compensation. The supplemental pay provided by the Town is the employee's regular rate of pay minus payments made to the employee through the workers' compensation insurance. Workers' compensation will be supplemented for a period of time not to exceed (12) months from the date of an injury. However, if it is determined at any time during the employee's absence that he/she, because of his/her injury, will never be able to perform the essential functions of his/her position, employment with the Town will be separated. *Further, if an employee remains out of work for a period in excess of twelve (12) months for any reason including but not limited to a workers' compensation leave of absence, employment with the Town may be separated.*

Sick leave and other accrued leave will be charged to an employee until such time that the injury is deemed compensable. When deemed compensable, sick leave and other accrued leave used will be reinstated.

Nothing shall prohibit an employee whose employment with the Town is separated pursuant to this section from reapplying for a position with the Town in the future.

## **Bereavement**

Regular full-time employees shall be granted up to five (5) days of paid bereavement time for the death of the employee's spouse, child, step-child, parent, step-parent, sibling, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandchild and any person living in the employee's household. One (1) day of paid bereavement time shall be granted for the death of a family member not listed as "immediate family". Employees requesting bereavement leave may be required to provide proof of death and relationship to the deceased.

## **Birth/Adoption Leave**

Leave for the birth or adoption of a child will be administered in accordance with the Family and Medical Leave Act.

## **Sick Leave**

Regular full-time employees will accrue one and one-quarter (1.25) days of sick leave per month for a total of fifteen (15) days of sick leave per year beginning on the date employment. Sick leave may be carried over from year to year without a maximum accumulation. Regular part-time employees scheduled to work 20-34 hours per week are eligible for pro-rated sick leave based upon the ratio of the employees scheduled hours and the amount of hours normally worked on a weekly basis by a full-time incumbent in the same position.

Sick leave shall not be considered a privilege that a regular full-time employee may use at his/her discretion, but rather shall be used only for the following purposes:

1. Personal illness, physical incapacity or non-compensable bodily injury or disease.
2. Enforced quarantine in accordance with public health regulations
3. To meet medical and dental appointments only when an employee has made reasonable efforts to secure such appointments outside of his/her normal working hours and provided the Department Head is notified at least one (1) day in advance of the day on which the absence occurs.
4. Illness or injury of a member of the employee's immediate family that requires the attention of the employee. For purposes of sick leave which does not qualify under FMLA, "immediate family" shall mean any person residing in the employee's household.

Employees must notify their supervisor of the reason for their absence as soon as possible, but no later than one-half (1/2) hour after the start of their scheduled shift on each the day of the absence. On the first day of absence from work, a Department Head must report to either the Town Manager or the Assistant to the Town Manager no later than one-half (1/2) hour after the beginning of his/her scheduled work day.

Employees who are absent due to their own illness or due to the illness of a family member may be required to submit a medical certificate from a licensed physician that states the reason for the need for sick leave if the employee is out for three (3) consecutive work days. Proof of sick leave may include a doctor's certificate or other proof from the employee's physician indicating the nature and duration of the absence. A doctor's certificate may be required for periods of less than three days when an employee's attendance record indicates a potential abuse of sick leave. The Town may investigate any absence for which sick leave is requested. Abuse of sick leave or false sick leave claims may subject the employee to disciplinary action, up to and including termination of employment.

Upon voluntary resignation, retirement or death, accrued sick leave shall be paid to the employees hired July 1, 1999 through June 30, 2011 in accordance with the following schedule to a maximum of thirty (30) days:

- 1/5 after three years
- 2/5 after seven years
- 1/2 after ten years
- 2/3 after fifteen years
- 3/4 after twenty years

Employees who were hired prior to July 1, 1999 shall be paid 100% of accrued sick leave to a maximum of one hundred fifty (150) days upon retirement, resignation or death.

Employees who were hired on or after July 1, 2011 will not be paid any sick leave upon separation of employment for any reason.

A maximum of twenty (20) perfect attendance days earned prior to January 1, 1998, will be payable upon separation of employment at the rate of one day's pay for each day of perfect attendance. Effective January 1, 1998, employees were no longer allowed to earn paid leave for perfect attendance.

Dismissal initiated by the Town shall result in forfeiture of accrued sick leave and/or perfect attendance payout.

## **MILITARY LEAVE**

The Town of Bloomfield complies with all rights and conditions of the Uniformed Services Employment and Reemployment Rights Act ("USERRA") which expands both job and benefit protections for workers who serve in the military. Under USERRA, anyone who has been absent from work due to service in the uniformed services has certain reemployment or reinstatement rights.

USERRA prohibits discrimination against applicants and employees who serve in the military in the areas of hiring, job retention and advancement and strengthens the right to reemployment without any loss of seniority, status or pay.

The uniformed services include Army, Navy, Marine Corps, Air Force, and Coast Guard, including the Reserves for each of these branches of the military. Also included is service in the Army National Guard or Air National Guard, commissioned corps of the Public Health Service and any other category of persons designated by the President in time of war or emergency.

## **Notice and Eligibility**

USERRA covers nearly all employees, including full-time, part-time and probationary employees.

Advance notice of service is required unless it is not possible due to military necessity or is otherwise impossible or unreasonable. Notice may be provided in writing or verbally by the employee or an appropriate officer of the military branch.

## **Compensation and Benefits**

Military leave is unpaid and vacation, holidays and sick days will not accrue during military leave. However, employees may use vacation time for a portion of the absence. In addition to the federal requirements under USERRA, Connecticut State Law CGS 7-461 requires municipal employers to pay their employees who are reservists the difference between their regular salary and their military salary (for up to 30 days in any calendar year), while they engage in required field training.

Life insurance will continue to be in force under the same terms and in the amount assigned for active employees in the same employee unit.

Individuals performing military duty for more than 30 days may elect to continue employer sponsored health care for up to 24 months under COBRA; however, they may be required to pay up to 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the service member had remained employed.

USERRA pension protections apply to defined benefit plans and defined contribution plans. For purposes of pension plan participation, vesting, and accrual of benefits, USERRA treats military service as continuous service. Once an employee returns from military duty and is reemployed, the employer contributions that would have been made if the employee had been employed will be credited to the employee's account. If employee contributions are required or permitted under the plan, the employee has a period equal to three times the period of military duty or five years, whichever ends first, to make up the contributions on a pre-tax basis.

## **Reemployment/Reinstatement**

USERRA provides that returning service members are to be reemployed in the job that they would have attained had they not been absent for military service, (the "escalator" principle), with the same seniority, status and pay, as well as other rights and benefits determined by seniority. USERRA also requires that reasonable efforts (such as training or retraining) be made to enable returning service members to qualify for reemployment. If the service member cannot qualify for the "escalator" position, he or she must be reemployed, if qualified, in any other position that is the nearest approximation to the escalator position and then to the pre-service position. USERRA also provides that while an individual is performing military service, he or

she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other similarly-situated individuals on non-military leaves of absence. The time limits for returning to work are as follows:

**Less than 31 days service:** By the beginning of the first regularly scheduled work period after the end of the calendar day of duty, plus time required to return home safely and an eight hour rest period. If this is impossible or unreasonable, then as soon as possible.

**31 to 180 days:** The employee must apply for reemployment in writing to the Human Resources Department no later than 14 days after completion of military service. If this is impossible or unreasonable through no fault of the employee, then as soon as possible.

**181 days or more:** The employee must apply for reemployment in writing to the Human Resources Department no later than 90 days after completion of military service.

**Service-connected injury or illness:** Reporting or application deadlines are extended for up to two years for persons who are hospitalized or convalescing.

## **FAMILY AND MEDICAL LEAVE**

### **Eligibility**

In order to qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

The employee must have worked for the Town of Bloomfield for 12 months.

The employee must have worked for the Town of Bloomfield at least 1,250 hours during the 12-month period immediately prior to the date when the leave is requested to begin.

### **Reasons for Leave**

In order to qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

1. a serious health condition (defined below) of the employee
2. the birth of a child or placement of a child with the employee for adoption or foster care;
3. to care for a spouse, child, or parent with a serious health condition; or

4. a “qualifying exigency” (defined below) arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call to active duty status in support of a contingency operation.

## **Definitions**

A serious health condition means an illness, injury impairment or physical or mental condition that involves at least one of the following:

Hospital care: Inpatient (overnight) care in a hospital, hospice or residential care facility, including any period of incapacity or treatment connected to inpatient care.

Absence plus treatment: A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves one of the following:

Two or more visits to a health care provider. The first visit must occur within seven days of the first day of the incapacity, and both visits must take place within 30 days.

