

Town of Plainville

Personnel Policy

Manual

Adopted by the Town Council May 16, 2022

BLANK

Table of Contents

Chapter	PERSONNEL RULES	Page #
I	Policy	1
II	Purpose and Scope	2
III	Recruitment	2
IV	Examination	3
V	Appointment	4
VI	Wages and Salaries	4
VII	Leave	5
VIII	Disciplinary Action	10
IX	Employee Appeals	11
X	Employee Development	12
XI	Benefits	12

#	POLICY	Page #
1	Affirmative Action Policy	14
2	Drug-Free Workplace Policy	17
3	Smoking Policy	19
4	Sexual Harassment and Non-Discrimination Policy	20
5	Electronic Media and Technology Policy	24
6	Hazard Communication Policy	28
7	Safe Work Environment Policy	29
8	Workplace Violence Policy	30
9	Code of Ethics	36
10	Pregnancy Discrimination and Accommodation in the Workplace Notice	37

<input checked="" type="checkbox"/> If included	INCLUSIONS	
<input type="checkbox"/>	Non-Union Employee Medical Benefits	
<input type="checkbox"/>	CBA, Local #1706, Council 15, AFSCME, AFL-CIO (Police Union)	
<input type="checkbox"/>	CBA, Local R1-260, NAME (Town Hall, Library, & Community Development Union Employees)	
<input type="checkbox"/>	CBA, Local 1303-56, Council 4, AFSCME, AFL-CIO (Public Works Union Employees)	

Record of Changes

[illegible]

PREAMBLE

The purpose of this manual is to provide employees and applicants with important information concerning employment with the Town of Plainville, to provide for a uniform policy for handling all non-union personnel matters, and to handle and clarify situations applicable to all employees including union personnel (*unless stated otherwise in a collective bargaining agreement*).

This manual is intended to serve as a guide only. The benefits, policies and procedures presented in this manual may be revised from time to time whenever necessary to meet the needs of the employees of the Town of Plainville. None of the information contained herein should be construed as either a guarantee of continued employment or an employment contract. Management non-exempt employees of the Town of Plainville are at-will employees; employment can be terminated at any time by either party.

CHAPTER I POLICY

1.1 Personnel Policy.

It is hereby the declared Personnel Policy of the Town of Plainville that:

- A. Employment within the Town of Plainville shall be based on knowledge, skills and ability to perform the essential functions of the position, free of personal and political considerations;
- B. Just and equitable incentives and conditions of employment shall be established and maintained to promote efficiency and economy in the operation of Town of Plainville;
- C. Appointments, promotions, and other actions requiring the application of merit principles shall be based on systematic tests and/or evaluations;
- D. Every employee has a moral obligation and is expected to comply with the intent of this merit system.

CHAPTER II PURPOSE AND SCOPE

2.1 Purpose of Rules.

It is the purpose of these rules to give effect to the Town Charter, Chapter 8, Section 2, which states that: "The Manager shall have prepared a set of personnel rules which can provide, among other things, for the method of holding competitive examinations, administration of the Classification Plan, probationary periods of employment, hours of work, vacations, sick leaves and other leaves of absence, and such other rules as may be necessary to provide an adequate and systematic procedure for the handling of the personnel affairs of the Town."

2.2 Scope.

The classified service shall include appointees to all positions now and hereafter created except the following:

- A. All elective officials and persons appointed to fill vacancies in elective offices;
- B. Members of boards and commissions;
- C. The Town Manager, Town Attorney and Town Treasurer;
- D. Employees of the Board of Education;
- E. Persons employed in a professional capacity to make or conduct a temporary and special inquiry, study or investigation;
- F. Persons employed for a temporary period not exceeding three months;
- G. Volunteer personnel.

2.3 Amendment of Rules.

The personnel rules may be amended by the Town Manager and shall become effective upon being approved by the Town Council and filed with the Town Clerk.

CHAPTER III RECRUITMENT

3.1 Recruitment of Employees.

Individuals shall be recruited from a geographic area as wide as is necessary to assure obtaining well-qualified candidates for the various types of positions. In cases where residents of Plainville and non-residents are equally qualified for particular vacant positions, Town residents shall receive first consideration in filling such vacancies.

3.2 Announcement(s).

- A. Vacancies for all positions in the classified service may be made known by posting announcements of such vacancies on official bulletin boards, the Town's official web site, in newspapers and other publications, or in such places as the Director of Human Resources deems advisable.
- B. Announcements will specify such information as the title and salary range of the position, the nature of the work performed, the desired qualifications of applicants, the closing date for receiving applications, and other information as required. Application shall be made on forms provided by the Town.

3.3 Equal Opportunity.

There shall be no discrimination against a candidate or an employee because of political affiliation, sex, race, color, religion, sexual orientation, national origin, economic or cultural condition, and physical or mental disability (where there is no impact on an individual's ability to perform the essential functions of the job).

CHAPTER IV EXAMINATION

4.1 Competitive Examinations.

- A. All appointments to positions in the of the Town of Plainville shall be made according to knowledge, skills and ability to perform the essential functions of the position. The interview process may consist of written, oral, physical, psychological performance or any combination of these. Education, experience, aptitude, knowledge, character, and physical fitness (as it relates to the ability to perform the essential functions of the job) may be considered with weights assigned to each factor as may be deemed proper by the Director of Human Resources or such advisory committee or examining committee as he/she may appoint.
- B. All offers of full time employment will be contingent upon passing a pre-employment physical and drug test.
- C. All promotions shall be made according to knowledge, skills and ability to perform the essential functions of the position. Prior performance, character and physical fitness (as it relates to the ability to perform the essential functions of the job) may be considered with weights assigned to each factor as determined by the Director of Human Resources and Town Manager or such advisory committee or examining committee as he/she may appoint.

4.2 Certification and Notice.

Those applicants interviewed shall be notified of the results of the interview by mail, either electronic or postal, within a reasonable amount of time following the close of the open position.

CHAPTER V APPOINTMENT

5.1 Probationary Period

- A. Every person appointed or promoted to a position in the Classified Service shall be required to successfully complete a probationary period, which shall be of sufficient length to enable the supervisor to observe the employee's ability to perform the various principal duties pertaining to the position. The probationary period shall begin immediately upon appointment or promotion and shall continue for not less than six (6) consecutive months. A Department Head may extend the probationary period with the approval of the Town Manager except that the total probationary period shall not exceed twelve (12) months.
- B. Supervisors will continually monitor an employee's performance during their probationary period and share this information with the respective department head and employee, providing constructive criticism as needed. These evaluations shall be considered in determining whether an employee successfully completes the probationary period. One month prior to the end of the probationary period the Department Head shall submit a report to the Town Manager carefully documenting the work performance of the probationary employee.
- C. The probationary pay rate shall be set by the Town Manager.

