
Town of Hampton Connecticut Personnel Policies and Procedures

Last revision date: January 2, 2009

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OBJECTIVE

Revision Level: 1
Revision Date: 5/22/2008

The objective of these policies and procedures is to provide a uniform and consistent policy for handling all personnel issues. These procedures provide the means to handle and clarify situations applicable to employees and elected officials.

These provisions supersede all existing policies and practices in effect, except for bona fide bargaining agreements.

The provisions of this handbook have been developed at the discretion of the Board of Selectmen and may, for the purpose of updating and/or clarifying, be amended or cancelled at any time.

The Board of Selectmen acknowledges that these policies are not intended to be inconsistent with or to supersede the Connecticut State Statutes, Resolutions and/or Public Acts that define the duties and responsibilities of Town Employees.

The Town of Hampton provides equal employment opportunities to all persons without regard to race, color, religion, sex, age, sexual orientation, marital status, veteran status, national origin, physical disability, past or present mental disorder, mental retardation, learning disability or individuals in any other protected class status.

To protect everyone's health, all Town buildings and programs are smoke-free environments.

BOARD OF SELECTMEN

The Board of Selectmen, by adoption, has the following duties and powers with regard to personnel:

- Employ staff, including professionals; Delegate staff powers, duties and responsibilities as deemed necessary to carry out the Board's duties and responsibilities.
- Adopt pay plans, including wage scales, salaries and benefits for all positions of the Town, excluding employees of the Board of Education, and file these plans with the Town Clerk.
- Adopt policies and regulations pertaining to the conduct, employment, work performance of the Town employees and termination of Town employment; May delegate the administration of these policies and regulations in whole or in part to the First Selectman. The Board of Selectmen, First Selectman, or their designated agent, will have the power to make decisions on any matter involving personnel including matters not specifically covered by these policies.
- Subject to the approval of the Board of Selectmen, or their designated agent, and where required by the nature of the service, the supervisor of any organizational unit may adopt such additional policies for the operation of his/her unit.
- The Board of Selectmen will act as an entity to assume the duties and responsibilities of personnel manager.

The success of Town government reflects the commitment of both management and individual employees to the following principles:

EMPLOYER

- Provide a working environment that promotes respect for the individual.
- Recognize performance and achievements of employees.
- Implement the principles of Affirmative Action and Equal Employment Opportunity in all aspects of personnel administration and contracting.
- Treat all employees in a fair and consistent manner.
- Provide a safe work place.
- Safeguard public resources.
- Ensure conformity with all applicable laws and regulations that govern Town business and employee practices.
- Communicate policies and procedures to all employees in a clear and timely manner.
- Provide an atmosphere of openness and receptivity to employee's ideas for improving the quality of work.

EMPLOYEE

- Adhere to the policies and procedures of the Town.
- Respect the rights, responsibilities and authority of others in the work place.
- Strive for excellence on the job.
- Treat fellow employees and the public in a helpful and courteous manner that reflects credit upon the public service mission of the Town of Hampton.
- Maintain high standards of personal integrity and ethical conduct.
- Discharge job responsibilities in a conscientious and professional manner.
- Contribute to a congenial work place in which all employees can perform their best work possible.
- Practice on-the-job safety.
- Graciously accept the challenges and responsibilities of employment with the Town of Hampton.
- Safe guard public resources.

DEFINITIONS

Revision Date: 10/03/2005

- **Appointed Positions** – Positions designated as appointed are chosen for a specific term by the appointing authority.
- **Appointing Authority** – The Board of Selectmen, except where modified by motion of the Board of Selectmen.
- **Employee** - Anyone who receives a paycheck from the Town.
- **Elected Officials** – Positions filled by the voters at municipal elections.
- **Regular Full-Time Positions** – Positions that require a forty-hour workweek.
- **Regular Part-Time Positions** – Positions that require less than forty hours weekly.
- **Temporary Positions** – Positions for a limited period of time. May be full-time or part-time. Benefits are not applicable.
- **On Call** – Positions that require readiness to respond in crisis and/or emergency conditions.
- **Exempt** – Salaried positions
- **Non-exempt** – Hourly positions.
- **The Town** - Board of Selectmen.