A regimen of continuing treatment, with the first visit taking place within seven days of the onset of the incapacity.

Pregnancy: Any period of incapacity due to pregnancy, or for prenatal care.

Chronic conditions requiring treatments: A chronic condition that extends over a period of time and requires periodic treatments. “Periodic visits” are defined as at least two visits to a health care provider per year. During that period, the incapacity may be episodic rather than continuous. Examples include asthma, epilepsy or diabetes.

Permanent/long-term conditions requiring supervision: A permanent or long-term incapacity due to a condition that may not respond to treatment. The employee or family member must be under the continuing supervision of (but need not be receiving active treatment by) a health care provider. Examples: Alzheimer’s or the terminal stages of a disease.

Multiple treatments (non-chronic conditions): Any period of absence to recover from or receive multiple treatments for restorative surgery after an accident or injury, or for a condition that would probably result in a period of incapacity of more than three consecutive days in the absence of medical treatment, such as cancer (chemotherapy, etc.), severe arthritis (Physical therapy) and kidney disease (dialysis).

A qualifying exigency is defined as a non-medical activity that is directly related to the covered military member's active duty or call to active duty status, for one or more of the following qualifying activities:

1. Short notice deployment;
2. Military events and related activities;
3. Childcare and school activities;
4. Financial and legal arrangements;
5. Counseling;
6. Rest and recuperation;
7. Post-deployment activities; and,
8. Additional activities that arise out of the covered military member's active duty or call to active duty status provided that the employer and employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

### **Leave Available**

In all circumstances except when leave is required to care for an ill or injured member of the Armed Services, eligible employees may receive up to a total of 12 workweeks of unpaid leave during a 12-month period. A 12-month period begins on the date of the employee's first use of federal Family and Medical Leave. Successive 12-month periods commence on the date of an employee's first use of Family and Medical Leave after the preceding 12-month period has ended. When leave is taken to care for an injured or ill service member, an eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave may not exceed 26 weeks in a single 12-month period. Service member FMLA runs concurrent with other leave entitlements provided under federal and state law.

### **Notice and Certification**

Employees who are in need of Family and Medical Leave may be required to provide:

- a. 30 days advance notice when the need for leave is foreseeable;
- b. Medical certification from a health care provider (prior to the start of the leave period and before returning to work);

- c. Periodic re-certification; and
- d. Periodic reports during the leave.

Failure to provide a health care provider's certification of the serious health condition of the employee or the employee's family member may result in a denial of leave. Medical Certification Forms can be obtained in the Human Resources Department.

When leave is needed to care for an immediate family member or an employee's own serious health condition and is for planned medical treatment, employees are required to schedule treatment so as not to unduly disrupt the Town's operation.

### **Employee Benefits During Leave**

While an employee is on leave, the Town will continue the employee's group health insurance during the leave period at the same level and under the same conditions as if the employee had continued to work.

When on paid leave, the Town will continue to make payroll deductions to collect the employee's share of the health insurance premiums. While on unpaid leave, the employee must continue to make this payment, either in person or by mail to the Human Resources Department. The payment must be received by the 15th day of each month. If the payment is more than 30 days late, the employee's health coverage may be dropped for the duration of the leave. The Town will provide 15 days' notification prior to the employee's loss of coverage.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member, the Town may require the employee to reimburse the Town the amount the Town paid for the employee's health insurance premium during the leave period.

### **Compensation During Leave**

Family and Medical Leave is unpaid; however, if an employee has accrued vacation, sick leave, comp time, perfect attendance and/or personal days, the employee must use the paid leave first and then take the remainder of the twelve weeks as unpaid leave as follows:

1. Use of accrued sick time, except that the employee has the option of retaining 70 (35-hour work week) or 80 hours (40-hour work week)
2. Use of all accrued compensatory time
3. Use of all accrued perfect attendance time (when applicable)
4. Use of all personal days

5. Use of accrued vacation leave, except that the employee has the option of retaining 70 hours (35-hour work week) or 80 hours (40-hour work week).
6. Employees on leave for the birth or adoption of a child will receive five (5) days of paid leave before being required to use accrued time.

The use of paid time does not extend the length of a Family and Medical Leave.

Workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA leave.

### **Intermittent Leave or a Reduced Work Schedule**

The employee may take FMLA in consecutive weeks, may use the leave intermittently, or under certain circumstances may use the leave to reduce the workweek or workday, resulting in a reduced work schedule as required under law. In all cases, the leave may not exceed a total of 12 workweeks over a 12-month period, or 26 weeks in the single 12-month period where all or a portion of the leave is to care for a covered military service member who is recovering from a serious illness or injury sustained while on active duty.

The Town may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

### **Job Reinstatement**

Upon expiration of an FMLA leave of absence, employees will be reinstated to employment in accordance with the FMLA.

## **EMPLOYEE CONDUCT**

The Town is committed to providing quality service to its residents and a work environment for its employees that is conducive to congenial and professional working relationships, productivity and employees' well-being. It is therefore appropriate to establish fundamental guidelines for all employees that will protect the best interests of all employees and the Town.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are some examples of infractions of rules of conduct that may result in

disciplinary action, up to and including termination of employment. In all cases, the penalty to be applied is within the discretion of the Town:

- Activities prohibited by Town Charter, ordinance or State law;
- Theft or inappropriate removal or possession of property;
- Dishonesty, including but not limited to dishonesty on an application for employment and falsification of time records or other Town records;
- Working under the influence of alcohol or illegal drugs and/or the possession or use of alcohol or illegal drugs in the workplace;
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of Town-owned property;
- Insubordination or other disrespectful conduct toward other employees or supervisors;
- Violation of safety or health rules;
- Fraudulently obtaining sick or injury leave or FMLA leave;
- Smoking in non-designated areas;
- Sexual harassment or other unlawful or unwelcome harassment;
- Acceptance of a gift or other valuable consideration which was given and received with the expectation of influencing the employee in the performance of his or her duties;
- Possession of weapons or other dangerous materials;
- Excessive absenteeism or tardiness, or any absence without notice;
- Unauthorized use of the Town's telephones, mail system, computer system or other Town-owned equipment;
- Unsatisfactory performance or conduct.

### **COMPLAINT PROTOCOL**

You are encouraged to bring your questions, suggestions and complaints to our attention. Careful consideration will be given to each of these in our continuing effort to improve our workplace.

If you feel you have a problem, you should present the situation to your supervisor so that the problem may be addressed by examination and discussion of the facts. Our goal is that (s)he will be able to satisfactorily resolve most matters. If, however, you find that you still have questions after meeting with your supervisor or that you would like further clarification on the matter, the Director of Human Resources will review the issues and meet with you to discuss possible solutions.

If resolution is not attained at this level, you may request a meeting with the Town Manager.

## **DISCIPLINE**

When any employee violates rules or regulations or renders unsatisfactory work, the following schedule of actions may be followed. However, this schedule is intended to be only a guide and therefore it is not an assurance of any particular treatment in any situation. Each situation is assessed on a case-by-case basis at the discretion of the Town.

### **Oral Warning**

When a supervisor observes unsatisfactory job performance or unacceptable behavior that does not warrant more severe action, the supervisor may orally communicate to the employee the nature of the unsatisfactory performance and/or unacceptable behavior, why it is not acceptable, the required corrective action and the consequences if performance does not improve or if the behavior is repeated. An Employee Disciplinary Record form should be completed, signed and forwarded to Human Resources.

### **Written Warning**

When a supervisor observes unsatisfactory job performance or unacceptable behavior for which the employee has been disciplined within the past year about the same or similar behavior or the nature of the behavior is severe enough in the judgment of the supervisor, the employee may be issued a formal written warning. The warning will communicate to the employee the nature of the unsatisfactory performance and/or unacceptable behavior, why it is not acceptable, the required corrective action and the consequences if performance does not improve or if the behavior is repeated. An Employee Disciplinary Record form should be completed, signed and forwarded to Human Resources with any other pertinent documentation.

### **Suspension**

When a supervisor observes continued occurrences of previously disciplined behavior, unsatisfactory or inappropriate behavior, the employee may be suspended. A pre-disciplinary meeting should be held with the employee. After the meeting, a notice of the suspension shall be in writing and should state the specific reason for the suspension, whether or not the suspension is paid or unpaid, the length of the suspension, the required corrective action and the consequences if performance does not improve or if the behavior is repeated. An Employee Disciplinary Record form should be completed, signed and forwarded to Human Resources along with a copy of the suspension letter and any other pertinent documentation.

