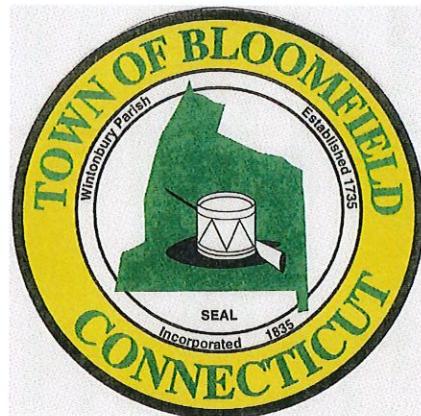


TOWN OF BLOOMFIELD

EMPLOYEE HANDBOOK

For Non Union Employees



Rules, Regulations & Policies

APPROVED BY THE TOWN COUNCIL

August 14, 2017

AMENDED & APPROVED BY THE TOWN COUNCIL

May 24, 2021

Town of Bloomfield Non Union Employee Handbook
Amended and Approved by the Town Council May 24, 2021

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.

Interim Town Manager

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INTRODUCTORY STATEMENT

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

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.

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.

This 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 question 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.

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AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The Town is an AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY employer. The Town does not discriminate in employment opportunities or practices on the basis of race, color, religious creed, age, sex, marital status, national origin, ancestry, intellectual disability, physical disability, past or present history of mental disability, learning disability, sexual orientation, gender identity or expression, genetic information, prior conviction of a crime or other factors which cannot lawfully be the basis for employment actions, unless there is a bona fide occupational qualification.

In order to ensure that employees and job applicants are not subjected to unlawful discrimination, it is the Town's policy to comply with the Town of Bloomfield Handbook, the Town Charter adopted in 1959, and all State and Federal laws and regulations that prohibit employment discrimination.

The Town has established affirmative action and equal employment opportunity as immediate and necessary objectives. We are committed to these concepts, principles and goals. Prejudice and discrimination have no place in the workplace and will not be tolerated. Affirmative action and equal employment opportunity are necessary to ensure the prevention of and, if necessary, the eradication of discrimination to achieve the goal of a diverse workforce truly representative of all segments of the population we serve.

The actions covered in 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 apprenticeship.

This policy also prohibits all forms of harassment in our work environment and in the provision of services on the basis of protected group identity.

"AFFIRMATIVE ACTION" refers to positive action, undertaken with conviction and effort, to achieve the full and fair participation of women, minorities and any other protected group(s) found to be underutilized in the work force or affected by policies or practices having an adverse impact.

"EQUAL EMPLOYMENT OPPORTUNITY" refers to a system of employment practices under which individuals are not excluded from participation, advancement or benefits due to race, color, religious creed, age, sex, marital status, national origin, ancestry, intellectual disability, physical disability, past or present history of mental disability, learning disability, sexual orientation, gender identity or expression, genetic information, prior conviction of a crime, unless the provisions of Sections 46a-60 (b), 46a-80 (b) or 46a-81 (b) of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification, excluding persons in one of the above protected groups.

As the Town Manager I pledge my personal support and commitment to the goals and objectives of this policy. I will exercise personal leadership in establishing, maintaining, and carrying out the Town's affirmative action efforts to promote equal employment opportunity and workforce diversity at every level of the administration of the Town's operation. I expect my management and supervisory staff to treat compliance with this policy and the Town's Affirmative Action Plan as a top priority. Employees at all levels are expected to support, value and respect the advancement of affirmative action and equal employment opportunity principles in our workplace community.

I have assigned the responsibility to implement the Town's affirmative action goals and objectives to:

Cindy Coville, Director of Human Resources. Ms. Coville may be reached at Town Hall, 800 Bloomfield Avenue, or at (860) 769-3538 or at ccoville@bloomfieldct.org and is available to counsel employees regarding Affirmative Action/Equal Employment Opportunity issues and to assist them in addressing complaints alleging discrimination in violation of this policy.

This policy will be posted at all Town's facilities and given out to staff once a year.

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THE AMERICANS WITH DISABILITIES POLICY STATEMENT

Persons with disabilities who may need this information in an alternative format should contact the ADA Coordinator.

The Town's services and programs are administered in a non-discriminatory manner, consistent with the requirements of Title II of the Americans with Disabilities Act of 1990, as amended, and other relevant federal and state statutes that prohibit discrimination in employment and services against individuals with disabilities.

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), we are also committed to providing reasonable accommodations to qualified persons with disabilities to ensure their full and fair participation in all Town programs, services and activities.