5.2 Termination

At any time during the probationary period, the Department Head may recommend in writing to the Town Manager, the removal of an employee, if the employee's performance evaluation indicates that such employee is unable or unwilling to satisfactorily perform the duties of the position. No employee shall be terminated from a position during his probationary period without the approval of the Town Manager.

CHAPTER VI WAGES AND SALARIES

6.1 Pay Plan.

The determination and payment of wages and salaries shall be made in conformance with a Pay Plan to be prepared and maintained by the Director of Human Resources in accordance with Council appropriations. The Town Manager shall review the plan periodically and shall make the

necessary revisions in it to reflect changes in area economic conditions and to attract and retain qualified personnel in the Classified Service.

6.2 Method of Payment.

An hourly employee shall be paid for the actual number of hours worked during each pay period. A salaried employee shall be paid their annual rate as determined by the pay plan.

6.3 Temporary Rates.

An employee who is hired on a temporary, seasonal, or part-time basis shall be paid at a rate determined by the Department Head with the approval of the Town Manager.

6.4 Hours of Work.

Regular salaried employees shall work at least a 35-hour week except for the Director of Technical Services, the Fire Marshal, the Asst Town Engineer, and the Building Official who shall work at least 40-hours per week. Town Hall office hours are 8:00am to 4:00pm, Monday thru Wednesday, 8:00am to 7:00pm on Thursday, 8:00am to Noon on Fridays. Hours of operation may be adjusted based on Town needs. Department Heads will work the required number of hours needed to accomplish goals as set forth by the Town Manager and the Town Council.

CHAPTER VII LEAVE

7.1 Records.

The Personnel Department shall maintain daily attendance records of employees. The form and scope of these records will be determined by the Town Manager.

7.2 General Policy.

Leave is any authorized absence during regularly scheduled work hours that is approved by proper authority. Leave may be authorized with or without pay and shall be granted in accordance with these rules based on the work requirements and whenever possible, the personal wishes of the employee. All requests for leave shall be made in writing.

7.3 Holidays.

All Town employees shall observe the following holidays:

New Year's Day
President's Day
Martin Luther King Day

Columbus Day
Veterans' Day
Thanksgiving Day

Good Friday
Memorial Day
Independence Day
Labor Day

Day after Thanksgiving Day
1/2 Day before Christmas Day
Christmas Day
1/2 Day before New Year's Day

7.4 Vacations.

- A. Regular employees whose normal work week is thirty-five (35) hours or more and who have completed probation are eligible for vacation leave and shall be granted time off with pay for vacations according to the following schedule (Exception – Union employees follow the Union contract):

<u>Length of Continuous Service</u>	<u>Earned Vacation Leave</u>
1 Year up to but not including 5 Years	10 days
5 Years up to but not including 10 Years	15 days
10 Years up to but not including 20 Years	20 days

This schedule may be determined differently by the Town Manager based on negotiations between a department head and the Town Manager at time of appointment. After twenty (20) years of service, one additional day per year will be granted for each year of service to a maximum of five (5) weeks vacation. For vacation purposes, one day equals their hours per week divided by five (5).

- B. The anniversary date shall be used to determine the amount of vacation due.
- C. The Town Manager shall prescribe an equitable policy in the selection of vacation time.
- D. Each employee shall be required to take vacation time during their anniversary year, unless otherwise approved by the Town Manager.
- E. No vacation days shall be accumulated or carried over to the next year without the approval of the Town Manager. Requests to carry over vacation time to the next anniversary year shall be made in writing to the Town Manager on or before 30 days of anniversary.
- F. When a holiday occurs during a regular vacation, said holiday shall not be charged against the employee's earned vacation time.
- D. An employee who leaves the service of the Town shall be paid for all unused earned vacation time due him/her.

- E. When absent on authorized vacation leave, each employee shall be paid at his regular rate except where otherwise provided.
- F. In the event of the death of an employee, the employee's accrued vacation time shall be calculated and paid out in full to the employee's dependents, survivors, or estate.
- G. Since the purpose of a vacation is to give an employee an opportunity to rest and relax, no additional salary will normally be paid in lieu of vacation, except by express permission of the Town Manager when deemed in the best interests of the Town.

7.5 Sick Leave.

- A. Sick leave, with pay, shall be granted to all probationary and regular employees and shall accrue at the rate of one and one-half (1-1/2) days per month with a maximum accumulation of one hundred and fifty (150) days. Union employee sick time shall be based on their contract.
- B. In order to be paid for sick leave, an employee must notify his or her department head or the Town Manager before the appointed time for the employee to enter on duty unless otherwise specified by the Department Head. Sick leave shall be recorded regularly in the attendance records and the Town Manager shall review all such records periodically. Repeated abuse of sick leave shall be considered as sufficient cause for dismissal or suspension.
- C. Sick leave shall not be considered as a privilege, which an employee may use at his discretion, but shall be allowed only in the following cases:
 - (1) Enforced quarantine of the employee in accordance with community health regulations;
 - (2) Personal illness or physical incapacity resulting from causes beyond the employee's control;
 - (3) To meet dental and medical appointments or other sickness prevention measures;
 - (4) Illness or physical incapacity in the employee's immediate family as defined under the Family Medical Leave Act, requiring personal attention and resulting from causes beyond the employee's control, as determined by the Town Manager.
- D. In the event of three (3) consecutive days of absence on authorized sick leave, the Human Resources Department will require a doctor's certificate. A department head may, at his or her discretion, require a doctor's certificate for illnesses of shorter duration. Any employee who requires longer than 10 days of sick leave should refer to section 7.12.

- E. In the event of an employee's death, his dependents and/or survivors shall receive, based on the employee's current wages, one (1) day's pay for each one (1) day of unused sick leave.
- F. When an employee has depleted his accumulated sick leave allowance, the Town Manager may authorize a loan of sick leave to be repaid when the employee's sick leave has accumulated beyond five (5) days. Requests of this type must be in writing.
- G. When absent on authorized sick leave, each employee shall be paid at his regular rate except where otherwise provided.
- H. Sick pay, upon retirement, will be paid on the basis of one day's pay for every three (3) days of sick leave accumulated. A day shall be defined as the normal working period for an employee.