PROBATIONARY PERIOD

Revision Level: 1
Revision Date: 10/03/2005

NON-ELECTED OFFICIALS

The probationary period is intended to give new non-elected Employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Hampton uses this period to evaluate Employee capabilities, work habits, and overall performance. Either the Employee or the Town of Hampton may end the employment relationship at will at any time during or after the probationary period, with or without cause or advance notice.

All new and rehired Employees work on a probationary basis for the first 90 calendar days after their date of hire. Any significant absence may extend a probationary period by the length of the absence at the Supervisor's discretion. If the Board determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the Employee's performance, the probationary period may be extended for a specified period. Upon satisfactory completion of the probationary period, Employees shall be notified of the successful completion of the probationary period.

Employees should read the information for each specific benefit program for the details on eligibility requirements.

WORKING HOURS

Revision Date: 10/03/2005

- **Town Hall Employees** work schedule is Tuesday and Thursday 9:00 A.M. until 4:00 P.M. and Thursday evenings 6:00 P.M. until 8:00 P.M. Holidays falling on a Tuesday or Thursday may be accommodated by a special schedule for the holiday week.
- **Public Works Employees** work schedule is Monday through Friday from 7:00 A.M. until 3:30 P.M. This schedule may be changed in emergency circumstances.
- **Transfer Station employees** work schedule is Wednesday from 8:00 A.M. until 5:00 P.M., Saturday from 8:00 A.M. until 4:00 P.M. Holidays falling on a Wednesday or Saturday may be accommodated by a special schedule for the holiday week.

All work schedules are subject to change with mutual agreement.

WAGES AND PAY SCHEDULE

Revision Level: 2
Revision Date: 1/2/2009

- All employees are paid bi-weekly. The bi-weekly pay period begins on a Sunday and ends on a Saturday.
- Elected officials whose term begins or ends during a month will be compensated on a pro-rated amount depending on the number of days in office.
- Federal and State Laws require certain deductions. These deductions include Federal and State income taxes, Social Security, and Medicare. Arrangements may be made with the Treasurer for additional payroll deductions.
- The Town of Hampton reserves the right to withhold payment for time worked when prior supervisory approval has not been obtained.
- Direct Deposit is available. See Treasurer for details.
- Every employee is required to fill out a bi-weekly time sheet. Timesheets must be forwarded to the Treasurer for processing. Bi-weekly timesheets must be submitted no later than 9:00a.m. on the Tuesday of the pay week. The Town of Hampton reserves the right to withhold payment for time worked when prior supervisory approval has not been obtained.
- Direct Deposit is available. See Treasurer for details.

OVERTIME

Full-time hourly employees will receive time and one-half for hours worked in excess of forty hours. If an employee works on a holiday, pay will be calculated as 8 hours for the holiday and time and a half for all hours worked. A supervisor or the First Selectman may institute policies to track and monitor overtime.

HOLIDAYS

Revision Level: 1
Revision Date: 10/03/2005

Full-time employees will be paid for ten holidays annually they are:

| | |
|------------------|------------------------|
| New Years Day | Martin Luther King Day |
| President's Day | Memorial Day |
| Independence Day | Labor Day |
| Columbus Day | Veteran's Day |
| Thanksgiving Day | Christmas Day |

A recognized holiday that falls on a Saturday will be observed on the preceding Friday.
A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible Employee's paid absence (such as vacation or personal), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Employees on leave are ineligible to receive holiday benefits.