Under the Americans with Disabilities Act, a person with a disability is defined as a person who (1) has a physical or mental impairment that substantially limits one or more major life activities of such individual, or (2) has a record or history of having such impairment, or (3) is regarded or perceived as having such impairment.

Employees, qualified job applicants, or other individuals with disabilities who may need an accommodation to perform the essential functions of their jobs or to access Town programs and services should contact Cindy Coville, ADA Coordinator, at (860) 769-3538 or at ccoville@bloomfieldct.org.

The appropriate reasonable accommodation will be determined through an interactive process including the individual with the disability, the employee's manager and the ADA Coordinator.

Complaints alleging the Town's violation of the ADA and/or other related federal and/or state statutes must be filed with the ADA Coordinator within 30 calendar days of the alleged discriminatory act. Complaints will be investigated in accordance with the Affirmative Action Discrimination Procedure. The complaint form and procedure are available by contacting the ADA Coordinator in Human Resources or by calling Human Resources at (860) 769-3544.

To ensure that this policy is accessible to all employees and the public, it will be posted on the Town's website and bulletin boards.

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SEXUAL HARASSMENT PREVENTION POLICY

In accordance with applicable law, the Town 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, in any form, whether in the workplace, at assignments outside of the workplace, or at work sponsored social functions is prohibited.

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, non-supervisory personnel or non-employees. The Town will not tolerate sexual harassment and will take all reasonable measures to prevent such harassment from occurring and to correct any such harassment that occurs.

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 without limitation: 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 contact his/her Department Head immediately. If you do not feel comfortable addressing the issue with your Department Head, you should contact Cindy Coville, Director of Human Resources/Affirmative Action Manager. The filing of a complaint should be done in writing and will be investigated following the Affirmative Action Complaint Procedure. Complaints must be filed within 30 calendar days of the alleged discriminatory act.

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. Violation of this policy will not be tolerated.

Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. Each manager is responsible for maintaining a work environment free of sexual harassment and to ensure mutual dignity and respect. All managers and supervisory staff share the responsibility for the implementation of this policy. A manager or supervisor who receives a complaint about harassment, witnesses harassment, becomes aware of or believes that someone is engaging in prohibited conduct shall report it immediately to Ms. Coville.

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POLICY ON VIOLENCE IN THE WORKPLACE

The Town maintains a zero tolerance policy for 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. In circumstances where there is imminent danger, the employee should contact the Police.

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 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.

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POLICY ON DRUG AND ALCOHOL USE

The Town 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 involvement in the sale, distribution, manufacturing or attempted sale, distribution, or manufacturing, or possession of any controlled substance while off Town property will not be tolerated and will result in termination of employment 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 seek advice from Human Resources regarding types of leave that may be used during treatment and/or rehabilitation. 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.

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RECRUITMENT

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.

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 the applicant achieves a passing score on the written examination and 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.

Probationary/Introductory Period

All new and rehired employees are considered to be in a probationary/introductory period for a minimum of six (6) months 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, the date of promotion or the date of transfer.

Employees are not eligible to apply for internal open positions during their probationary/introductory period.

Successful completion of the probationary/introductory period does not guarantee continued employment and does not change the "At-Will" nature of the employment relationship.

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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 salaried 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 is scheduled to work less than thirty-five (35) hours weekly. Regular part-time employees hired after July 1, 2011 are not eligible to receive benefits unless specifically stated herein and where required by law.

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. The Town Manager reserves the right to extend a temporary assignment due to extenuating circumstances. 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.

POSITION 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. A Department Head should contact Human Resources to request a reevaluation of a position. After review by Human Resources, the request and recommendation will be forwarded to the Town Manager for a final decision regarding the reclassification request.

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.

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.

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HOURS OF WORK/PAYROLL

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 Manager, at his sole discretion, reserves the right to set Town work hours and/or 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 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 may have the option of taking compensatory time off in lieu of overtime pay as permitted by applicable state and federal laws. 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 (1½) 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 overtime pay or compensatory time off. Exempt employees are expected to work beyond the normal work day when necessary. However, the Town Manager has the authority to grant discretionary leave with pay for exempt employees whose work obligations have extended well beyond their regularly scheduled work hours due to extenuating circumstances. This leave will not be granted on an hour-for-hour basis.

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.

Nonexempt 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 at 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.

Pay Schedule

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 via the e-mail provided to the payroll department for receiving direct deposit pay notices. 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.