## **Demotion**

The Town Manager may demote an employee when it is in the best interest of the continued operation of the department. If an employee has repeatedly demonstrated an inability to perform the duties required in the position but is believed to be able to function competently at a lower level and a vacant position at a lower level is available, the Town Manager or his/her designee may choose to demote as an alternative to termination. The employee shall be given written notice of the demotion that includes the effective date and reason for the action. Demotion shall be accompanied by a reduction of pay into the pay group of the lower level position and at the same step held prior to the demotion. Employees demoted for any reason shall be on a 90-day introductory/probationary period in the new position.

## **Dismissal**

An employee may be discharged if his/her performance is unacceptable, for repeated violation of minor offenses, or for violations of major offenses. A Department Head may initiate the dismissal of an employee and the Town Manager may initiate the dismissal of a Department Head or any other employee. The employee will be notified of a pre-disciplinary meeting in person or by mail to the employee's last known address.

After the pre-termination hearing, the Town Manager or designee shall make a decision and respond in writing to the employee stating the reasons (s)he was dismissed. A signed copy of the Town Manager's or designee's decision shall be given to the employee and a copy placed in the employee's personnel file.

The Town reserves the right to issue an oral warning, written warning, suspension, or terminate an employee without having to follow the actions set forth above if the seriousness of the offense and/or other factors deemed relevant by the Town at its sole discretion.

## **SAFETY**

The Town is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. The Town requires that all employees make every effort possible to maintain a safe and healthy working environment for themselves and their coworkers. Appropriate protective clothing and safety procedures should be employed when working with or near hazardous materials.

Employees should immediately report any suspected unsafe working conditions to their Department Head.

If an accident or job-related injury occurs, employees must immediately report the accident or injury to their supervisor. Their supervisor will prepare a First Report of Injury form and Supervisor's Accident/Investigation Report which will be forwarded to the Human Resources Department as soon as possible after the injury or accident.

Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each Department Head make the safety of employees an integral part of her or his regular management functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

### **Fire Prevention**

Employees should know the location of the fire extinguisher(s) in the office or the area of the building in which they are working and make sure these locations are kept clear at all times. Employees should notify their supervisor if an extinguisher is used or if the seal is broken.

Upon the activation of the fire alarm or other emergency, all personnel must immediately evacuate the building. The employee's supervisor will conduct a cursory search of their office to ensure that employees have vacated the area.

## **BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN**

### **POLICY**

The Town of Bloomfield and the Bloomfield Board of Education are committed to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens" (see Exhibit A).

The ECP is a key document to assist our Town/BOE in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- \* Determination of employee exposure
- \* Implementation of various methods of exposure control, including:
  - Universal precautions
  - Engineering and work practice controls
  - Personal protective equipment
  - Housekeeping

- \* Hepatitis B vaccination
- \* Post-exposure evaluation and follow-up
- \* Communication of hazards to employees and training
- \* Recordkeeping
- \* Procedures for evaluating circumstances surrounding an exposure incident

The methods of implementation of these elements of the standard are discussed in the subsequent pages of this ECP.

## **PROGRAM ADMINISTRATION**

The BBP Program Administrator is responsible for the implementation of the ECP and will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures to include safer medical devices, work practices, administrative controls and personal protective, which are evaluated by users. Review and update of the plan also reflects changes in technology that eliminate or reduce exposures to bloodborne pathogens.

Contact person/phone number: EMS Coordinator, 860-243-3482, ext. 18

Departmental BBP Coordinators will maintain and provide all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard and will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes.

Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

Departmental BBP Coordinators are:

BOE Facilities Services	Director of Facilities	860-769-4224
BOE Athletic Dept.	Athletic Director	860-286-2630
BOE Pupil Services	Director of Pupil Services	860-769-4262
Early Learning Center	Executive Director	860-243-2665
EMS	EMS Coordinator	860-243-3482, ext. 18
Leisure Services	Assistant Director	860-243-2923
Facilities Services	Public Works Superintendent	860-769-3596
Police	EMS Coordinator	860-243-3482, ext. 18
Public Works	Public Works Superintendent	860-242-3439
Senior Services	Director	860-243-8361
Social and Youth Services	Senior Social Worker	860-242-1895

Town and BOE respective Human Resource Depts. will be responsible for ensuring that appropriate OSHA records are maintained.

Town contact location/phone number: Personnel Assistant, (860) 769-3584.

BOE contact location/phone number: Benefits Coordinator, (860) 769-4246.

Departmental BBP Coordinators will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH representatives. Contact locations/phone numbers are listed above.

### **EMPLOYEE EXPOSURE DETERMINATION**

The following is a list of all job classifications at our establishment in which **all** employees have occupational exposure:

DEPARTMENT	JOB TITLE
Board of Education	Registered Nurses
Board of Education	Athletic Coaches
Board of Education	Athletic Trainers
Board of Education	Paraprofessionals
Board of Education	Special Education Teachers
Board of Education	Custodians
Board of Education	Security
Early Learning Center	Director
Early Learning Center	Assistant Director
Early Learning Center	Teacher
Early Learning Center	Assistant Teacher
Early Learning Center	Teacher's Aide
Early Learning Center	Office Manager
EMS	All
Leisure Services	Director of Leisure Services
Leisure Services	Assistant Director
Leisure Services	Administrative Clerk
Leisure Services	Pool Staff
Leisure Services	Tennis Staff
Leisure Services	Community Center Supervisors
Leisure Services	Summer Camp Staff
Facilities Services	Facilities Manager
Facilities Services	Custodians
Facilities Services	General Maintenance

DEPARTMENT	JOB TITLE
Police	Chief
Police	Captain
Police	Lieutenant
Police	Sergeant
Police	Detective
Police	Patrol Officer
Public Works	Fleet Services Employees
Public Works	Field Operations Employees
Senior Services	Bus Drivers
Social and Youth Services	Director of Social and Youth Services
Social and Youth Services	Senior Social Worker
Social and Youth Services	Social Worker
Social and Youth Services	Youth Services Coordinator
Social and Youth Services	Part-Time Youth Services Staff

The following is a list of areas in which **some** employees at our establishment have occupational exposure:

Board of Education	Teachers
Board of Education	Tutors
Board of Education	Food Service Workers

The following is a list of tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure may occur for these individuals:

DEPARTMENT	TASK/PROCEDURE
Board of Education Coaches	First Aid
Board of Education Custodians	Clean Up
Board of Education Food Services	Clean Up
Board of Education School Nurses	First Aid
Board of Education Security	Altercation Intervention
Board of Education Teachers, Tutors and Paraprofessionals	Personal Care of Special Needs Students
Early Learning Center	First Aid/CPR Medication Administration
EMS	Patient Care
Leisure Services	First Aid
Leisure Services	Clean Up
Facilities Services	Clean Up

DEPARTMENT	TASK/PROCEDURE
Police	First Aid/Medical Care
Police	Altercation Intervention
Public Works	Working with Contaminated Equipment (Vehicles)
Public Works	Trash Collection
Senior Services	Client Transportation
Social and Youth Services	Home Visits
Social and Youth Services	Supervision of Youth Activities and Trips

Part-time, temporary, contract, per diem employees and volunteers are covered by the standard.

## METHODS OF IMPLEMENTATION AND CONTROL

### Universal Precautions

All at-risk employees will utilize universal precautions.

### Exposure Control Plan

Employees covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees have an opportunity to review this plan at any time during their work shifts; the plan will be available and accessible at the at-risk employees' respective workplaces, as well as on the Town of Bloomfield website, [www.bloomfieldct.org](http://www.bloomfieldct.org). If requested, we will provide an employee with a copy of the ECP free of charge and within 15 days of the request.

### Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are listed below:

#### Engineering Controls

- Hand washing facilities (or antiseptic hand cleansers), which are readily accessible to all employees who have the potential for exposure.

- Containers for contaminated sharps have the following characteristics:
  - Puncture-resistant.
  - Color-coded or labeled with a biohazard warning label
  - Leak-proof on the sides and bottom.

Sharps disposal containers are inspected and maintained or replaced by Departmental BBP Coordinators and monitored continuously to prevent overfilling.

- Secondary containers which are:
  - Leak-proof
  - Color-coded or labeled with a biohazard warning label.
  - Puncture-resistant, if necessary
- Self-sheathing needles and safer medical devices are used when commercially available.