7.6 Absence Without Leave.

An absence of an employee from work, including any absence for a single day or part of a day, which is not authorized by a specific grant of leave of absence under the provisions of these rules, shall be deemed an absence without leave. Any such absence may be cause for disciplinary action.

7.7 Injury Leave and Worker's Compensation.

- A. Injury leave, as distinguished from sick leave, shall mean paid leave given to an employee due to absence from work caused by an accident or injury that occurred while the employee was engaged in the performance of their duties. Employees of the Town are covered by Worker's Compensation Insurance, in accordance with Connecticut General Statutes, and are paid stated amounts due to injuries sustained on the job. The Town, in case of injury leave, shall supplement the payments of the worker's compensation insurance company so that the employee will receive full pay during their absence, for a period not to exceed 6 (six) months. In the cases where the employee is able to recover damages from a third party, the Town shall be reimbursed for that amount of pay, which represents the difference between the employee's full pay and worker's compensation. In the case of injuries causing temporary disability and absence, and for absences of less than four (4) days including the day of injury, the Town shall pay the employee's regular salary for such period since payments are not made under Worker's Compensation insurance for such accidents.

All on-the-job accidents and injuries or occupational-incurred illnesses must be reported immediately to the employee's supervisor. This is for the protection of the employee as well as the Town. The employee's supervisor will in turn notify the insurance carrier, appropriate department head, Human Resources Director, as well as the Town Manager.

- B. All payments on injury leave shall be made subject to the same rules and regulations as Worker's Compensation insurance and shall not be payable if the accident shall have

been due to intoxication or willful misconduct on the part of the employee. Lost time under Injury Leave shall not be charged to vacation or sick leave accruals.

Any injury that occurs while an employee is on their own personal business (e.g. going to bank, post office, coffee, etc.) will not be covered by Worker's Compensation.

- C. If an employee is determined to be ineligible for Worker's Compensation, any time off shall be charged to sick leave first and then vacation or personal time thereafter.

7.8 Military Duty.

Please refer to the Town of Plainville Military Policy, which is included at the end of this document.

7.9 Funeral Leave.

- A. Special leave of up to five (5) working days with pay from the date of death may be granted an employee in the event of the death of an immediate family member (Spouse, Child, Father, or Mother).
- B. Special leave of up to three (3) working days with pay from the date of death shall be granted an employee in the event of the death of a Sister, Brother, Father-in-law, Mother-in-law, or relative domiciled in the employee's household.
- C. Special leave of one (1) working day with pay, for the purpose of attending the funeral, shall be granted an employee in the event of the death of an Aunt, Uncle, Brother-in-law, Sister-in-law, Niece or Nephew, Grandchild, Grandmother or Grandfather.
- D. Under extenuating circumstances, additional days with pay may be granted under the above sections, with the written approval of the Town Manager.

7.10 Jury Duty.

Any employee called to Jury Duty shall be paid the difference between the employee's regular rate of pay and the fee received for serving as a juror. An employee called to jury duty shall furnish the Human Resources Department with a notice to serve and evidence of attendance.

7.11 Special Leaves of Absences.

When the interests of the Town can be benefited, the Town Manager may grant a leave of absence without pay to an employee provided the position remains vacant or is filled by temporary appointment until the expiration of such leave.

7.12 Family Leave Policy.

In accordance with the Federal Family and Medical Leave Act, the Town of Plainville will grant job protected unpaid family and medical leave to eligible male or female employees for up to 12

weeks per 12-month period. Please refer to the Town of Plainville FMLA policy for specifics regarding FMLA leave, which is attached to this document.

7.13 Personal Days.

There are no formal personal days granted to non-union employees, however, up to three (3) sick leave days may be used as personal days per year. The days shall have the prior approval of the Department head or Town Manager. Sufficient notice (48 hrs) shall be given, but in case of emergency, the notice may be waived by the Department Head or Town Manager. Leave shall be taken in minimum blocks of one-fourth (¼) day. The use and number of personal days granted to union employees are identified in their respective Collective Bargaining Agreements.

CHAPTER VIII DISCIPLINARY ACTION

8.1 Suspension.

An employee may be suspended by the Department Head, with the Town Manager's approval, with or without pay for reasons of misconduct, negligence, inefficiency, insubordination, disloyalty, unauthorized absence, or other justifiable reasons. Within 48 hours of suspension exclusive of Saturday, Sunday, or holiday, the Town Manager and the employee shall be furnished by the Department Head with a written statement of such action specifically setting forth the reasons for the suspension and the appeals procedure.

8.2 Dismissal or Demotion.

- A. The appointing authority may recommend the dismissal or demotion of an employee for the good of the Town service. Reasons for such action may include, but shall not be limited to:
- Activities prohibited by the Town Charter or a Town Ordinance.
 - Failure to meet prescribed standards of work, morality, and ethics to an extent that makes an employee unsuitable for employment in the Town service.
 - Theft or destruction of Town property.
 - Incompetence, inefficiency, or negligence in the performance of duties.
 - Insubordination that constitutes a serious breach of discipline.
 - Unwillingness to perform normal quality and quantity of work.
 - Conviction of a criminal offense.
 - The use of abusive language or violence toward a supervisor, employee or the public.
 - Notoriously disgraceful personal conduct.
 - Fraudulently obtaining sick or injury leave.
 - Unauthorized absences or abuse of leave privileges.

- Acceptance of any valuable consideration, which was given, with the expectation of influencing the employee in the performance of duties.
 - Falsification of records or use of official position for personal advantage.
 - Dishonesty, deliberate untruthfulness, drunkenness, recklessness on the job, habitual tardiness, misconduct, and attitudes, which constitute an unwholesome influence on other employees.
 - Action on conduct affecting or impairing the efficiency of the Town service or that may bring the Town into disrepute.
- B. Within 48 hours of dismissal or demotion, exclusive of Saturday, Sunday, or holidays, the Town Manager and the employee shall be furnished by the Department Head with a written statement of such action specifically setting forth the reasons for the action and the appeals procedure. It is the policy of the Town not to rehire former employees who have been dismissed or resigned while charges were pending.