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LEAVE

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 th Month Anniversary	5 days	15 th Year Anniversary	25 days
1 st Year Anniversary	5 additional days	16 th Year Anniversary	26 days
2 nd – 4 th Year Anniversary	10 days	17 th Year Anniversary	27 days
5 th – 9 th Year Anniversary	15 days	18 th Year Anniversary	28 days
10 th Year Anniversary	20 days	19 th Year Anniversary	29 days
11 th Year Anniversary	21 days	20 th + Year Anniversary	30 days
12 th Year Anniversary	22 days		
13 th Year Anniversary	23 days		
14 th 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 th Month Anniversary	5 days
1 st – 4 th Year Anniversary	10 days
5 th – 9 th Year Anniversary	15 days
10 th + 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 and is referred to as vacation anniversary date. Vacation time is added to the employee's vacation accrual bank annually on the employee's month and date of hire.

The Town Manager has the authority to grant additional vacation time at his/her discretion.

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 on his/her vacation anniversary date 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.

Holidays

The Town observes eleven (11) full-day holidays each calendar year. Regular full-time and regular part-time employees working 20-34 scheduled hours 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.

Sick

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 of employment.

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.

Regular full-time and regular part-time employees do not accrue sick leave when out on Leave Without Pay or when donated leave is used. When LWOP or donated time is used, the sick accrual will be pro-rated based on number of hours worked during that pay period. For the purpose of accruing sick leave, the following is considered hours of work: holiday, vacation, sick, compensatory time, personal, LWP (Leave With Pay) and working from home.

Part-time employees who work less than twenty (20) hours per week are not eligible for sick leave unless they are designated as service workers covered by Connecticut Public Act 11-52. Employees can access the Town of Bloomfield Sick Leave Policy for Employees Covered Under CT PA 11-52 on the Human Resources page of the Town's website.

Sick leave may be carried over from year to year without a maximum accumulation.

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. Employees shall be allowed ten (10) hours of paid leave per calendar year to attend physician's appointments for themselves during the workday which could not have been scheduled outside of normal work hours.
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 family member 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 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.

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

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.

Personal days may be taken with the approval of the employee's Department Head or his/her designee and will be approved based on the operational needs of the department.

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

Regular full-time and regular part-time 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.

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Workers' Compensation and Injury

Employees shall come under the terms of the Workers' Compensation Act for injury incurred in the line of duty, and will be retained on regular payroll status for a period not to exceed twelve (12) months over a rolling twenty-four (24) months. The method of payment for workers' compensation benefits shall be that an employee out on job related injury time will continue to receive the regular paycheck, subject to the time period set forth herein. After the claim is processed, and the insurance check is issued, the Town will adjust future payroll to accommodate the amount of the insurance check. Thus, the employee receives uninterrupted pay and the benefit of the tax-free workers' compensation amount. Any workers' compensation benefits for lump sum awards are excluded from this section. In the event that the employee is involved in a suit with a third party, relevant to a compensable injury, notice of such suit shall be provided to the Town.

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.

Bereavement/Funeral

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, aunt, uncle, legal ward, grandparent, grandchild and any **family member** 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.

The Town Manager may grant leave with pay for employees to attend funerals of co-workers.

Birth/Adoption

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

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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 as follows unless it is not possible due to military necessity or is otherwise impossible or unreasonable.

Federal Orders – Leave time (long-term deployment usually more than 30 calendar days) necessary to comply with Federal Orders of deployment or assignment. To be considered “timely”, requests for Leave must be submitted within seventy-two (72) hours of receiving official notice. A copy of the orders must be submitted to the immediate supervisor and to Human Resources.

National Guard/Reservist Duties – Leave time necessary to comply with National Guard of Reservist commitments. To be considered “timely”, requests for Leave must be submitted 30 days in advance of National Guard/Reservist duties. A copy of the orders must be submitted to the immediate supervisor and to Human Resources.

Compensation and Benefits

Under USERRA, 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. The Town provides a greater benefit to employees than that required under USERRA and State law.

Employees on leave for National Guard/Reservist duties are authorized 2 days per month for drills (usually scheduled on weekends) and two weeks annually for training designated in Munis as Leave With Pay - Military. Leave in excess of the above amount per month for drills or annually for training must be taken using the employees accrued leave time.