### Work Practice Controls

- Employees wash/cleanse their hands immediately, or as soon as feasible, after removal of potentially contaminated gloves or other personal protective equipment.
- Following any contact of body areas with blood or any other potentially infectious materials, employees wash their hands and any other exposed skin with soap and water as soon as possible. They also flush exposed mucous membranes with water.
- Contaminated needles and other contaminated sharps are not bent, recapped or removed unless:
  - It can be demonstrated that there is no feasible alternative.
  - The action is required by specific medical procedure.
  - In the two situations above the recapping or needle removal is accomplished through the use of a mechanical device or a one-handed technique.
- We do not use reusable sharps at this time.
- Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in work areas where there is potential for exposure to bloodborne pathogens.
- All procedures involving blood or other infectious materials minimize splashing, spraying or other actions generating droplets of these materials.
- If outside contamination of a primary specimen container occurs, that container is placed within a second leak-proof container, appropriately labeled for handling and storage. (If the specimen can puncture the primary container, the secondary container must be puncture-resistant as well.)

- Equipment which becomes contaminated is examined prior to servicing or shipping and decontaminated as necessary (unless it can be demonstrated that decontamination is not feasible).
  - An appropriate biohazard warning label is attached to any contaminated equipment, identifying the contaminated portions.
  - Information regarding the remaining contamination is conveyed to all affected employees, the equipment manufacturer and the equipment service representative prior to handling, servicing or shipping.
  
- When a new employee comes to work for our Town/BOE, or an employee changes jobs within the Town/BOE, the respective Human Resources department must notify the BBP Program Administrator of hires/transfers to at-risk locations. The following process takes place to ensure that he/she is trained in the appropriate work practice controls:
  - The employee's job classification and the tasks and procedures that will be performed are checked against the job classifications and task lists which are identified in the Exposure Control Plan as those in which occupational exposure occurs.
  - If the employee is transferring from one job to another within the Town/BOE, the job classifications and task lists pertaining to his/her previous position are also checked against these lists.
  - Based on this "cross-checking", the new job classifications and/or tasks and procedures which will bring the employee into occupational exposure situations are identified.
  - Notification is made to the Departmental BBP Coordinator, who arranges training for the employee regarding any work practice controls with which the employee is not experienced.

This facility identifies the need for changes in engineering control and work practices through regular review of the BBP exposure control plan and exposures.

We evaluate new procedures or new products regularly to determine if they meet OSHA standards and are applicable to our operations.

Both front line workers and management officials are involved in this process.

The BBP Program Administrator will ensure effective implementation of these recommendations.

### **Personal Protective Equipment (PPE)/Body Substance Isolation (BSI)**

PPE is provided to our employees at no cost to them. Training is provided by Departmental BBP coordinators in the use of the appropriate PPE for the tasks or procedures employees will perform.

The types of PPE available to employees are as follows:

- Gloves
- Safety glasses
- Masks and respirators
- Goggles
- Face shields/masks
- Protective jump suits/gowns

Hypoallergenic gloves, glove liners and similar alternatives will be made readily available to employees who are allergic to the gloves normally used.

PPE is located in the various departments and may be obtained through the Departmental BBP Coordinators. Departmental BBP Coordinators are responsible for ensuring that all appropriate work areas and vehicles have necessary personnel protective equipment available to employees.

To ensure that personal protective equipment is not contaminated and is in the appropriate condition to protect employees from potential exposure, the following practices are followed:

- All personal protective equipment is inspected and periodically repaired or replaced as needed to maintain its effectiveness.
- Reusable personal protective equipment is cleaned, laundered and decontaminated as needed.
- Single-use personal protective equipment (or equipment that cannot, for whatever reason, be decontaminated) is disposed of in biohazard containers (red bags).

All employees using PPE must observe the following precautions:

- \* Wash hands immediately or as soon as feasible after removal of gloves or other PPE.
- \* Remove PPE after it becomes contaminated, and before leaving the work area.
- \* Used PPE may be disposed of in the red bags located in each department in which there are at-risk employees.
- \* Wear appropriate gloves when it can be reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured, contaminated, or if their ability to function as barrier is compromised.
- \* Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.

- \* Never wash or decontaminate disposable gloves for reuse. Disposable gloves are replaced as soon as practical after contamination or if they are torn, punctured or otherwise lose their ability to function as an “exposure barrier”.
- \* Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- \* Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.
- \* All potentially contaminated personal protective equipment is removed prior to leaving a work area or accident/incident site, if possible (or as soon as is feasible).
- \* Protective clothing (such as a jump suit) is worn whenever extensive exposure is anticipated.

## **Housekeeping**

Maintaining equipment and facility in a clean and sanitary condition is an important part of the Bloodborne Pathogens Compliance Program.

The Town/BOE employs the following practices:

### **Cleaning:**

- All equipment and surfaces are cleaned and decontaminated after contact with blood or other potentially infectious materials:
  - Immediately (or as soon as feasible) when surfaces are overtly contaminated.
  - After any spill of blood or infectious materials.
  - At the end of the work shift if the surface may have been contaminated during that shift. (In designated Special Ed. Rooms, changing pads are cleaned every day and after every use.)
  - Disinfecting is done using a 1:10 bleach solution or a disinfectant spray/wipe.
- Ambulances are disinfected after transporting any patient to the hospital.
- Protective coverings (such as linens, plastic trash bags or wrap, or absorbent paper) are removed and replaced:
  - As soon as it is feasible when overtly contaminated.
  - At the end of the work shift if they may have been contaminated during the shift.
- All trash containers, pails, bins and other receptacles intended for use routinely are inspected, cleaned and decontaminated as soon as possible if visibly contaminated.

- Potentially contaminated broken glassware is picked up using mechanical means (such as dustpan and brush, tongs, forceps, etc.).
- Reusable sharps are not used at this time

**Regulated waste** is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see Labels), and closed prior to removal to prevent spillage or protrusion of contents during handling.

The procedure for handling **sharps** is that they are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak-proof on sides and bottoms, and labeled or color coded appropriately. Sharps disposal containers are available at the following locations:

BOE: All schools, nurses' offices  
 Early Learning Center: Office  
 EMS: Apparatus bay under the stairway in the Ambulance Building  
 Leisure Services: N/A  
 Plant Services: N/A  
 Police: Sally port and booking area  
 Public Works: Locker room at Town Garage  
 Senior Services: N/A  
 Social and Youth Services: N/A

Regulated waste (including used bandages, disposed personal protective equipment and other potentially infectious materials) is handled very carefully in accordance with the following procedures:

- Discarded or “bagged” in containers that are:
  - Closeable.
  - Puncture-resistant if the discarded materials have the potential to penetrate the container.
  - Leak-proof if the potential for fluid spill or leakage exists.
  - Red in color or labeled with the appropriate biohazard warning label.
- Containers for this regulated waste are placed in appropriate locations in vehicles and facilities within easy access of our employees and as close as possible to the sources of the waste.
- Waste containers are maintained upright, routinely replaced and not allowed to overfill.

- Receptacles for biohazard waste are located at the following locations:

BOE: All Schools, Nurses' Offices

Early Learning Center: Office

EMS: Apparatus bay under the stairway in the Ambulance Building

Leisure Services: Printer Room, Parks Storage Room, Wilcox Park Garage, Pool  
First Aid Room

Facilities Services: N/A

Police: Sally port

Public Works: Locker room at Town Garage

Senior Services: Nurse's Office

Social and Youth Services: N/A

- Whenever employees move containers or regulated waste from one area to another, the containers are immediately closed and placed inside an appropriate secondary container if leakage is possible from the first container.
- BOE locations contact Facilities Director to pick up biohazard waste.
- Stericycle Inc. (1-800-633-9278) is responsible for the collection and handling of our operation's contaminated waste. When containers are full, the respective Departmental BBP Coordinator shall notify the EMS Coordinator, who will notify Stericycle Inc. for disposal and replacement of biohazard containers.

## **Laundry**

Contaminated laundry is handled as little as possible and is not sorted or rinsed where it is used.

When an employee's clothing becomes contaminated with blood or potentially contaminated body fluids, the procedure to be followed is:

- Contaminated clothing is removed (jump suits are available).
- The clothing is placed in leak-proof, red containers before transport and is marked with the employee's name and department.
- The Departmental BBP Coordinator is responsible for arranging delivery to Park Avenue Cleaners, 768 Park Ave., Bloomfield, CT, where the clothing is cleaned and disinfected.
- If the clothing cannot be cleaned, it is replaced by the Town/BOE.

## **Labels**

The following labeling method is used in this facility:

### ITEMS TO BE LABELED

Contaminated equipment  
Containers of regulated waste  
Sharps disposal containers  
Other containers used to store,  
transport or ship blood and  
other infectious materials  
Laundry bags with contaminated  
laundry

### LABEL



Departmental BBP Coordinators will ensure warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into the facility. Employees are to notify Departmental BBP Coordinators if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc. without proper labels.