ABSENCE REPORTING

Revision Level: 2

Revision Dates: 10/03/2005

- Each town employee is responsible for reporting his/her own absences from work in a timely fashion.
- Employees are expected to use sick days and personal days only when necessary.
- All absences must be recorded on timesheets.
- All employees must provide advance notice to the Board of Selectmen and/or Department Head prior to taking any absence – paid or unpaid – as follows:

Absences due to sick, personal and emergency time:

- Personal Days - Employees/Department Heads must give written notice to the First Selectman 48 hours in advance.
- Sick Days – Employees/Department Heads must notify the First Selectman prior to the start of each business day for which sick leave is requested.
- Emergency* – Employees/Department Heads must notify his/her supervisor as soon as practical.

***Absences due to Bereavement and/or Jury Duty are considered Emergency time.**

Absences due to vacation days:

- Employees/Department Head must give two weeks **written** notice to the First Selectman.
- Public Works Employees vacation time is to be taken between April 1st and November 1st. Vacation time taken between November 2nd and March 31st will require approval by the First Selectman.

All other absences:

- Employees must notify the First Selectman of all absences; i.e. conferences, training.

VACATION

Revision Level: 2
Revision Dates: 10/03/2005, 11/3/2008

Vacation time off with pay is available to eligible Full-Time Employees to provide opportunities for rest, relaxation, and personal pursuits.

Full-time employees will receive paid vacation as follows:

- One week vacation after one-year service
- Two weeks after two years service.
- Three weeks after ten years service.

Before vacation time can be used or paid, 365 calendar days (1 year) must be completed. If a probationary employee is converted to a regular full time employee, vacation time will be accrued retroactively to start date.

Paid vacation time can be used in minimum increments of one-half day.

To take vacation Employees/Department Heads must give two weeks **written** notice to the First Selectman. Vacation time for Public Works Road Crew is to be taken between April 1st and November 1st unless approved in advance by the First Selectman.

Vacation time not used by the end of the calendar year may be carried over to the next year or employees may elect to receive payment for up to 40 hours of the balance and carry over any remaining hours. Under no circumstances will vacation time accrue above 2 year's worth of time (e.g. 160 hours if an employee is entitled to 80 hours of vacation per year).

Upon termination of employment, employees will be paid for unused, earned vacation time that has been accrued through the last day of work.

BEREAVEMENT LEAVE

Revision Level: 1
Revision Date: 5/22/2003

Employees who wish to take time off due to the death of a family member should notify their supervisor immediately or as soon as practical.

Regular full-time Employees will be paid for bereavement leave based on the following:

| | |
|---|--------|
| Spouse or child | 5 days |
| Parent or sibling | 3 days |
| Maternal or Paternal Grandparent | 1 day |
| In-law's sibling, parent or Grandparent | 1 day |

Any Employee may, with the supervisor's approval, use any available paid leave for additional time off as necessary.

JURY DUTY

Revision Level: 1
Revision Date: 5/22/2003

The Town of Hampton encourages Employees to fulfill their civic responsibilities by serving jury duty when required. Employees who have completed a minimum of 90 calendar days of service may request paid jury duty leave.

Jury duty pay will be calculated on the Employee's base pay rate *less any compensation received for serving on jury duty. A copy of any compensation paid to employee is required before Jury Duty pay will be paid.*

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, Employees are expected to report for work whenever the court schedule permits.

Either the Town or the Employee may request an excuse from jury duty if, in the First Selectman's judgment, the Employee's absence would create serious operational difficulties.

The Town of Hampton will continue to provide health insurance benefits for the full term of the jury duty absence. Employees are responsible for continuing their share of payment.

ACTIVE MILITARY DUTY

Added 10/03/2005

RIGHTS AND RESPONSIBILITIES

The rights and responsibilities of employers and activated reservists are addressed in the Uniformed Services Employment and Reemployment Rights Act of 1994. USERRA makes it unlawful for an employer to refuse an employee's military leave of absence.