For long-term deployment, the employee receives full pay for the first thirty (30) calendar days designated in Munis as Leave With Pay-Military. On the thirty-first (31) calendar day through six (6) months, the employee receives the difference in pay providing the military pay is not higher than the employee's pay. After six (6) months, the leave is unpaid and the employee may use twenty (20) hours of accrued leave per pay period through the end of the deployment or until the accrued leave is exhausted so that benefits do not cease. If the employee exhausts accrued leave, he/she may elect to continue employer sponsored health care for up to twenty-four (24) months under COBRA; however, the employee may be required to pay up to 102 percent of cost of the full premium.

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.

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 they must reapply 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.

FMLA (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 (12) 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. However, additional days of paid leave will not be granted for multiple births or adoptions (twins, triplets, etc.).

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 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.

Employees out on long-term disability and who are covered by the Town's medical insurance plan will remain on the plan until such time that their employment is separated. Employees are responsible for timely payment of the employee premium share to remain on the medical insurance plan.

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. Employees hired on or after 7-1-2021 are eligible for the High Deductible Health Plan only. 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.

Employees covered under the Town's medical and/or dental health insurance plan as a dependent of another employee or retiree are not eligible for opt-out payments.

Nonunion employees receive an amount equal to a percentage of single coverage on the HDHP (High Deductible Health Plan) in effect for the fiscal year.

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;

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.

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

Tuition Reimbursement Program

The Tuition Reimbursement Program is administered through the Human Resources Department. All regular full-time employees who have successfully completed the probationary/introductory period are eligible to participate in the Tuition Reimbursement Program. Police Cadets are eligible to participate beginning with the first full semester following the date of hire.

The Town encourages employees to pursue higher education in the belief that the Town and its employees are both well served by improvement of skill levels. Participation in a program of study which is directly related to employment with the Town leading to an Associate, Bachelor and/or Master degree from an accredited institution is covered. Although the Town of Bloomfield encourages employees to continue their education, the completion of a course of study resulting in a degree is not a guarantee of career advancement. The Town will consider paying tuition for only one bachelor's degree and/or master's degree per employee. The Town will not reimburse an individual for the same course twice in the event that the course has to be repeated. Books, lab fees, parking, student activity fees or other ancillary charges will not be reimbursed by the Town.

Employees who wish to receive tuition reimbursement for the next fiscal year, (July 1 through June 30) must obtain approval from their Department Head and submit an email to Human Resources by December 31st preceding the start of the new fiscal year. If Human Resources is not informed in writing about proposed tuition reimbursement requests by the end of the calendar year, reimbursement may be delayed until the following fiscal year.

Approval for Tuition Reimbursement is a two-step process.

1. Approval to take the course or courses prior to the start of classes
 - Request forms should be submitted to Human Resources at least two weeks before tuition is due to the educational institution. This will provide sufficient time to obtain approval for reimbursement. The Human Resources Director and Town Manager will review and approve/disapprove the request.
 - If just starting a degree program, upon recommendation of your Department Head and after approval of the Town Manager, proof of matriculation from the school must be submitted to Human Resources.
2. Approval for Reimbursement at the end of the semester

- Once the class is completed, submit the following to Human Resources:
 - Proof of successful completion of the course from the college or university; and
 - Proof of payment of tuition: An itemized receipt from the school as proof of what the employee paid.

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

Reimbursement will be based on actual tuition paid by the employee. Up to eighteen (18) credit hours per fiscal year may be reimbursed. Maximum reimbursement equals 80% of the credit hour cost of comparable credit hours at the University of Connecticut, Storrs campus. At no time will the employee be reimbursed for more than his/her cost for the course. A grade of "C" or better for undergraduate and a "B" or better for graduate level courses must be achieved for reimbursement.

This policy is a broad guideline developed by the Town of Bloomfield. The procedures detail how the policy should be applied. It is not possible to address every situation or circumstance and decisions regarding this benefit will be made on a case by case basis. The Town of Bloomfield will make every effort to ensure that all employees are treated fairly and equitably.

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 benefitted employees are eligible to participate in the fitness center program. However, employees are not eligible during the probationary/introductory period. To participate, an employee must commit to a one-year membership:

An employee may sign up through the Town Manager's office to participate in the fitness program. He/she must sign up and pay for the gym membership at the gym of his/her choice. Proof of membership must be provided annually to the Town Manager's office. 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 in his/her pay check for each month he/she is eligible in an amount equal to the monthly cost of the membership up to \$19.99 per month.

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.

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.

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 July 1, 2003, 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 on July 1, 2003 and thereafter 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.