## **HEPATITIS B VACCINATION**

Departmental BBP Coordinators will provide training to employees on hepatitis B vaccinations, addressing the safety, benefits, efficacy, methods of administration, and availability.

The hepatitis B vaccination series is available at no cost after training and within 10 days of initial assignment to employees identified in the exposure determination section of this plan. Vaccination is encouraged unless:

- 1) documentation exists that the employee has previously received the series,
- 2) antibody testing reveals that the employee is immune, or
- 3) medical evaluation shows that vaccination is contraindicated.

Employees who have ongoing contact with patients and blood and are at on-going risks for injuries with sharp instruments or needlesticks will be tested for antibodies to hepatitis B surface antigen one to two months after completion of the three-dose vaccination series. Employees who do not respond to the series must be revaccinated with a second three-dose vaccination series and retested. Non-responders must be medically evaluated.

However, if an employee chooses to decline vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is forwarded by Departmental BBP Coordinators to the respective Human Resources Dept.

Vaccination for Town and BOE employees will be provided by West Hartford-Bloomfield Health District. The vaccination program consists of a series of three inoculations over a six-month period.

## **POST-EXPOSURE EVALUATION AND FOLLOW-UP**

Should an exposure incident occur, contact the respective Departmental BBP Coordinator at the phone number listed on page 3. Efforts are immediately focused on:

- Making sure that employee receives medical consultation and treatment (if required) as expeditiously as possible.
- Investigating the circumstances surrounding the exposure incident.

An immediately available confidential medical evaluation and follow-up will be conducted by a medical facility within the Town/BOE workers' compensation medical network. Following the initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

- \* Document the routes of exposure and how the exposure occurred.
- \* Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- \* Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
- \* If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.

- \* Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- \* After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV, HIV and HCV serological status.
- \* If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

Following the medical evaluation, a copy of the health care professional's Written Opinion will be obtained and provided to the employee. It will be limited to whether the employee requires the hepatitis vaccine, and whether the vaccine was administered.

#### **ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP**

The Departmental BBP Coordinator ensures that health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard.

The Departmental BBP Coordinator ensures that the health care professional evaluating an employee after an exposure incident receives the following:

- \* a description of the employee's job duties relevant to the exposure incident
- \* route(s) of exposure
- \* circumstances of exposure
- \* if possible, results of the source individual's blood test
- \* relevant employee medical records, including vaccination status

The Departmental BBP Coordinator provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

## **PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT**

The Departmental BBP Coordinator will review the circumstances of all exposure incidents to determine:

- \* engineering controls in use at the time
- \* work practices followed
- \* a description of the device being used (including type and brand)
- \* protective equipment or clothing that was used at the time of the exposure incident (*gloves, eye shields, etc.*)
- \* location of the incident
- \* procedure being performed when the incident occurred
- \* employee's training

All percutaneous injuries from contaminated sharps are recorded in a sharps injury log located in the respective Town/BOE Human Resources departments.

If it is determined that revisions need to be made, the BBP Program Administrator will ensure that appropriate changes are made to this ECP. Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc)

## **EMPLOYEE TRAINING**

All employees who have occupational exposure to bloodborne pathogens receive training conducted by or arranged by the Departmental BBP Coordinator.

All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- \* an explanation of the standard
- \* an explanation of our ECP and how to access/obtain a copy (available and accessible at respective work places, Town of Bloomfield website, Human Resources department; also included with Personnel Rules and Regulations given to new employees.
- \* an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- \* an explanation of the use and limitations of engineering controls, work practices, and PPE
- \* an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- \* an explanation of the basis for PPE selection

- \* information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
- \* information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- \* an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- \* information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- \* an explanation of the signs and labels and/or color coding required by the standard and used at this facility
- \* an opportunity for interactive questions and answers with the person conducting the training session.

Training materials for this facility are available at the respective departments' locations.

## **RECORDKEEPING**

### **Training Records**

Training records are completed for each employee upon completion of training. These documents will be kept for at least **three years** by the Departmental BBP Coordinators. The training records include:

- \* the dates of the training sessions
- \* the contents or a summary of the training sessions
- \* the names and qualifications of persons conducting the training
- \* the names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the respective Departmental BBP Coordinator.

### **Medical Records**

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records."

Departmental BBP Coordinators are responsible for maintenance of the required medical records. These **confidential** records are kept at the respective departments' locations for at least the **duration of employment plus 30 years**.

Employee medical records are provided upon request of the employee, or to anyone having written consent of the employee, within 15 working days. Such requests should be sent to the respective departments.

### **OSHA Recordkeeping**

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by the respective Department BBP Coordinators.

### **Sharps Injury Log**

In addition to the 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded by the Departmental BBP Coordinator in the Sharps Injury Log. All incidences must include at least:

- the date of the injury
- the type and brand of the device involved
- the department or work area where the incident occurred
- an explanation of how the incident occurred.

This log is reviewed at least annually as part of the annual evaluation of the program and is maintained for at least five years following the end of the calendar year that it covers. If a copy is requested by anyone, it must have any personal identifiers removed from the report.

## **SUMMARY OF RESPONSIBILITIES**

### **Position(s):**

Bloodborne Pathogens Program Administrator

### **Responsibilities:**

Responsible for implementation of the Plan. Maintains, reviews and updates the Plan at least annually to include new or modified tasks and procedures.  
Reviews new hires and transfers to assure appropriate levels of training.  
Ensures effective implementation of new procedures and products for determination of OSHA compliance and applicability to Town operations.

### **Positions:**

Departmental BBP Coordinators



## **PROHIBITION AGAINST VIOLENCE IN THE WORKPLACE**

The Town maintains a zero tolerance policy on violence in the workplace. To this end, the Town has adopted a policy prohibiting workplace violence and threats of violence. Consistent with this policy, providing or otherwise contributing to any violent or disruptive act in the workplace including but not limited to acts or threats of physical violence, including intimidation, harassment, coercion, assault, battery, which involve or affect the Town of Bloomfield or which occur on the Town's property or worksites is strictly prohibited.

To ensure a safe workplace and to reduce the risk of violence, all employees are required to review and understand the provisions of this Workplace Violence Policy.

### **Prohibited Conduct**

Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at the Town of Bloomfield or to create a hostile, abusive, or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

1. All threats or acts of violence occurring on the Town's premises or worksites, regardless of the relationship between the Town and the parties involved.
2. All threats or acts of violence occurring off the Town of Bloomfield's premises involving someone who is acting in the capacity of a representative of the Town.

Specific examples of conduct which may be considered threats or acts of violence in violation of this policy, include, but are not limited to the following:

- Hitting or shoving an individual;
- Causing physical injury to another person;
- Making threatening remarks concerning an individual, his or her family, friends, associates or property;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or that subjects another individual to emotional distress;
- Intentionally damaging, or threatening to damage, Town property or the property of another employee;
- Making harassing or threatening phone calls;
- Harassing surveillance or stalking (following or watching someone);
- Unauthorized possession of a weapon while on Town property or while acting in the capacity of a representative of the Town;

## **Reporting Procedures**

Each employee is encouraged to report threats or acts of violence to the Director of Human Resources.

## **Enforcement**

The Town's prohibition against threats and acts of violence applies to all persons involved in Town business, including but not limited to personnel, contract and temporary workers and anyone else on Town property or worksites.

Threatening conduct or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination of employment and/or legal action as appropriate.

## **Weapons**

The Town of Bloomfield believes it is important to establish a clear policy that specifically addresses weapons in the workplace. The Town prohibits all persons who enter Town property from carrying a handgun, firearm, knife, or other prohibited weapon of any kind regardless of whether or not the person is licensed to carry the weapon, except for sworn law enforcement personnel. In addition, all employees are prohibited from carrying weapons on Town worksites or while conducting Town business.

Any employee found in violation of this policy will be subject to immediate termination of employment.

## **SMOKING IN THE WORKPLACE**

The Town prohibits smoking in all of its buildings and vehicles. In cases where specific areas are identified as designated smoking areas, employees are required to limit smoking on the property to these areas.

The Human Resources department maintains information on smoking cessation programs to assist employees who are interested in kicking the habit.