CHAPTER IX EMPLOYEE APPEALS

9.1 Appeal Procedure.

Employee appeals concerning the administration of these rules other than those governing matters in Section 9.2 shall be presented as follows:

- A. The aggrieved employee shall first notify his or her Department Head in writing of the nature and facts of the situation within fifteen (15) working days of its occurrence. The Department Head shall make and return the resolution of the matter in writing within ten (10) working days after such notification.
- B. In the event there is no resolution under step A above, the aggrieved employee shall submit in writing to the Town Manager within seven (7) working days to the Town Manager.
- C. The Town Manager shall call a meeting within thirty (30) calendar days to review the nature and facts of the appeal. The aggrieved employee and the Department Head and any other person involved in the complaint may be called to attend such meeting. The Town Manager shall render a written resolution of the appeal within ten (10) working days of the date of the meeting.
- D. The decision of the Town Manager shall be final unless otherwise provided by ordinance or Town Charter.

9.2 Appeals from Suspension, Demotion, or Dismissal.

A regular employee may make appeals from suspension, demotion, or dismissal by applying in writing within ten (10) working days to the Town Manager. The Town Manager shall hold a hearing within fifteen (15) working days or a mutually agreeable time after such request for appeal

shall have been made by the employee. The hearing will be of an informal nature with the employee, his or her representative, if any, and Department Head present. At the discretion of the employee, the hearing may be public or private. The Town Manager shall render his or her decision within ten (10) working days after the hearing. The Town Manager may **determine to** uphold, increase, or reduce the severity of punishment.

CHAPTER X EMPLOYEE DEVELOPMENT

10.1 Employee Development.

It shall be the responsibility of the Town Manager to foster and promote programs of training of employees for the purpose of improving the quality of personal services rendered to the citizens and aiding employees to equip themselves for advancement in the Classified Service.

CHAPTER XI BENEFITS

11.1 Benefits Offered.

The Town provides a variety of health benefits to its employees and their eligible dependents with specific premium co-shared as detailed in attached INCLUSIONS. Basic health benefits offered through payroll deduction include the following:

- Medical
- Dental
- Vision

The following benefits are offered to its employees:

- Life Insurance
- Long Term Disability
- A Defined Contribution Retirement Plan for those employees hired after July 1, 1999 and Defined Benefit Plan for those employees hired prior to July 1, 1999.

Voluntary benefit options may also be available to employees from time to time including additional life insurance/short term disability coverages. See INCLUSIONS for information specific to each Union.

11.2 Eligibility.

A. Eligible Participants

1. Full-time employees of the Town with 30 or more hours

2. A full-time employee's legal dependents including spouse, children, stepchildren, children under legal guardianship or adopted children, and to age 26.
3. Surviving spouse and/or children of an eligible retiree

B. Coverage Effective & Expiration Dates

1. Coverage for Medical and Dental Insurance begins on the first day of the month following date of hire for full time employment. Coverage for Life Insurance is effective immediately upon date of hire for full time employment. Coverage for Long Term Disability is 90 days after date of hire for full time employment.
2. Health Insurance Benefits end on the last day of the month in which the status change occurs for those individuals who terminate employment with the Town of Plainville. Health Insurance Benefits for an employee who retires with the Town of Plainville end on the last day of the next month after their retirement date (i.e retirement date of July 15th, insurance will end August 31st). Terminated or Retired Employee will be required to pay employee copay through respective month end. Life and Long-Term Disability end on Termination Date of Employment.

C. Declining Benefits

1. A New Hire may decline benefits. Employees who are eligible to receive benefits may elect to waive any such coverage in writing and in lieu thereof receive a yearly sum for non-participation to be paid in one annual installment. Employees may elect to make such waiver at any time by notifying the Town in writing that he/she is canceling participation and coverages of his/her dependents in the Town's insurance plan. The Town will make such payment within thirty (30) days of the effective date of such a waiver. Employees who have chosen to waive insurance coverage shall be able to renew their participation in an insurance plan during the open enrollment period in the month of June of any fiscal year, or at one other time during each year if there has been a significant change in the employee's circumstance due to a major life event such as marriage, divorce, birth of child, or death of spouse which warrants such a change in option. Waiver payments shall be pro-rated base on the number of months in any given year that the employee waives insurance coverage. If the employee must re-enroll in the Town's insurance, the waiver payment shall be pro-rated. If the employee leaves employment during the fiscal year in which a waiver payment was received, the waiver payment shall be pro-rated and the Town shall be reimbursed through the payment the employee receives for unused, accrued paid benefits and if those funds are insufficient any remaining amount shall be offset by the employee's last paycheck with the Town. See the Human Resource Director for more details.

D. Enrollment Changes

1. Changes can only be made during the year if there is a qualified status change as outlined in the Town of Plainville and Plainville Community Schools Insurance

Policy Special Enrollment Opportunities Document as such dictated by the insurance guidelines.

AFFIRMATIVE ACTION POLICY

Equal Opportunity.

It will continue to be the strong commitment of the Town of Plainville and all contractors and subcontractors who do business with this municipality to provide equal opportunities in employment to all qualified persons solely on the basis of job-related skills, ability and merit. To this end, the Town ensures that applicants will be hired and employees will be treated during their employment without regard to race, color, religion, sex, sexual orientation, national origin, ancestry, marital status, age, mental (present or past history thereof) and/or physical disability, or criminal record.

Affirmative Action.

The concept of affirmative action goes beyond simply non-discrimination in employment. It entails positive and aggressive measures to redress past discrimination against and underutilization of minorities and women. Administrators cannot sit back and wait for applicants to apply for positions. The Town of Plainville continues to draw upon available sources so that persons of all background are aware of job openings and have the opportunity to compete for our jobs. The Town of Plainville is dedicated to the concepts of affirmative action in employment.

Policy Compliance.

Equal opportunity and affirmative action will be guaranteed in employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay, other forms of compensation, and selection for training, including apprenticeship. The Town shall take all necessary steps to ensure that sexual harassment of applicants and employees does not occur in the workplace. The Town of Plainville, its contractors and subcontractors will continue to make good faith efforts to comply with all Federal and State laws and policies which speak to equal employment opportunity including, but not limited to, the following:

- Fifth Thirteenth, Fourteenth and Fifteenth Amendments to the U.S. Constitution
- Equal Pay Act of 1963, as amended;
- Civil Rights Act of 1964, as amended;
- Civil Rights Act of 1968;
- Equal Employment Opportunity Act of 1972;
- Rehabilitation Act of 1973, 1974;
- Executive Order No. 11246, as amended by Executive Order No. 11375;
- Executive Order No. 12086;

- Executive Order No. 11141;
- Age Discrimination in Employment Act of 1967 and 1975;.
- Pregnancy Discrimination Act of 1978;
- Article I, Section 1 of the Connecticut General Statutes;
- Fair Employment Practices Act, Sections 46A-51, et seq.;
- Code of Fair Practices 4-61 c through 4-6 Ij;
- Connecticut General Statutes 17-205J, 45a-51 (13), 46a-60 (8), 46a-79;
- Americans with Disabilities Act (ADA) of 1990.