Loan Provisions for 401(a) Money Purchase Plan

Loans are available to all active employees who are participants in the Plan according to the Town's Loan Provisions for Participants in the 401(a) Money Purchase Plan ICMA-RC #108120 document. Contact Human Resources for a copy of the Loan Provision document and corresponding forms.

Retiree Medical Benefits

Regular full-time employees hired prior to July 1, 2021 are eligible for retiree medical benefits provided they meet the requirements for normal or early retirement as defined in the 401 Defined Contribution Plan and Retiree Benefits for Non-Union Employees document or the Defined Benefit Retirement Income Plan for Non-Union Employees document. Both documents are available in Human Resources or on the Town of Bloomfield website. Employees hired on 7/1/2021 or later are not eligible for retiree medical benefits.

Retiree Life Insurance

Regular full-time 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.

Regular full-time employees hired on or after July 1, 2011 shall not be entitled to retiree life insurance benefits.

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INFORMATION TECHNOLOGY POLICY-ACCEPTABLE USE

The Town is committed to protecting Town employees and the Town from knowingly or unknowingly engaging in illegal or damaging actions by individuals, prohibits inappropriate uses which expose the Town to risks including virus attacks, the compromise of communication systems, and other legal issues. Communication systems include services, equipment, and software including, but not limited to, telephone, paging, faxing, Internet, Intranet, Extranet, network devices, FTP, Telnet related systems, computers, software, operating systems, storage media, network accounts providing electronic mail, WWW/HTTP browsing are the property of Town. The communication system shall be used for business purposes in serving the interests of the Town, its citizens and customers in the course of normal Town operations. Effective security requires the participation and support of all Town employees and the Town's agents and affiliates who deal with information and/or data and voice systems. Individual departments may develop technology policies unique to their own requirements but the most restrictive policies will apply. It is the responsibility of every user to know these guidelines, and to conduct their activities accordingly.

APPLICABILITY:

This policy applies to all Town employees, Town 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 the Town's communication systems.

The Town's Data and Communications Equipment shall only be used for official town business. It shall not be used for union business, other than by authorization from the Human Resources Department and/or the Town Manager and Union officials communicating with the Human Resource Department, except where the Town and Union officials agree on particular uses of town equipment.

General Use and Ownership

The Town maintains its Communication Systems for official business-related communication. This system is provided by the Town and its use is reserved solely for the conduct of business by the Town and its authorized representatives. Additionally, all correspondence composed, sent, or received on the Electronic Message System are Town property. They are not the private property of any employee and messages could be subject to CT Freedom of Information Act ("FOIA").

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 with this and other Town policies. This includes data files, programs, application software, documents, electronic mail, etc. The Town does not provide confidentiality of information stored on any device owned or accessing the Town's network.

Employees must exercise good judgment in using the Town's communication networks in the performance of their assigned duties.

For security and network maintenance purposes, the Town Manager and/ or his/ her duly authorized designee may monitor equipment, systems and network traffic at any time without notice.

The Town reserves the right to audit its communication networks and systems to ensure compliance with this policy.

Prior to purchase, all communication system technology shall be reviewed and approved by the Town Information Systems and Technology (hereinafter "IST") Director. New purchases shall not be installed unless reviewed and procured through normal business practice through the IST Department.

No person(s), other than the IST staff and its duly authorized agents, may install and/ or uninstall software and/ or make any hardware/ software modifications to communications systems operated by the Town.

No person(s), other than authorized IST staff and/ or 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 networks.)

All communications equipment used on the Town communication networks shall be registered to the Town.

Security

Authorized users are responsible for the security of their passwords and accounts. Passwords and accounts should not be shared. System level passwords should be changed quarterly, while user level passwords shall be changed in accordance with Town's Password Policy. Any user who suspects that his/her network account has been compromised must notify IST immediately after changing their password in accordance with the Town's Password Policy.

All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at fifteen (15) minutes or less, or by logging-off when the host will be unattended. In the case of sensitive material, the user must activate security if he/she needs to leave the computer unattended.

Since information contained on portable communication equipment is especially vulnerable, special care should be exercised to ensure the physical security of these devices. If a device is lost or stolen, the employee must immediately notify the IST and his/her supervisor.

Unless performed in the course of professional business duties no employee shall post online without the express permission of the Town Manager and/or his/her duly authorized designee. Any authorized posting shall contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of the Town.

Unless expressly authorized in writing by the Town Manager and/or his/her duly authorized designee, all hosts used to connect to the Town's communication networks via Internet/Intranet/Extranet, shall be continually executing approved virus-scanning software with a current virus database and running an approved firewall application/device.