## **DRUG AND ALCOHOL USE**

The Town of Bloomfield maintains a policy against drug and alcohol use by its employees. The use of any illegal drugs, intoxicants or controlled substances is strictly prohibited. Illicit drug use and indiscriminate alcohol consumption puts everyone at risk and cannot be tolerated. In keeping with our efforts to promote health and safety and protect the interests of our employees, customers, and the Town, we cannot allow anyone to use, possess, sell, manufacture, purchase or be under the influence of alcohol, illegal drugs, intoxicants or controlled substances at any time on Town premises, in Town vehicles or while on Town business. Furthermore, the involvement of employees in these activities off the job raises significant concerns for the Town.

### **Prohibited Acts**

The following acts are strictly prohibited by the Town and apply to all employees:

- a. Possession, use, or being under the influence of alcohol, an illegal drug intoxicant or controlled substance while on Town property or worksites and while performing Town business.
- b. Driving a vehicle on Town business while under the influence of alcohol or an illegal drug, intoxicant or controlled substance.
- c. Distributing, selling, manufacturing or purchasing or attempting to distribute, sell, manufacture, or purchase of an illegal drug or controlled substance during working hours or while on Town-owned or occupied premises.
- d. Testing positive on a required or requested drug or alcohol test or screen.
- e. Refusing either to take or to release information regarding a required or requested drug or alcohol test or screen; and
- f. Violating any Town rule or policy regarding alcohol and drug use.

### **Testing Program**

- a. After an offer of employment but before the applicant commences employment;
- b. When “reasonable suspicion” exists that any employee is under the influence of alcohol or any illegal drug, intoxicant, or controlled substance while on the job, or is otherwise in violation of this policy. Reasonable suspicion means suspicion based on information regarding among other things, an employee’s appearance, behavior, speech, attitude, mood and/or breath odor.

- c. When any employee is found in possession of alcohol or an illegal drug, intoxicant or controlled substance in violation of this policy, or when any of those items are found in an area controlled or used by the employee, such as a desk or locker.
- d. When an accident, near-miss, or incident occurs in which safety precautions are violated or careless acts are performed, and reasonable suspicion exists that the employee involved is under the influence of alcohol or an illegal drug, intoxicant or controlled substance.
- e. After any employee has participated in a rehabilitation program; and
- f. When required by a state or federal law or regulation (e.g. (i) persons driving commercial motor vehicles with a gross vehicle weight rating of 26,001 pounds or more or carrying hazardous materials in interstate commerce (“DOT testing”); or (ii) for other reasons required by law). The testing required by the Town will involve an initial screening test. If that result is positive, the positive result will be confirmed using a different testing methodology.

Employees suspected of possessing alcohol, illegal drugs, intoxicants or controlled substances are subject to inspection and search, with or without notice. Employees who are suspected of possessing alcohol, illegal drugs, intoxicants or controlled substances are subject to having their personal belongings, including any bags, purses, briefcases and clothing, and all Town property, subject to inspection and search, with or without notice. Employees who violate the Town’s drug and alcohol abuse policy will be removed from the workplace immediately. The Town may also bring the matter to the attention of appropriate law enforcement authorities. Any conviction for criminal conduct involving illegal drugs, intoxicants or controlled substances whether on or off duty, or any violation of the Town’s drug and alcohol abuse policy, including, having a positive drug-test result, may lead to disciplinary action, up to and including termination.

Any employee’s conviction on a charge of sale, distribution, manufacturing or attempted sale, distribution, or manufacturing, or possession of any controlled substance while off Town property will not be tolerated because that conduct, even though off duty, reflects adversely on the Town. In addition to reflecting adversely on the Town, the Town must keep people who are involved with illegal drugs and controlled substances off premises owned or occupied by the Town in order to keep those substances off the premises.

The use of prescription drugs and/or over-the-counter drugs may also affect an employee’s job performance and seriously impair that employee’s ability to perform his or her duties. Any employee who is using prescription or over-the-counter drugs that may impair his or her ability to safely perform the job or may affect the safety or well being of others must submit a physician’s statement that the prescription drug use will not affect job safety. The employee is not required to identify the medication or the underlying illness. Various federal, state and local laws protect the rights of individuals with disabilities and others with regard to the confidentiality of medical information, medical treatment, and the use of prescription drugs and substances taken under medical supervision. Nothing contained in this policy is intended to violate or interfere with individual rights under these laws.

### **Accommodation of Employees Seeking Treatment/Rehabilitation**

The Town will attempt to reasonably accommodate employees with chemical dependencies (alcohol or drugs), if they voluntarily wish to seek treatment and/or rehabilitation. Employees desiring that assistance should request an unpaid treatment or rehabilitation leave of absence. The Town's support for treatment and rehabilitation does not obligate the Town to employ any person who violates the Town's drug and alcohol abuse policy or whose job performance is impaired because of substance abuse. The Town is also not obligated to reemploy any person who has participated in treatment or rehabilitation if that person's job performance remains impaired as a result of dependency. Employees who are given the opportunity to seek treatment and/or rehabilitation and are involved in any further violations of this policy will not be given a second opportunity to seek treatment or rehabilitation.

### **EMPLOYEE ASSISTANCE PROGRAM**

The Town of Bloomfield provides an Employee Assistance Program (EAP) through an outside vendor. Services are available to employees and their dependents and all contact is confidential.

Employees experiencing problems with alcohol or other drugs, financial difficulties, or family/life issues are encouraged to seek assistance through our EAP. Additionally, the EAP is also available to assist supervisors when employee performance on the job is perceived to be a potential problem. For more information, contact the Human Resources Department.

## **ACCEPTABLE USE POLICY FOR USE OF DATA AND COMMUNICATIONS EQUIPMENT**

### **Purpose**

Establish an acceptable use policy that outlines the appropriate use of communications equipment (voice/data) owned by the Town of Bloomfield (hereinafter "Town") and to establish guidelines and procedures with regards to the use of the Town's communications network." This Computer Use Policy establishes policy and procedures applicable to all departments regarding the use of computer technology. These rules and restrictions protect the users as well as the Town. This Computer Use Policy establishes policy and procedures applicable to all departments regarding the use of computer technology. These rules and restrictions protect the users as well as the Town.

### **Applicability**

This policy applies to all Town employees and officials, its contractors, vendors, consultants, agents and affiliates, including all personnel affiliated with third parties. This policy also applies to all equipment owned, leased, and/or utilized to access Town's communications networks. It is the responsibility of every user to know these guidelines and to conduct their activities in accordance with these guidelines.

The Town Data and Communications Equipment shall not be used for union business, other than by the Human Resources Department and Union officials communicating with the Human Resource Department, except where the Town and Union officials agree on particular uses of town equipment.

The Town of Bloomfield provides computers, e-mail, and internet access to many of its employees. The purpose of these items is to enable employees to accomplish the tasks associated with their job descriptions as efficiently as possible. This document explains the rules and restrictions which the Town requires. The purpose of these rules and restrictions is to protect the Town and its computer users, and to insure the safety of the equipment and data.

### **Computer Use**

1. All programs and data residing on the Town's computers are the property of the Town and as such may be subject to inspection for the purpose of determining compliance to this and other Town policies. This includes data files, programs, application software, documents, electronic mail, etc.
2. Computer and network passwords should not be shared. Each person must have his or her own. The employee is responsible for maintaining adequately secure passwords. The name of your spouse or child is not a secure password.

3. No person(s), other than the Information Systems and Technology staff and its duly authorized agents may install and/or uninstall software and/or make any hardware/software modifications to computers and communications equipment operated by the Town.
4. No person(s), other than the Information Systems and Technology staff and its duly authorized agents, may connect any equipment to the Town's communication networks (i.e. connection of personal computers or unauthorized equipment onto Town communication network).
5. No games shall be installed on Town Computers, unless they are located in computer labs designed to be used by the public.
6. When new computers are purchased, they will be configured by Information Systems and Technology. No new computers should be installed without having been through the IT office. Employees may find security on their new computers is much more stringent than it was on their old ones. Security measures are implemented to protect the Town's assets. If you feel that the level of security installed on your PC impedes your ability to do your job, discuss it with the Director of Information Systems and Technology and it will be adjusted if necessary at the sole discretion of the Director of Information Systems and Technology.
7. Computers or terminals should not be left unattended in a state which affords inappropriate access to records of the Town or otherwise compromises security. Employees and officials are required to log out, or lock their computer when leaving their workstation unattended.
8. The Town purchases and maintains a license for an antivirus program for each computer that it buys. This program must not be inactivated. External files obtained from any source must be scanned for viruses before they are opened.
9. Employees shall provide all passwords or encryption keys for all protected hardware, software, or documents, to the employee's supervisor prior to use. Employees shall notify their supervisors of their intent to use any other password or encryption to secure computer systems or documents, and explain how and why they intend to use it. Other passwords or data encryption methods may only be used for the purposes of securing information where the information is part of Town business and such passwords or encryption are necessary to protect the information according to Town requirements for confidentiality.
10. Profiles and passwords shall not be posted, disclosed, or shared among multiple people. Information Systems personnel may take any appropriate action to insure sufficient security for computer systems and data. Passwords may be disclosed to Information Systems personnel for Information Systems purposes.