DRUG-FREE WORKPLACE POLICY

Purpose.

To ensure the efficient operation of municipal service, the Town of Plainville's policy is to employ a work force that is free from the use of illegal drugs and abuse of alcohol. Their abuse places Town property, equipment, employees, and operations at risk. It is the intent of the Town of Plainville to maintain a safe, healthy work environment for all employees and the Plainville community.

Scope.

This policy applies to all employees, including those employees covered by collective bargaining agreements.

Behavior Guidelines.

- A. The consumption, possession, manufacture, distribution, dispensing of alcohol beverages, marijuana and/or illegal substances by employees while at work or while on Town property at any time is strictly prohibited.
- B. Being under the influence of alcohol, marijuana or a controlled substance not authorized by a physician, or an illegal drug in Town buildings, on location, in Town-supplied vehicles, or during working hours is prohibited due to the potential adverse impact on job performance, putting yourself and others in harms way, and exposure of the Town of Plainville to increased liability.
- C. Employees shall notify the Town Manager in writing, of his/her conviction for a violation on a criminal drug statute, no later than five (5) calendar days after such conviction.
- D. An employee is not allowed to report to work when s/he uses any controlled substance except when a physician who has advised the employee the substance does not adversely affect the ability to operate a vehicle or other machinery prescribes the use.
- E. The Town shall not take any adverse action against any applicant or employee (including refusal to hire, discipline, discharge, etc.) for the lawful use of medical marijuana, if such use is: as a "qualifying patient" under Connecticut's palliative marijuana use law (i.e., a person who uses marijuana authorized by a health care provider to alleviate symptoms of certain diagnosed and designated debilitating medical conditions or the effects of such symptoms) and the individual submits proof of such authorization to the Town Manager as required; not otherwise prohibited by any federal law applicable to the work the individual performs for the Town; does not restrict the Town's ability to obtain federal funding; and is strictly confined to lawful use outside of the workplace, not during any working hours at any work location and does not cause the individual to be under the influence while at the Town's workplace or during work hours. The Town shall

not take any adverse action against any applicant or employee solely because such individual used marijuana outside of the Town's workplace before being employed by the Town , unless failing to take an adverse action for this reason would put the Town in violation of a federal contract or cause the Town to lose federal funding, or any such individual will work/works in any "exempted position" as defined under Connecticut's recreational marijuana law.

Consequences.

- A. Violation of this policy may result in disciplinary action, up to and including termination, as is spelled out by contract or personnel rules.
- B. Employees found to be in violation of this policy may be referred to the Town's Employee Assistant Program.

Confidentiality.

The Town maintains the right to know about compliance with counseling attendance but does not have the right to know about an employee's diagnosis or treatment.



TOWN OF PLAINVILLE
SMOKING POLICY



Effective October 1, 1993, smoking is prohibited in all municipal buildings.

Robert E. Lee, Town Manager

SEXUAL HARASSMENT AND NON-DISCRIMINATION POLICY

Purpose.

The purposes of this policy are to maintain a healthy work environment in which all individuals are treated with respect and dignity, and to provide procedures for reporting, investigating and resolving complaints of harassment and discrimination. Federal and state law (Title VII of the Civil Rights Act of 1964; Section 46a-60(a) of the Connecticut General Statutes) provide for the protection of employees from decisions motivated by race, color, sex, religion, age, disability, marital status, sexual orientation and national origin, including the CROWN Act, which is a law in Connecticut that expands civil rights protections by prohibiting discrimination, including in the workplace and other public accommodations, based on hairstyles that are commonly associated with people of color, such as afros, afro puffs, Bantu knots, braids, cornrows, locs, twists, headwraps, and wigs.

Policy.

All Town of Plainville employees have the right to work in an environment free from discrimination and harassment. The Town will not tolerate, condone or allow discrimination or harassment by or of employees, whether sworn or civilian, volunteers (e.g., student interns), or by third parties (e.g. vendors) who conduct business with the Town or any of its departments or offices. The Town considers harassment and discrimination to be serious misconduct. Therefore, the Town will take direct and immediate action to prevent such behavior and to remedy all reported instances of harassment and discrimination. Violation of this Town policy may result in discipline, up to and including termination.

Definitions.

- A. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when;
 - (1.) Submission to such conduct is made either explicitly or implicitly a term or condition of employment, or;
 - (2.) Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee, or;
 - (3.) Such conduct has the purpose or effect of substantially interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment;
 - (4.) Examples of sexual harassment include, but are not limited to, unwelcome sexual flirtations, suggestive or lewd remarks or gestures, unwanted hugs, touches, pats, or kisses, requests for sexual favors, derogatory, degrading or pornographic posters, cartoons, drawings or other objects, provocative poses, winks, or leering, and oral or written abuse having a sexual content or relating to sex.
- B. Illegal harassment also includes conduct motivated by race, color, religion, age, disability, marital status, sexual orientation, and national origin which has the purpose

or effect of substantially interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

- C. For purposes of this policy, a supervisor is an employee, whose job description or assigned duties specify responsibility for the assignment and performance of work and/or the conduct, including the disciplining or the recommendation of disciplining, of any employee or volunteer.

Discussion.

A. Prohibited Activity.

- (1.) No employee shall discriminate against or harass, sexually or otherwise, any person.
- (2.) No employee shall either explicitly or implicitly ridicule, mock, deride, belittle or otherwise harass, embarrass or offend any person or group or classification of individuals.
- (3.) Employees shall not make offensive or derogatory remarks or gestures to any person, group or classification of individuals, either directly or indirectly, based on race, color, sex, religion, age, disability, marital status, sexual orientation or national origin.

Employee Responsibilities.