Employees shall exercise extreme caution when opening e-mail and files received from unknown senders, or visiting suspect websites which may contain viruses, e-mail bombs, or malicious code.

Employees shall provide all passwords or encryption keys for all protected hardware, software, or documents, to the employee's supervisor and the IST prior to employing such measures. Employees shall notify in writing and obtain approval from their supervisors of their intent to use a password or encryption method 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 that is part of Town business and such passwords or encryption are necessary to protect the information according to Town requirements for confidentiality. Employees shall provide all encryption keys and/or passwords for hardware, software, and documents upon request or severance from employment.

Unacceptable Use

Unless expressly authorized by the Town Manager and/or his/her duly authorized designee, employees are prohibited from engaging in the list of unacceptable uses set forth below. Exceptions to this policy shall be limited to activities necessitated to complete legitimate job responsibilities (i.e., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of the Town authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Town communication system resources. The list of unacceptable uses set forth below are by no means exhaustive, but attempt to provide a framework for communication system activities.

Prohibited System and Network Activities

The following activities are strictly prohibited, unless authorized in writing by the Town Manager or his/her duly authorized designee:

- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Town.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Town or the end user does not have an active license is strictly prohibited.

- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The Town Manager and/ or his/ her duly authorized designee shall be consulted prior to export of any material that is in question.
- Introduction of malicious programs into the Town's communication networks (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- Revealing your account password to others or allowing use of your account or Town equipment by others. This includes but is not limited to temporary employees, town employees, vendors and family or other household members when work is being done at home.
- Using a Town computing asset to actively engage in procuring or transmitting material that is in violation of laws and Town policies pertaining to sexual harassment or hostile workplace.
- Making fraudulent offers of products, items, or services originating from any Town account.
- Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server/workstation or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- Port scanning or security scanning is expressly prohibited except by the Town's Director of Information Systems and Technology or his/her duly authorized agents.
- Executing any form of network monitoring which will intercept data not intended for the employee's host, except by the Town's Director of Information Systems and Technology and/ or his/ her duly authorized agents.
- Circumventing user authentication or security of any host, network or account.
- Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.

- Unless performed in the course of approved professional business duties, providing Town information to outside parties, including lists of Town employees and data managed by the Town.
- Connection of any personal communications equipment including personal computers, laptops, handheld computers, PDAs or networking equipment onto any portion of the Town's communication networks. Town Department Heads are exempt from this restriction but only the Outlook/Exchange connector will be configured to sync email, contacts and calendar.
- Peer to Peer file sharing and media streaming software and websites including but not limited to: Kazza, Morpheous, LimeWire, etc.
- Playing or installation of computer games including but not limited to: (Solitaire, Hearts, Online gaming, etc.), unless they are located in computer labs designed to be used by the public.

Prohibited Email and Communications Activities

The following activities are strictly prohibited, unless authorized in writing by the Town Manager or his/her duly authorized designee:

- Sending unsolicited messages, including the sending of "junk mail" or other material to individuals who did not specifically request such material (spam).
- Any form of harassment via email, telephone, fax, online or paging, whether through language, frequency, or size of messages.
- Unauthorized use, or forging, of email header information.
- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
- Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
- Use of unsolicited email originating from within the Town's communication system of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by the Town or connected via the Town's communication networks.
- Posting the same or similar non-business-related messages to large numbers of newsgroups (newsgroup spam).
- Soliciting for commercial or personal ventures, religious or political causes, outside organizations, or other non-job-related solicitations.

- Access to non-Town POP/Web based email.
- Use of Instant Messaging services including but not limited to: Google, AOL, Yahoo, MSN, etc.

Exceptions

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.

Retention

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 an 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 communications 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 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.

Enforcement

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

Definitions

Term	Definition
Spam	Unauthorized and/or unsolicited electronic mass mailings.
Host	Computer, laptop, PDA, or communication device used to access Town's communication networks.
Ponzi	Pyramid scheme
Trojan Horse	A program that appears desirable but actually contains something harmful; "the contents of a trojan can be a virus or a worm"; "when he downloaded

	the free game it turned out to be a trojan horse"
Email Bomb	Computer software (computer programs) whose express purpose is to cause harm. Computer viruses, computer worms, Trojan horse programs and logic bombs are all examples of malware or malicious software.
Virus	(Computers) a program or segment of program code that may make copies of itself (replicate), attach itself to other programs, and perform unwanted actions within a computer; also called computer virus or virus program. Such programs are almost always introduced into a computer without the knowledge or assent of its owner, and are often malicious, causing destructive actions such as erasing data on disk, but sometime only annoying, causing peculiar objects to appear on the display.
Firewall	A computer or computer software that prevents unauthorized access to private data (as on a company's local area network or intranet) by outside computer users (as of the Internet).
Networking Equipment	Including but not limited to computers, laptops, servers, facsimile machines, printers, card readers, USB or IEEE Firewire devices.