11. It is up to the employees' good judgment, good faith, and responsibility to police their own content of messages and other forms of electronic communication. E-mail, Internet or any form of electronic communication should not be offensive, harassing, libelous, threatening, abusive, foul, or obscene.
12. All disks, tapes, or data obtained from **outside** the Town computers or networks must be checked for viruses BEFORE they are used in the office. This includes all data obtained by any means or from any source.
13. Unauthorized deletion of any information, data, programs, or software from any computer or computer media is a violation of this policy.
14. Violations of this policy may result in disciplinary action, up to and including termination.
15. The Town reserves the right to audit its communication networks and systems at its sole discretion to ensure compliance with this policy.

#### **Electronic Mail (E-mail) and other Electronic Message Use**

The Town has established the following policy with regard to managing and maintaining electronic messages, including e-mail, facsimile, instant messaging, text messaging and voice mail.

The Town intends to honor the policies set forth below, but reserves the right to change them at any time as may be required.

1. The Town maintains an Electronic Message System. This electronic message system is provided by the Town and its use is reserved solely for the conduct of business by the Town and its authorized representatives.
2. The Electronic Message System hardware and licensed software are Town property. Additionally, all messages composed, sent, or received on the Electronic Message System are Town properties. They are not the private property of any employee.
3. The Electronic Message System may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
4. The Electronic Message System may be used to promote Town approved activities and fundraisers such as the Employees Association, United Way, March of Dimes, Muscular Dystrophy, or other uses that may be approved by the Town Manager.

5. The Electronic Message System is not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
6. The Electronic Message System shall not be used to unlawfully send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials. It may be done lawfully if it is specified in the employees' job description or with prior authorization from the Department Head.
7. The Town reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, sent, or received over the Electronic Message System for any purpose. The contents of the Electronic Message System properly obtained for legitimate business purposes, may be disclosed within the Town without the permission of the employee.
8. The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality.
9. Notwithstanding the Town's right to retrieve and read any electronic messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any electronic messages that are not sent to them. Any exception to this policy must receive prior approval by the Town Attorney.
10. Employees shall not use a code, access a file, or retrieve any stored information, unless authorized to do so. Employees should not attempt to gain access to another employee's messages without the latter's permission.
11. Pursuant to C.G.S. §1-200, 'public records or files' means any recorded data or information relating to the conduct of the public's business prepared, owned, used, received or retained by a public agency, or to which a public agency is entitled to receive a copy of law or contract under section 1-218, whether such data or information be had written, typed, tape recorded, printed, photo stated, photographed or recorded by any other method. The Connecticut Uniform Transmissions Act (CUETA) defines and electronic record as 'a record created, generated, sent, communicated, received or stored by electronic means, including, but not limited to, facsimiles, electronic mail, telexes and Internet messaging. (C.G.S. §1-267). Based on the aforementioned statutes, electronic messages sent or received in the conduct of public business are public records. Therefore, public officials should not use private e-mail accounts to conduct public business. These messages are subject to disclosure under FOIA, a court action, or an audit and should be treated in the same manner as any other recorded information.

- a. Public officials and employees should keep in mind that electronic messages sent as part of their workday are not “private” but are discoverable communications and may be subject to Freedom of Information Act (FOIA) requests and are admissible as evidence. Since messages may be retained at different locations or levels of the system, users must remember that their message may be retrieved during formal discovery processes. Therefore, discretion is an important consideration when using electronic messages to send, record and/or retain communications.
- b. Public officials and employees are advised of the risk involved in using electronic messages to deal with confidential issues and should be aware of all applicable statutory or regulatory requirements that would prohibit the disclosure of certain information pursuant to the Health Insurance Portability and Accountability Act (HIPAA, 45 CFR §1).
- c. Some records may require original signatures. Public officials and employees must be aware of any state or federal laws that would affect the way a document is signed. Pursuant to CUETA, parties may conduct transactions with electronic signatures under certain circumstances. However, there are still documents that require original signatures (see C.G.S. § 1-268).
- d. A record may not be destroyed if any litigation, claim, audit, FOIA request, administrative review, or other action involving the record is initiated *before* the record has been disposed of (even if its retention period has expired and approval has been granted). The record must be retained until the completion of the action as the resolution of all issues that arise from the action.

**Retention of Electronic Messages:**

- a. Electronic messages do not comprise a unique record series. Retention is based on the content of the message, not the media type. Most electronic messages have limited value and can be deleted immediately upon receipt. However, electronic messages that document municipal functions and provide evidence of municipal business must be retained according to the equivalent records series. Electronic messages are similar to traditional postal mail – the message must be evaluated for action and subsequent retention.
- b. Department Heads are responsible for instructing their employees in using retention schedules and in securing approval for final disposition. Depending on the function of electronic messages, Department Heads may take steps to institute procedures for routinely printing electronic messages, including the metadata and filing hard copy printouts in the normal course of business.

### **Voice Mail:**

- a. Pursuant to C.G.S. § 1-213, Voice Mail is “all information transmitted by voice for the sole purpose of its electronic receipt, storage and playback by a public agency.” Voice mail may consist of information recorded to voice mail systems, answering machines, or other web based systems. Although voice mail messages are recorded and delivered as electronic message attachments or transcribed into text formats.
  - b. However, pursuant to C.G.S. § 1-213, “nothing in the Freedom of Information Act shall be deemed in any manner to: (3) require any public agency to transcribe the content of any voice mail message and retain such record for any period of time.” As such, voice mail is transitory in nature, and may be deleted at will.
  - c. There are times, however, where voice mail may require a longer retention period. This would occur in cases where messages may potentially be used as evidence in trials and pursuant to certain business functions. Voice mail is also subject to the discovery process in litigation.
12. Employees who discover a violation of this policy shall notify their supervisor, Department Head, Director of Information Systems, Town Attorney or Town Manager.
  13. Any employee who violates this policy or uses the electronic mail system for improper purposes may be subject to discipline, up to and including termination.

### **Internet Use**

Access to the Internet and the use of Internet technologies have become a common means of conducting business. The openness of the Internet and the demands of employees to gain access to Internet resources enhance the need to establish guidelines, educate and raise levels of awareness for all employees involved with Internet technologies. While much of the emphasis is placed on protecting the Town or employee from negative impact of the misuse of the Internet, other important significance is placed on the effective use of the Internet so the Town can achieve the benefits it desires and expects.

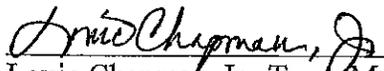
The primary purpose of Internet access is to support and enhance the information resources and communication capabilities of Town of Bloomfield personnel, and the appropriate sharing of information with other Internet users.

1. Only personnel authorized by the Department Head may post official material on the Internet on behalf of the Town.
2. Postings must not violate any trademark or copyright laws. Any trademarks or copyrighted works used in any Town posted materials must be so noted to include proper credit to the holders of the trademark and copyright.

3. Town Internet facilities are provided to conduct Town business and job related activities.
4. The Town has limited bandwidth in its connection to the internet. Therefore the use of such services as streaming audio or video, downloading of music, and other uses which require high bandwidth are prohibited unless they are required to fulfill some aspect of the employee's job. Similarly, services such as weather bug which maintain a nearly constant connection to the Internet should not be installed unless necessary for the employee's job.
5. No public employee or official, with the exception of the Director of Information Systems and Technologies or his/her designee, may upload or download any software.
6. All downloaded files must be checked for viruses before use.
7. Any inappropriate, unauthorized or illegal use of the internet will be treated as a violation of this policy.
8. Employees must not access Internet sites with lewd, obscene, or sexually explicit material.
9. Monitoring of an employee's use of the internet is the right of the town and may occur on a periodic basis.
10. Any employee who violates this policy or uses the Internet for improper purposes may be subject to discipline, up to and including termination.

Exceptions to the town's Acceptable Use Policy, for use of Data and Communications Equipment are handled on a case by case basis. Exception requests must be submitted in writing to the Town Manager and/or his/her designee, who shall then respond in writing if an exception is approved. Copies of exception request and approvals, if applicable, will be maintained on file.