- (1.) Each supervisor shall avoid and prevent discrimination and harassment. This responsibility includes:
 - a. Monitoring the work environment on a daily basis for signs that harassment or retaliation may be occurring;
 - b. Communicating to all employees the types of behavior prohibited, and the Town's procedures for reporting and resolving complaints of discrimination and harassment;
 - c. Stopping and documenting any observed acts that may be considered illegal discrimination or harassment, whether or not the involved employees are within his/her line of supervision; and
 - d. Taking immediate action to prevent retaliation towards the complaining party, the victim, and any other person involved in any misconduct investigation, and to eliminate the hostile work environment where there has been a complaint of harassment, pending the outcome of this investigation.
- (2.) Each supervisor to whom an employee reports a concern or complaint shall assist that supervisor with a complaint in the documentation and filing of a complaint.
- (3.) Each employee is responsible for assisting in the prevention of harassment through the following acts:
 - a. Refraining from the participation in, or encouragement of conduct could be perceived as harassment;

- b. Reporting acts of harassment to a Department Head, Director of Human Resources and Town Manager;
- c. Encouraging any employee who confides that he or she is being harassed or discriminated against to report these acts to a supervisor;
- d. Any supervisor or employee with questions concerning any aspect of this policy should contact the Department Head or Director of Human Resources/Town Manager.

C. Complaint Procedures.

- (1.) Any employee who encounters harassment is encouraged to inform the harasser that his or her actions are unwelcome and offensive and should stop. The employee is encouraged to document all incidents of harassment in order to provide for the most complete and expeditious investigation.
 - a. Any employee who believes he or she is being harassed shall report the incident(s) as soon as possible to the Department Head, Director of Human Resources and Town Manager so that steps may be taken to protect the employee from further harassment and an appropriate investigation may be initiated. Supervisors must report any alleged harassment to the appropriate Department Head. The Department Head must report complaints of harassment to the Director of Human Resources/Town Manager.
 - b. At the conclusion of the investigation, the complainant or victim and the subject of the complaint will be informed of the results.
 - c. There shall be no retaliation against any employee for filing a good faith harassment or discrimination complaint or for assisting, testifying or participating in the investigation of such a complaint.
 - d. The Town cannot guarantee confidentiality but will conduct thorough investigations with as much confidentiality and privacy as possible.
 - e. This policy does not preclude any employee from filing a complaint with either or both the State Commission on Human Rights and Opportunities and the U.S. Equal Employment Opportunity Commission, who are responsible for investigating harassment complaints. Remedies available include cease and desist orders, back pay, compensatory damages, and hiring, promotion, or reinstatement.
 - f. The Town encourages employees to come forward with complaints to provide the best opportunity to eliminate discrimination or harassment. Employees should be aware that allowing the Town to deal with a situation of discrimination or harassment is the most direct and efficient way of eliminating the problem. Employees should be aware that failure to make a complaint thus allowing the Town an opportunity to correct the problem might be a legal obstacle in any further legal action to which the employee may be entitled.

D. Retaliation.

- (1.) Retaliation against any employee for filing a good faith harassment or discrimination complaint, or for assisting, testifying or participating in the investigation of such a complaint is illegal, in itself, regardless of the facts of the underlying complaint, and is prohibited by the Town and by state and federal statutes.
- (2.) Retaliation is a form of employee misconduct. It will be considered a separate violation of this policy and will be handled by the same complaint procedures established for harassment and discrimination complaints.

ELECTRONIC MEDIA and TECHNOLOGY POLICIES

Electronic Monitoring Policy.

- A. The Town of Plainville owns various electronic, communication and technology systems, which are used by employees. Pursuant to Connecticut State Statute, Sec 31-48d, the Town of Plainville gives notice to all employees that it may electronically monitor their activities and communications at all Town of Plainville facilities. Monitoring may include computers (e-mail, internet, files), telephone (including voice mail), wire, radio, camera, and electromagnetic, photo-electronic or photo-optical systems.
- B. The Town of Plainville reserves the rights to retrieve, monitor, or review any information in its electronic, communication and technology systems, including deleted messages or files.
- C. All electronic, communication and technology equipment is the property of the Town of Plainville and are to be used solely for job-related purposes. All communications and information transmitted, received, or stored in these systems is the property of the Town of Plainville and are to be used solely for job-related purposes.

Technology Policy.

- A. Purpose. The Town of Plainville recognizes the need for technology (computers, internet, telephones, voice mail, e-mail, facsimile, etc) and the vital role they play in assisting employees in efficiently providing service. The Town of Plainville recognizes technology equipment and systems as tools and expects that these tools will always be used in an appropriate manner. These systems are for business purposes and are not for personal use during working hours. All information and communication on such systems is the property of the Town of Plainville. The following rules are implemented to ensure that employees, contractors, officials and volunteers are properly utilizing these valuable resources.
- B. Definition. The word Technology shall refer to all forms of communication, equipment and systems including but not limited to computers, internet, telephones, voice mail, e-mail, facsimile, etc. The word technology will be used hereafter rather than specifying any particular type of technology.
- C. User Responsibilities.
 - (1.) The content of anything exchanged (sent and/or received) via technology systems must be appropriate and consistent with Town policy, subject to the same restrictions as any other correspondence
 - (3.) Technology is to be used for the purpose of conducting the Town of Plainville business, to perform job functions, communicate information in a timely manner,

information exchange, and professional development, or to maintain job knowledge and skills.

- (4.) Employees shall not install any software, data or disks of any kind that have not been approved by the Computer Director or Computer Committee.

D. Unacceptable Use. Technology systems shall not be used for the following purposes:

- Illegal activities, threats, harassment, sexual harassment, slander or defamation;
- Transmitting or downloading obscene or suggestive messages or offensive graphic images. The Town of Plainville prohibits harassment based on race, color, ancestry, national origin, sex, sexual orientation, age, disability, marital status, religious beliefs or any other characteristics protected by Federal, State or Local laws;
- Political endorsements;
- Commercial activities (i.e. conducting a private business);
- Vandalizing the Town of Plainville equipment;
- Use of systems for personal gain;
- Theft and copying of electronic files without permission;
- Distributing Town of Plainville confidential information;
- Sending messages that could damage the image or reputation of the Town of Plainville;
- Violating any Federal or State laws, including copyright laws;
- Fundraising activities;
- Hacking or cracking anyone's technology systems;
- Chain letters, lotteries, games, etc...;
- The Town of Plainville recognizes that employees cannot control all communications received through the internet or e-mails and some communications may be received that are against this policy. Employees should delete the items and contact person(s) sending the item to inform them that such items are unacceptable.