REEMPLOYMENT, HEALTH INSURANCE AND PENSION PLANS

The federal law covers employees of private, federal, state or local employers. However, there are exceptions to the requirement for reemployment. Reemployment is not required when the employer's circumstances have so changed that reemployment is impossible or unreasonable, or when the employment was temporary without the expectation that it would become permanent.

USERRA provides for continuation of health benefits for activated reservists whether the employer is covered by COBRA or not. If absence for military service is less than 31 days, coverage must continue as normal. If the absence extends over a period that would result in termination of coverage, the employee may elect to continue coverage for up to 18 months, and may not be charged more than 102% of the cost of the full premium.

USERRA requires that pension plans tied to seniority follow four main rules:

- a reemployed person must be treated as though there had been no break in employment;
- military service must be considered as employment for purposes of vesting and benefits accrual;
- an employer must fund any resulting obligation;
- a reemployed person is entitled to any accrued benefits from employee contributions only to the extent that he/she repays the employee contributions. Employees have three times the period of military services (not to exceed five years) to repay such contributions.

VACATION TIME

Service members must, at their request, be permitted to use any vacation time that had accrued before the beginning of their military service, instead of unpaid leave. They cannot, however, be forced to use vacation time for military service.

WAGES

Connecticut General Statutes 7-461 require municipal employers to pay 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.

SICK AND PERSONAL TIME

Revision Level: 1
Revision Date: 10/03/2005

SICK TIME

To be eligible for the sick time benefit you must have completed your probationary period 90 calendar days (3 months) from your date of hire. Sick time payment requested within the probationary period may be approved at the discretion of the Board of Selectmen.

Full-time employees will receive sick time benefits at the rate of 5 days per year.

Sick time is cumulative up to 60 days.

Sick time benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence.

Upon notice of involuntary or voluntary termination of employment, accrued sick time will not be paid to the employee.

PERSONAL TIME

To be eligible for the personal time benefits you must have completed your probationary period 90 calendar days (3 months) from your date of hire. Personal time payment requested within the probationary period may be approved at the discretion of the Board of Selectmen.

Full-time employees will receive personal time benefits at the rate of 2 days per year.

Personal days are to be used for periods of temporary absence for personal purposes and may not be used for any other absence.

In the event that available personal time is not used by the end of the calendar year, those days not used will be forfeited.

Upon notice of involuntary or voluntary termination of employment, accrued personal time will not be paid to the employee.

MILEAGE

Revision Date: 10/03/2005

Employees required to use their private vehicles for official Town business will be reimbursed for mileage upon submission of an official Mileage Reimbursement Form (see Appendix B).

The form must be filled out completely and must include all relevant detail.

Mileage resulting from permitting applications must include the applicant's name and property address.

Mileage forms must be submitted to the Treasurer monthly. *No mileage reimbursement will be issued for mileage more than one month in arrears.*

EXPENSE REIMBURSEMENT

Revision Date: 10/03/2005

Employees attending a conference, at which meals are not provided, will be reimbursed up to \$25.00 per day, excluding alcoholic beverages. Receipt must be attached to expense reimbursement form.

Employees must receive prior authorization from the First Selectman for all non-emergency expenditures that will require reimbursement.

A request for reimbursement must be submitted on a completed Expense Reimbursement Form (see Appendix B). It must include all pertinent detail along with an invoice or receipt for the purchase and the signature of the First Selectman.

The form must be submitted to the Treasurer monthly.

SALARY INCREASE PROCEDURE

Revision Date: 10/03/2005

- A review of salaries will be conducted annually as part of the budget preparation. The annual salary review does not necessarily mean that an employee will receive an increase in pay. The state of the economy, the town budget and employee's performance will be taken into consideration before salary increases are awarded. The Board of Selectmen will review requests. Increases are not to be considered approved until written notification from the Board of Selectmen is received.
- Board of Selectmen Salaries - A committee consisting of Chairpersons of the Democratic and Republican Town Committees, and an unaffiliated voter will set salaries for the Board of Selectmen.