INFORMATION TECHNOLOGY POLICY-COMPUTER PASSWORD

Passwords and/or pass phrases are an important aspect of the Town's communication networks security. They are the front line of protection for user & system accounts. A poorly chosen password/pass phrase may result in the compromise of the Town's entire communication networks. As such, all Town employees (including contractors and vendors with access to the Town's communication networks) are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords/pass phrases.

This policy applies to all personnel who have or are responsible for an account (or any form of access that supports or requires a password/pin/pass phrase) on any system that resides at any of the Town's facilities, has access to the Town's communication networks, or stores any non-public Town information.

General

All system-level passwords (e.g., root, enable, NT admin, application administration accounts, etc.) must be changed on at least a quarterly basis.

All production system-level passwords must be part of the Information Systems and Technology administered global password management database.

All user-level passwords (e.g., email, web, desktop computer, voice mail, etc.) must be changed at least every ninety (90) calendar days. This is the minimum recommended change interval.

User accounts that have system-level privileges granted through group memberships or programs must have a unique password from all other accounts held by that user.

Passwords must not be inserted into email messages or other forms of electronic communication.

Where SNMP is used, the community strings must be defined as something other than the standard defaults of "public," "private" and "system" and must be different from the passwords used to log in interactively. A keyed hash must be used where available (e.g., SNMPv2).

Guidelines

All user-level and system-level passwords must conform to the guidelines described below.

General Password Construction Guidelines

Passwords are used for various purposes at the Town. Some of the more common uses include: user level accounts, web accounts, email accounts, screen saver protection, voicemail password, and local router logins. Very few systems have support for one-time tokens (i.e., dynamic passwords which are only used once) therefore, everyone should be aware of how to select strong passwords.

Poor, weak passwords have the following characteristics:

- The password contains less than eight characters.
- The password is a word found in a dictionary (English or foreign).
- The password is a common usage word such as: Names of family, pets, friends, co-workers, fantasy characters, etc.
- Computer terms and names, commands, sites, companies, hardware, software.
- The words "Town of Bloomfield", "Bloomfield", "BPD", or any derivation.
- Birthdays and other personal information such as addresses and phone numbers.
- Word or number patterns like aaabbb, qwerty, zyxwvuts, 123321, etc.
- Any of the above spelled backwards.
- Any of the above preceded or followed by a digit (e.g., secret1, 1secret).

Strong passwords have the following characteristics:

- Contain both upper and lower case characters (e.g., a-z, A-Z).

- Have digits and punctuation characters as well as letters e.g., 0-9, !@#\$%^&*()_+|~-_=\\{}[]:;'^>?,./.
- Are at least eight alphanumeric characters long.
- Are not words in any language, slang, dialect, jargon, etc.
- Are not based on personal information, names of family, etc.

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

Password Protection Standards

Do not use the same password for Town accounts as for other non-Town access (e.g., personal ISP account, option trading, benefits, etc.). Where possible, don't use the same password for various Town access needs.

Do not share Town passwords with anyone, including administrative assistants or secretaries. All passwords are to be treated as sensitive, "Confidential" Town information.

Do not reveal a password over the phone to ANYONE.

Do not reveal a password in an email message.

Do not talk about a password in front of others.

Do not hint at the format of a password (e.g., "my family name") .

Do not reveal a password on questionnaires or security forms.

Do not share a password with family members.

Do not reveal a password to co-workers while on vacation.

If someone demands a password, refer them to this document or have them call someone in the Information Systems and Technology Department.

Do not use the "Remember Password" feature of applications (e.g., Outlook, Internet Explorer). Information Systems and Technology will disable these items via network group policies to enhance and strengthen overall network security.

Do not write passwords down and store them anywhere in your office. Do not store passwords in a file on ANY computer system (including PDA's or similar devices) without encryption.

Password Change Frequency

As stated above, change passwords at least once every ninety (90) calendar days (except system-level passwords which must be changed quarterly).

If an account or password is suspected to have been compromised, change all passwords immediately and the user SHALL report the incident to Information Systems and Technology.