These policies were adopted by the Bloomfield Town Council on May 9, 2011.

  
\_\_\_\_\_  
Louie Chapman, Jr., Town Manager

Please sign this page and return it to the Human Resources Department.

I \_\_\_\_\_ certify that I have received and read the Acceptable Use Policy for use of Data and Communications Equipment.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

## SEPARATION FROM EMPLOYMENT

### Layoff

All Town positions are subject to elimination, reduction, restructuring or consolidation, unless otherwise specified in the Town Charter. The Town Manager may layoff any employee for lack of work or funds, consolidation or restructuring of the position, material change in the departmental or Town organization, or for other operational reasons which are outside the control of the employee. The duties performed by the employee laid off may be reassigned to other employees already working who hold positions in appropriate classes.

Seniority is defined as an employee's continuous, unbroken length of service with the Town of Bloomfield dating from the most recent date of hire.

Temporary employees shall be laid off before probationary/introductory employees. Probationary/introductory and seasonal employees shall be laid off before regular full time employees, provided that such protected employees are capable of performing the work of the temporary, probationary/introductory, and/or seasonal employees. Temporary employees shall have no seniority rights with respect to layoffs.

Regular employees shall be laid off according to seniority within their respective classifications, so that the least senior appointed employees shall be laid off first and so that senior employees will have the right to displace junior employees within the same classification in order to avoid layoff, provided the senior employee within the classification is fully qualified to perform the available work. If such determination of layoff rating does not establish definite differentials for all employees in the job classification involved, the order of layoff shall be determined by the appointing authority in such a manner as to conserve the services of the most valuable employees for the Town.

The Town Manager shall, at his/her option, give ten (10) working days' notice of a layoff or pay in lieu of such notice to regular part-time, probationary/introductory and seasonal employees being laid off. Written notice of layoff may be given temporary employees at any time prior to the effective date of the layoff with no pay entitlement. Regular full time employees shall be given four (4) weeks' notice of layoff, or at the discretion of the Town Manager, pay in lieu of such notice. Any employee laid off without proper notice shall receive four weeks' severance pay.

The names of only the regular full time and regular part time employees who have been laid off shall be placed on a reemployment list according to seniority for the classification in which the layoff occurred, unless the employee indicates in writing to the Director of Human Resources that he/she is no longer interested in employment with the Town. If an employee refuses an offer of employment, his/her name will be removed from the reemployment list. Names shall otherwise remain on the reemployment list for a period of twelve (12) months from the effective date of the layoff, after which time the employee shall be considered terminated. Only regular full time and regular part time laid off employees shall have recall rights.

## **Resignation**

An employee resigning from his/her position with the Town of Bloomfield should give his/her supervisor at least ten (10) working days' notice. A written resignation shall be supplied by the employee to his/her supervisor stating the reason for the resignation with a copy to Human Resources for the employee's personnel file.

## **Retirement -Notice of Intent to Retire**

Notice of intent to retire shall be given to the Town Manager or his/her designee at least six (6) months in advance. This notice may be waived by the Town Manager under extenuating circumstances.

## **Return of Property**

Employees are responsible for all Town property issued to them. Any Town property issued to employees, such as keys and cell phones, must be returned to the Town immediately upon request or upon the employee's separation of employment. Employees will be responsible for all lost or damaged items belonging to the Town.

## **Post -Employment Inquiries**

The Director of Human Resources will respond to employment reference inquiries that are received in writing. Employees are not permitted to respond to employment reference inquiries or requests for letters of recommendation for present or former Town employees. Employees and former employees should direct the person or organization seeking the information to contact the Town's Human Resources Department.

## EMPLOYEE ACKNOWLEDGEMENT FORM

I acknowledge that I have received a copy of the Town of Bloomfield Employee Handbook. The Employee Handbook describes important information about the Town of Bloomfield (the "Town"). I understand that I should consult the Human Resources Director regarding any questions not answered in the handbook. I have entered into my employment relationship with the Town voluntarily and acknowledge that my employment is At-Will and that there is no specified length of employment. Accordingly, either I or the Town can terminate the relationship at any time.

The policies described in the handbook take effect immediately and supersede and replace all previous personnel practices, guidelines, and any oral or written representations made by any Town employee. I understand that the only exceptions to the above are express, written agreements between an individual employee and the Town that is signed by both the employee and an authorized agent of the Town.

Because the information, policies, and benefits described herein are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through written notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Any other alteration or modification of the policies must be in writing signed by an authorized representative.

**I acknowledge that this handbook is not a contract of employment and does not guarantee employment and/or benefits for a particular period nor does it guarantee any specific process prior to termination. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.**

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

AMENDMENT TO TOWN OF BLOOMFIELD EMPLOYEE HANDBOOK RULES,  
REGULATIONS AND POLICIES AMENDMENT, PAGE 31  
APPROVED BY TOWN COUNCIL 6/25/12

**TOWN OF BLOOMFIELD SICK LEAVE POLICY**

*For employees whose terms and conditions of employment are covered by a collective bargaining agreement, this Sick Leave Policy is not intended to supersede or override any contractually negotiated provision regarding sick leave or paid time off. In the event of any conflict or inconsistency between a provision of this Sick Leave Policy and a provision(s) set forth in a collective bargaining agreement, the bargaining agreement shall apply. However, employees designated by Human Resources as service workers covered by Connecticut Public Act 11-52 will be entitled use sick days as set forth in this policy.*

**Eligibility**

All regular full-time and regular part-time employees designated by Human Resources as service employees covered by Connecticut Public Act 11-52 are eligible to accrue paid sick leave in accordance with this policy. Per diem and temporary employees are not eligible to accrue paid sick leave under this policy.

**Accrual**

Employees will accrue one (1) hour of paid sick leave for each forty (40) hours worked in one (1) hour increments up to a maximum of forty (40) hours per calendar year. Employees will accrue one (1) hour of paid sick leave for each forty (40) hours actually worked, not including sick, vacation or other leave.

Employees may carry over up to forty (40) unused accrued hours of paid sick leave from the current calendar year to the following calendar year. Employees may not use more than forty (40) hours of sick leave per calendar year, no matter how many hours are carried over and/or accrued.

**Usage**

Employees may not use accrued paid sick leave until they have completed 680 hours of employment. For those employees hired prior to January 1, 2012, 680 hours will be counted from January 1, 2012. For those employees hired after January 1, 2012, 680 hours will be counted from the employee's date of hire. 680 hours of employment refers to hours actually worked, not including sick, vacation or other leave. An employee will not be eligible to use accrued paid sick leave if the employee did not work an average of ten (10) or more hours a week in the most recent calendar quarter.

An employee whose employment is separated, voluntarily or involuntarily, and who is subsequently rehired by the Town of Bloomfield, will begin to accrue sick leave upon his/her reemployment. An employee who satisfied the 680 hour requirement prior to his/her break in service and who is rehired, is not required to complete 680 hours of employment prior to using accrued sick leave. An employee who is rehired following a

break in service is not entitled to any unused hours of paid sick leave accrued prior to the separation of his/her employment with the Town of Bloomfield.

Employees are not entitled to payment of unused accrued sick leave upon termination of employment.

### **Reasons for Leave**

Under this policy accrued paid sick leave may be used in the following circumstances:

- An employee's illness, injury or health condition;
- The medical diagnosis, care or treatment of an employee's mental illness or physical illness, injury or health condition;
- Preventative medical care for an employee;
- An employee's child's or spouse's illness, injury or health condition;
- The medical diagnosis, care or treatment of an employee's child's or spouse's mental or physical illness, injury or health condition; or
- Preventative medical care for a child or spouse of an employee.

Where the employee is a victim of family violence or sexual assault, accrued paid sick leave may be used for the following:

- Medical care or psychological or other counseling for physical or psychological injury or disability;
- To obtain services from a victim services organization;
- To relocate due to such family violence or sexual assault; or
- To participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.

### **Notice**

An employee must provide his/her supervisor with notice seven (7) days in advance of his/her need to use paid sick leave if such use is foreseeable. If an employee's need to use paid sick leave is not foreseeable, the employee must notify his/her supervisor as soon as practicable.

An employee using paid sick leave for three (3) or more consecutive days must provide documentation signed by his or her health care provider or, if applicable, a court record or documentation signed by the employee or volunteer working for a victim services organization, an attorney, a police officer or other counselor involved with the employee indicating the need for the number of days of such leave.

An employee who uses paid sick leave for purposes other than those described herein will subject the employee to disciplinary action, up to and including termination of employment.