SIMPLE IRA PLAN

Added 10/03/2005

- Through T. Rowe Price
- Savings incentive match program
- Tax deferred
- Available to all employees who earn over \$5,000 per year
- Dollar to dollar matching contribution up to 3% of employees compensation

HEALTH & DENTAL INSURANCE

Revision Level: 1
Revision Date: 10/03/2005

The Town of Hampton's health insurance plan provides access to medical insurance benefits and dental insurance benefits the first of the month following their start date. Eligible Employees (see Appendix A) are offered **individual** coverage paid by the Town.

Eligible Employees may participate in the health insurance plan subject to all terms and conditions of the agreement between the Town of Hampton and the insurance carrier.

If employees wish to include family members in the plan, that portion of the premium will be paid entirely by the employee at the prevailing group rate.

Full time employees of the Public Works Department are eligible for a 20% co-pay of the cost of family coverage; i.e. Town pays 80%, employee pays 20%.

The premium will be deducted from wages pre-tax (before taxes are calculated). Expenses that are pre-taxed are not subject to Federal, FICA and state taxes. The income reported to the IRS on your W-2 will not include amounts that are pre-taxed, thereby reducing your taxable income.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an Employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

There will be no compensation should an eligible employee decline coverage.

EMPLOYMENT TERMINATION

Revision Level: 1
Revision Date: 10/03/2005

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

- Resignation – voluntary employment termination initiated by an Employee. When an employee resigns he/she must provide a minimum of two weeks written notice prior to resignation.
- Discharge – involuntary employment termination initiated by the Town of Hampton.
- Dismissal for Cause - In cases of serious infraction of Town regulations, gross misbehavior, acts contrary to accepted moral conduct, or failure to obey supervisors, employees will be dismissed from service and will be paid only for the actual time worked. Vacation accruals will be forfeited. Employees contesting a dismissal should first discuss the problem with the department head. If the situation remains unresolved, the employee should submit a written report of the circumstances to the Board of Selectmen.

The First Selectman will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as Employee benefits conversion privileges and return of Town-owned property. Suggestions, complaints, and questions can also be voiced.

Employee benefits will be affected by employment termination in the following manner:

- Upon receipt of sufficient written notice, the balance of vacation accruals at the time of resignation will be included in the final wage payment.
- If no or insufficient written notice is given all vacation accruals will be forfeited by the employee.

ANTI-HARASSMENT – INCLUDING SEXUAL HARASSMENT POLICY

Sexual harassment in the workplace is unacceptable conduct and will not be tolerated or condoned. Similarly, harassment based on an individual's race, color, religious creed, age, sex, marital status, national origin, ancestry, past or present history of mental disorder, mental retardation, learning disability, physical disability, including blindness, and sexual orientation will not be tolerated.

What is sexual harassment?

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature that explicitly or implicitly enters into the employment situation when:

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

Sexual harassment can occur between members of the opposite sex and/or between members of the same sex.

What type of behavior could be considered sexual harassment?

Examples of conduct that may be considered sexual harassment include, but are not limited to: unwelcome sexual advances; suggestive or lewd remarks; unwanted hugs, kisses, requests for sexual favors; pornographic or offensive posters, cartoons, E-mails, screen savers, drawings or other items; verbal comments that are sexually oriented and the unwanted touching of another person.

What should I do if I think I've been harassed either sexually or on the basis of another protected class?

Employees should feel free to tell the harasser to stop the offending behavior. In addition, employees who believe they have been harassed by a town employee, vendor, consultant, customer, client, or contractor should contact either their supervisor, or the Board of Selectmen.

Any supervisor who becomes aware of inappropriate conduct must immediately notify the Board of Selectmen.

ANTI-HARASSMENT – INCLUDING SEXUAL HARASSMENT POLICY

(CONTINUED)

What will happen if I complain about harassment?