Security/Audit checks

Password cracking or guessing may be performed on a periodic or random basis by the Town's Director of Information Systems and Technology and/or his/her duly authorized designee. If a password is guessed or cracked during one of these scans, the user will be required to change it.

Use of Passwords and Pass-phrases for Remote Access Users

Access to the Town's communication systems via remote access is to be controlled using either a one-time password authentication or a public/private key system with a strong pass-phrase.

Pass-phrases

Pass-phrases are generally used for public/private key authentication. A public/private key system defines a mathematical relationship between the public key that is known by all, and the private key, that is known only to the user. Without the pass-phrase to "unlock" the private key, the user cannot gain access.

Pass-phrases are not the same as passwords. A pass-phrase is a longer version of a password and is, therefore, more secure. A pass-phrase is typically composed of multiple words. Because of this, a pass-phrase is more secure against "dictionary attacks."

A good pass-phrase is relatively long and contains a combination of upper and lowercase letters and numeric and punctuation characters. An example of a good pass-phrase: "T0r1\$wvbt = Traffic on (substituted a zero for an "o") route 15 (\$ substituted for a "5") was very busy today."

All of the rules above that apply to passwords apply to pass-phrases.

Enforcement

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

Definitions

Terms	Definitions
Application Administration Account	Any account that is for the administration of an application (e.g., Oracle database administrator, ISS administrator).
ISP	Internet Service Provider (Frontier, Comcast, Level3, etc.)
VPN	Virtual Private Network
OWA	Outlook Web Access

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PERSONNEL POLICIES - MISCELLANEOUS

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 or visitors on Town property 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

The Use of Employer Provided Vehicle Policy sets forth the guidelines under which Town vehicles will be authorized to Town personnel and the guidelines under which Town vehicles may be operated and used. It also outlines reimbursement to employees for business use of personal vehicles. Employees shall operate all vehicles used for Town business in a safe, courteous and lawful manner.

The policy is located on the Town Manager's page of the Town Website under Town Approved Policies and on the Town of Bloomfield employee intranet.

Severe Inclement Weather Policy

The purpose of this policy is to formalize and communicate the policy regarding the use of leave for severe inclement weather for nonessential personnel. For the purpose of this policy, employees designated as essential personnel will be determined by the Town Manager or his/her designee.

The Town Manager or his/her designee in his/her absence will make the determination as to if and when Town buildings will be closed due to inclement weather. Notification of the time of closure will be sent to Department Heads by the Town Manager's office via text message or via e-mail during working hours. It is the responsibility of the Department Heads to notify their employees.

The policy is located on the Town Manager's page of the Town Website under Town Approved Policies and on the Town of Bloomfield employee intranet.

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.

Town Credit Cards

Employees needing a Town credit card must obtain approval from the Town Manager and Finance Director and abide by Finance Department procedures regarding the use of the credit card.

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.

Changes to Employee Data

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.

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.

Work Issue Resolution Protocol

You are encouraged to bring your questions, suggestions and complaints to management's 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.

Safety Regulations and Procedures

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.

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 in accordance with the Town of Bloomfield Emergency Action Plan. A copy of this plan is located in each department. The employee's supervisor will conduct a cursory search of their office to ensure that employees have vacated the area.

Smoking in the Workplace

To protect and enhance our indoor air quality and to contribute to the health and well-being of all employees, the Town prohibits smoking in any form through the use of tobacco products or "vaping" with e-cigarettes in all of its buildings and vehicles. The use of all tobacco and smoking products through pipes, cigars, cigarettes and electronic cigarettes (E-cigarettes) is banned from all Town property except as designated in this policy.

In cases where specific areas are identified as designated smoking areas, employees are required to limit smoking on Town properties to these areas.

The Human Resources Department maintains information on smoking cessation programs to assist employees interested in making better health choices.

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

The Town is committed to providing a safe and healthful work environment for all employees. The Town of Bloomfield Blood Borne Pathogens Exposure Control Plan is designed to eliminate or minimize occupational exposure to blood borne pathogens in accordance with OSHA Standard 29 CFR 1910.1030, "Occupational Exposure to Blood Borne Pathogens".

A copy of the Blood Borne Pathogens Exposure Control Plan can be accessed on the employee intranet.

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 demotion 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 are deemed relevant by the Town at its sole discretion.

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 must 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

Written notice of the date the employee intends to retire should be given to the Town Manager or his/her designee as soon as the employee knows the date on which they want to retire.

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.

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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.

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 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: _____