E. Privacy & Confidentiality Expectations.

- (1.) No employee has any right or expectation of privacy in anything that is created, sent, received or stored by computer (including e-mail), fax or voice mail.
- (2.) Except as permitted or required by law, anything transmitted electronically by facsimile or e-mail, is not confidential, and may be reviewed by others.
- (3.) E-mail, voice mail and faxes should be treated in the same manner as any other official correspondence of the Town of Plainville.
- (4.) Confidentiality and privacy can be breached in the following common circumstances:
 - a. E-mail message is on the screen, which allows others to view it.
 - b. A confidential message is printed on a shared printer or facsimile, which can be accessed, by any employee.
 - c. E-mail is inadvertently sent to the wrong person or is forwarded to a person who

was not intended to receive it.

- d. E-mail or voice mail is deleted with the assumption no one can access it. This assumption is invalid since periodic server backups will save messages.

- F. Retention of Records. Under the CT Freedom of Information Act, messages sent or received by electronic mail in the conduct of public business are considered a public record. CT State law (section 1-18(d)) defines public records as: any recorded data or information relating to the conduct of the public's business prepared, owned, used or received by a public agency, whether such data or information is handwritten, typed, tape-recorded, printed, photocopied, photographed or recorded by any method. Therefore, employees should use the same care in drafting e-mail and other electronic document as they would for any written communications since it may be a public record.

(1.) E-mail messages sent and received fall within three broad Categories:

- a. ***Transitory messages*** - Includes copies posted to several people, casual and routine communications similar to telephone conversation, staff meeting notices. These messages have no retention requirement and can be disposed of without approval from the Public Records Administrator.
- b. ***Less than Permanent messages*** – Follow retention period for equivalent hard copy records as specified in approved retention schedule. Examples of such messages include, but are not limited to, messages related to policies, decision making, material connected to a specific case or business matters, contracts, etc. The record must be in hard copy or electronic format, which can be retrieved and interpreted. These records can only be destroyed after receiving signed approval from the Public Records Administrator.
- c. ***Permanent or Permanent/Archival*** – Retention period is forever and must be in a hard copy or microfilm format. An example would be employee records and official minutes of meetings.

- G. Personal Use of Technology. The Town of Plainville recognizes that family matters and emergencies may occur from time to time; in such instance use of telephones or e-mail for personal matters is permitted. Incidental personal use of Technology, which is not inconsistent with this policy, is permitted. Any such personal use must be occasional and shall not interfere with the employee's performance of his or her job duties. Employees may use the Internet or e-mail during non-working/unpaid hours.

- H. Violation of Policy. If any person believes that the above policy has been violated, s/he may submit a signed written complaint to the Director of Human Resources within 48 hours of such alleged incident. The process for dealing with such complaint shall be as follows:

- (1.) The Computer Committee will decide whether or not (and to what degree) the complaint constitutes a violation of the Town's Technology Policy;
- (2.) The Director of Human Resource shall review the Computer Committee's findings, render a decision, and, if appropriate, issue subsequent disciplinary action;
- (3.) Either party may appeal the Director of Human Resources decision to the Town Manager, whose decision and disciplinary action, if any, shall be the final decision for the Town of Plainville.

HAZARD COMMUNICATION POLICY

The Hazard Communication (HAZCOM) standard ensures that the potential hazards associated with the handling and use of chemicals is provided to all staff.

As a Town Hall employee, your chance of being exposed to large quantities of hazardous chemicals is low. However, it is important for you to be aware of the hazards that chemicals can pose and follow certain precautions.

There are two types of hazards a chemical can pose: a physical hazard (outside the body) or a health hazard (directly affecting health.)

Information is key to safety. Please note the following:

Warning Labels

Key information about chemicals can be learned by reading the labels on the container of the chemical you are using. READ WARNING LABELS. Warning labels provide:

- Safety and first aid information
- Name of the chemical
- Hazard warnings like flammability and explosive properties
- Manufacturer

Safety Data Sheets (SDS)

If you are handling quantities of hazardous chemicals, warning labels are not enough. More detailed information about the chemical is provided in the SDS. SDS's provide:

- Product information
- Exposure situations (fire and explosion data)
- Hazard prevention and personal protection (first aid and personal protective equipment)
- Storage and disposal information

SDS's may be obtained directly from the manufacturer – the 1-800 number is documented on the Warning Label.

Never use a chemical prior to reading the warning label. Never use a chemical that does not have a warning label. Never combine chemicals with anything, or store quantities of chemicals without first reading the SDS.

SAFE WORK ENVIRONMENT POLICY

It is the policy of the Town of Plainville that every employee is entitled to work under the safest possible conditions in the many occupations we represent. To this end, every reasonable effort will be made to provide and maintain a safe and healthy workplace, safe equipment, proper materials and to establish and insist upon safe methods and practices at all times.

Accidents which injure people, damage machinery or equipment and destroy materials or property cause needless suffering, inconvenience and expense.

Our safety rules and regulations have been developed for your protection. These rules and regulations are to be considered directive in nature and applicable to all employees.

It is a basic responsibility of everyone to make safety realization a part of their daily, hourly concern. Employees are obligated to observe the rules of conduct and safety, and to properly use the safety equipment provided.

People are our most important asset – their safety our greatest responsibility. I expect your full cooperation in making this policy effective.

Robert E. Lee
Town Manager

March 2011

WORKPLACE VIOLENCE POLICY

It is the Town of Plainville's policy to promote a safe environment for its employees. The Town is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, coercion, and other disruptive behavior.

Violence, threats, intimidation and other disruptive behavior in our workplace will not be tolerated; that is, all reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, up to and including discharge; criminal penalties; or both. Additionally, no person* shall be permitted to carry a firearm, weapon, or bring weapon supplies or paraphernalia on Town property or while on Town business.

Your cooperation is necessary to effectively implement this policy and maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone at the Town of Plainville, whether he or she is an employee or not, report it immediately to a supervisor or manager. Supervising managers who receive such reports should seek advice from Stacy J. Buden, Human Resources Director, (860) 793-0221 x298, regarding investigating the incident and seeking appropriate action. NOTE: THREATS OR ASSAULTS THAT REQUIRE ATTENTION BY POLICE SHOULD BE REPORTED IMMEDIATELY TO THE POLICE BY CALLING 911.