All complaints of illegal harassment will be immediately and thoroughly investigated and appropriate action will be taken to remedy any such conduct. All complaints of such harassment will be kept confidential to the extent practical under the circumstances, with information about them given only to those people necessary to the investigation and resolution.

Any employee found to have engaged in inappropriate behavior, including illegally harassing behavior, would be subject to serious disciplinary action up to and including termination of employment.

Employees may bring their good faith complaints of harassment without fear of retaliation.

What will happen if I do not come forward with a complaint?

First, and most importantly, if you do not bring forth a complaint, the town will not have the opportunity to respond and the offending behavior is likely to continue.

Furthermore, employees should be aware that recent court decisions have indicated that the failure to report an allegation of illegal harassment to the town may jeopardize their rights to pursue such a claim outside of the town.

WORK RULES

- **DRUGS AND ALCOHOL**

All employees are expected to come to work in a condition fit to perform their duties.

The unlawful manufacture, possession, distribution, transfer, purchase, sale, use, or being under the influence of alcoholic beverages or illegal drugs while on town property, while attending business-related activities, while on duty, or while in possession of, or operating a vehicle, or machine leased or owned by the town is strictly prohibited.

You may use physician-prescribed medications provided that the use of such medications does not adversely affect job performance, your safety or the safety of others.

Any employee who violates this policy and/or whose work performance or behavior is adversely affected by the use of drugs or alcohol will be subject to disciplinary action, up to and including termination of employment.

THE TOWN OF HAMPTON RESERVES THE RIGHT TO REQUEST EMPLOYEES TO UNDERGO DRUG OR ALCOHOL TESTING IN ACCORDANCE WITH ALL APPLICABLE LAWS.

WORK RULES (CONTINUED)

- **USE OF TOWN PROPERTY**

Purposes of Use

In an effort to promote an efficient and productive work environment, the Town of Hampton supplies its employees with a variety of items designed to facilitate quality work in a pleasant environment. For instance, employees are provided with such items and conveniences as tools, charts, computers, voice mail, Internet access, desks and file cabinets. It is important for employees to remember, however, that these items are town property and are being furnished to employees for job related purposes. Employees are expected to use these items in the course of their work, and should not use them for personal reasons. Employees should not, for example, store personal or confidential objects in their desks or file cabinets.

You should remember that the Town of Hampton reserves the right to access and inspect, with or without prior announcement, all of its property, including lockers, vehicles, offices, desks and file cabinets. In addition, the Town of Hampton has the right to access and review all computer related communications, including electronic mail, voice mail, internet access, computer files, and information stored on discs, as well as any faxes or mail sent to employees at the Town of Hampton's address.

In appropriate circumstances, the town may also inspect personal possessions brought onto town property. For example, the town may request to inspect packages, lunch boxes, purses and toolboxes. Employees are expected to cooperate in such inspections. The failure to cooperate in inspections may be grounds for disciplinary action, up to and including termination of employment.

For these reasons, the Town of Hampton reminds employees that if there is any item of personal property or personal information that you do not want to be subject to disclosure under this policy, the article or information should be left at home and should not be brought onto town premises.

Care in Use

Please keep in mind, as well, that employees are expected to exercise care in their use of town property and to use such property for authorized purposes only. Negligence in the care or use of town property, unauthorized removal of town property from the premises or conversion of town property to personal use may be cause for disciplinary action up to and including termination of employment.

Return of Property

Town property issued to an employee must be returned at the time the employee terminates employment with the town or earlier, if management requests its return. Under appropriate circumstances, an employee may be liable for the cost of damaged or unreturned property.

- **COMPUTERS**

Employees should not tell anyone, other than the First Selectman, their password. Passwords should not be recorded where they may be found. Employees shall not use anyone else's password. Attempting to access and/or use another person's password is strictly prohibited.

Only Town of Hampton employees are permitted to use town computers.

Computers are to be used for Town business only.

- **E-MAIL**

Use of electronic mail, commonly called "e-mail," is provided by the town and is to be used for official town business only.