The Town of Plainville expects its supervisors to quickly and appropriately respond to incidents of violent, threatening, harassing, intimidating, or other disruptive behavior in our workplace and will monitor whether this policy is being implemented effectively. If you have any questions about this policy statement please call Stacy J. Buden, Human Resources Director, (860) 793-0221 x298.

*exception: Authorized Police Personnel

INDICATORS OF POTENTIALLY VIOLENT BEHAVIOR

- Direct or veiled threats of harm.
- Intimidating, belligerent, harassing, bullying or other inappropriate or aggressive behavior.
- Numerous conflicts with supervisors or other employees.
- Bringing a weapon to the workplace, brandishing a weapon in the workplace, making inappropriate references to guns or a fascination with weapons.
- Statements showing fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators or workplace homicide.
- Statements indicating desperation (over family, financial, or other personal problems) to the point of contemplating suicide.
- Serious personal problems, such as divorce, bankruptcy, or death of someone close.
- Drug or alcohol abuse.
- Extreme changes in behavior, including mood swings, outburst, insubordination.
- History of violent behavior, including family history of violence.
- Deterioration of work performance.
- Being a loner.
- Becoming paranoid about others.

EXAMPLES OF WORKPLACE VIOLENCE

- All threats or acts of violence occurring on Town of Plainville property, regardless of the relationship between the Town of Plainville and the parties involved in the incident;
- All threats or acts of violence not occurring on Town of Plainville property but involving someone who is acting in the capacity of a representative of the Town of Plainville;
- Any threats or acts resulting in the conviction of an employee or agent of the Town of Plainville, or of an individual performing services on the Town of Plainville's behalf on a contract or temporary basis, under any criminal code provision relating to threats or acts of violence that adversely affect the legitimate interests and goals of the Town of Plainville.

EXAMPLES OF PROHIBITED CONDUCT

- Hitting or shoving an individual.
- Threatening to harm an individual or his/her family, friends or associates, or their property.
- The intentional destruction or threat of destruction of property owned, operated, or controlled by the Town of Plainville.
- Making harassing or threatening telephone calls, letters, or other forms of electronic or written communications (voice mail, e-mail, etc.)
- Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of the Town of Plainville.
- Harassing surveillance, also known as “stalking,” the willful, malicious, and repeated following of another person in reasonable fear of his or her safety.
- Suggesting or otherwise intimating that an act to injure persons or property is “appropriate,” without regard to the location where such suggestions or intimation occurs.
- Unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on the Town of Plainville property.

THREAT INCIDENT REPORT
Town of Plainville

The Town of Plainville workplace violence policy requires that all employees report threats or incidents of violent behavior to the Department Head and Town Manager. The Department Head manager must follow necessary steps to complete the Threat Incident Report as quickly as possible, including private interviews with the victim(s) and witness(es). The report should be submitted to the Director of Human Resources in a timely manner.

Name of Alleged Wrongdoer: _____

Title (relationship to the Town of Plainville, if not an employee):

Name(s) of victim(s) or potential victim(s):

When did the incident occur? (Day of week, date, time (a.m./p.m.)

Where did the incident occur?

What happened immediately prior to the incident?

What is the specific language of the threat? What is the specific violent act?

Describe any physical conduct that would substantiate an intention to follow through on the threat:

What was the physical/emotional appearance of the alleged wrongdoer?

Names of others who were directly involved and any actions they took?

How did the incident end?

Who were the witnesses?

What happened to the alleged wrongdoer after the incident?

What happened to the other employees directly involved after the incident?

Name of supervisory staff and how they responded:

What events triggered the incident?

Any history leading up to the incident?

COMPLETED BY: _____ DATE: _____

CODE OF ETHICS

Preamble.

The Town of Plainville is committed to the highest standards of professional conduct; therefore, all employees are expected to adhere to the highest ethical standards of professional conduct and integrity. The values we hold among ourselves to be essential to responsible professional behavior include honesty, trustworthiness, respect, and fairness in dealing with other people, a sense of responsibility towards others and loyalty of ethical principles adopted by the Town's Charter and Ordinances. It is important that these values and the tradition of ethical behavior be consistently demonstrated and carefully maintained. Please see the Town Charter and Ordinances, Chapter 29, Code of Ethics for more detailed information regarding this policy.

Rights and Responsibilities.

- A. Fairness and Professional Conduct. Employees have the obligation to respect, and to be fair to other employees, interns, and other persons they supervise, and to foster their intellectual and professional growth. Employees must not engage in, nor permit, any sort of harassment, illegal discrimination, or violence in the workplace. Employees must not abuse the authority that they've been granted and care must be taken to ensure that any personal relationships do not result in situations that might interfere with objective judgment.
- B. Campaign Contributions. Section 66 of Public Act 03-241 bars the solicitation of campaign contributions by municipal employees under certain conditions. Employees are barred from soliciting contributions from (1) any person under their supervision and (2) the spouse or dependent child of such a subordinate. Furthermore, the solicitation of contributions may not be for the benefit of a state, district, or municipal office or political party.
- C. Fiscal. All Town funds shall be spent in compliance with the Town Charter, Town Ordinances, and other fiscal directives or guidelines. Employees in charge of budgets have an obligation to monitor records of expenditures for compliance with Town policies and procedures. The Town has the obligation to maintain and provide up-to-date records of financial transactions.
- D. Safety. The Town of Plainville recognizes that the safety, health, and well-being of its employees is important. Every reasonable effort shall be made to provide and maintain a safe and healthy workplace, safe equipment, proper materials, and to establish and always insist upon safe work methods and practices. It is the responsibility of each employee to follow established safety rules and regulations, to work in a safe manner, and to intervene when others are performing in an unsafe manner.
- E. Use of Town Equipment and Services. Town equipment and services such as vehicles, machines, tools, copiers, facsimiles, and computer systems shall not be used

for personal business or monetary gain. The Town telephone system shall not be used for personal long-distance calls unless the call is charged to an individual's telephone or personal credit card. Collect or reverse charges of a personal nature are not allowed. Department heads are responsible for developing, implementing, and monitoring mechanisms to ensure compliance with these policies.

- F. Compliance. Employees are expected to understand and comply with the laws and regulations related to their duties. Employees are responsible for adherence to Town policies and procedures and are expected to comply with State and Federal laws. Employees involved in the maintenance of private personnel data shall insure that privacy is protected and obligated to comply with the provisions of Public Act 88-353.