E-mail use and e-mail files are not confidential. Activity may be monitored at any time and without notice. The town will have access to all e-mail. Even though you may "delete" messages, the messages may be preserved for an extended period of time. Access to all electronic files, including e-mail files, may be provided to third parties, as the town deems appropriate.

E-mail use is specifically prohibited in the following situations:

Any communication that violates state or federal law;

Any communication that may be viewed as libelous, a release of confidential information or trade secrets, harassing or threatening;

Any communication that could damage the town's reputation or potentially put you and the town at risk for legal proceedings by any party. (Remember that the message you send to another coworker in confidence can be transmitted to others);

Communication of town proprietary information; or

Harassing, threatening, discriminatory, sexually explicit or other inappropriate messages are not to be transmitted or stored. If you receive such a message, it is your responsibility to advise the Board of Selectmen immediately.

- **INTERNET**

When using Town of Hampton's Internet connection, you are a representative of the Town of Hampton. Please be certain to use the connection only for town purposes. Improper use of the connection may be grounds for disciplinary action, up to and including termination of employment. Prohibited uses include, but are not limited to:

Any activity that is contrary to state or federal law, including distributing or obtaining copyrighted software or information without proper authorization from the copyright holder;

Any activity that could damage the town's reputation or potentially put you and the town at risk for legal proceedings by any party. For example, libelous or harassing communications or unfair competitive practices are strictly prohibited.

Any activity that could be construed as hostile to another town or institutions. For example, employees may not make attempts to gain unauthorized access to another town's systems and/or information;

Communication of town proprietary information.

Please remember that Internet access is a privilege that may be withdrawn at any time. In addition, accounts based on the town's connection are not confidential and the town may inspect communications, including mail and/or files, at any time. Internet activity may be monitored in accordance with the town's interests.

- **VOICE MAIL/ANSWERING MACHINES**

Voice mail is a resource provided by the town and is the property of the town. It is provided solely for business purposes. The use of voice mail for any reason other than for legitimate business purposes of the town is prohibited. Harassing, threatening, discriminatory, sexually explicit or other inappropriate messages are not to be transmitted or stored and must be reported to the First Selectman.

Employees are responsible for protecting access to messages. Sharing use is discouraged. Employees may be held responsible for misuse that occurs through unauthorized access.

Please keep in mind that the town has access to your messages. While the concept of a business need and a respect for legitimate confidentiality will guide our actions, we reserve the right to access your messages at any time we deem appropriate. Use and access can be monitored and tracked by management at any time and without notice to you. Remember that even though messages may appear to be "deleted" procedures by the town to guard against data loss may preserve material for extended periods of time. Access to voice mail and voice mail records may also be provided to third parties, as the town deems appropriate.

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

- **WORKPLACE THREATS AND VIOLENCE**

Nothing is more important to the Town of Hampton than the safety and security of its employees and confidential employee information. Threats, threatening behavior, or acts of violence against employees, clients, visitors, guests, or other individuals by anyone on town property will not be tolerated. Violations of this policy will lead to disciplinary action that may include dismissal, arrest, and prosecution. Identity theft is a serious condition and will be treated accordingly.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on town property shall be removed from the premises as quickly as safety permits, and shall remain off town premises pending the outcome of an investigation. Upon completion of the investigation, the Town of Hampton will initiate an appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

All town personnel are responsible for notifying a supervisor or Board of Selectmen of any threats that they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on a town controlled site, or is connected to town employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. Any supervisor who becomes aware of threatening behavior must immediately notify the First Selectman.

All individuals who apply for or obtain a protective or restraining order which lists town locations as being protected areas, must provide to their supervisor and/or the First Selectman a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. The Town of Hampton understands the sensitivity of the information requested and has developed confidentiality procedures that recognize and respect the privacy of the reporting employee.

- **DRESS CODE**

Employees are expected to dress in a mature manner appropriate for their position. Employees who come to work in dress that management believes to be inappropriate will be sent home to change. Any time lost by non-exempt employees, as the result of this will not be paid.

WORK RULES (CONTINUED)

- **HEALTH AND SAFETY**

Safety Concerns

The Town of Hampton has a continual objective of providing employees with a safe and healthy environment. The safety of our employees is of primary concern. It is important that any potentially unsafe conditions are reported immediately and that each employee recognizes that health and safety is a responsibility that is shared by all.

All employees are required to use safety equipment furnished for the particular job situation and must follow safe work practices and help create safe working conditions at all times.

Job Related Accidents/Illnesses

If you are injured during working hours, our first concern is to ensure that you receive appropriate medical attention. As soon as possible, you should report the accident to your supervisor who will complete an Incident Report. If you are unable to report the accident due to the extent of your injuries, any other employee who discovers or observes the accident is responsible for reporting the event to the appropriate supervisor.

All accidents, no matter how apparently insignificant, must be reported immediately. You should be aware that the failure to immediately report a work related accident or injury might jeopardize your ability to collect workers' compensation benefits.

OUTSIDE EMPLOYMENT & CONFLICTS OF INTEREST

Revision Level: 1
Revision Date: 5/22/2003

Employees may hold outside jobs as long as they meet the performance standards of their job with the Town of Hampton. All employees will be judged by the same performance standards and will be subject to Hampton's scheduling demands, regardless of any existing outside work requirements.

If the Town of Hampton determines that an Employee's outside work interferes with performance or the ability to meet the requirements of the Town of Hampton as they are modified from time to time, the Employee may be asked to terminate the outside employment if he or she wishes to remain with the Town of Hampton.

Outside employment that constitutes a conflict of interest is prohibited.

Employees may not receive any income or material gain from individuals for materials or services rendered on behalf of the Town of Hampton.

No employee of the Town of Hampton will take part in any issues that can be construed as a conflict of interest.

Equipment and vehicles essential in accomplishing job duties are expensive and are difficult to replace. When using the property of the Town, employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Please notify your supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

EMPLOYEES ARE NOT PERMITTED TO SMOKE IN COMPANY VEHICLES.

The improper, unlawful, careless, negligent, destructive, or unsafe use of operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment. The Town of Hampton will not pay violations.

The Town of Hampton reserves the right to perform a check of an employees' driving record prior to permitting the employee use of a Town vehicle.

BACKGROUND

This fraud policy is established to facilitate the development of controls, which will aid in the detection and prevention of fraud against the Town. It is the intent to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

SCOPE OF POLICY

This policy applies to any fraud, or suspected fraud, involving employees as well as consultants, vendors, contractors.

Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the Town.

POLICY

The Board of Selectmen is responsible for the detection and prevention of fraud, misappropriations, and other inappropriate conduct. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. All employees will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity.

Any fraud that is detected or suspected must be reported immediately to the Board of Selectmen, who coordinates all investigations with the Town Attorney and other affected areas, both internal and external.

ACTIONS CONSTITUTING FRAUD

The terms defalcation, misappropriation, and other fiscal wrongdoings refer to, but are not limited to:

- Any dishonest or fraudulent act
- Forgery or alteration of any document or account belonging to the Town
- Forgery or alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other assets
- Impropriety in the handling or reporting of money or financial transactions
- Disclosing confidential and proprietary information to outside parties
- Accepting or seeking anything of material value from contractors, vendors or persons providing services/materials to the Town. Exception: Gifts less than \$50 in value.
- Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment; and/or
- Any similar or related inappropriate conduct

OTHER INAPPROPRIATE CONDUCT

Suspected improprieties concerning an employee's moral, ethical, or behavioral conduct, should be referred to the Board of Selectmen.

If there is any question as to whether an action constitutes fraud, contact a Selectman for guidance.

INVESTIGATION RESPONSIBILITIES

The Board of Selectmen has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy.

Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel, as will final decisions on disposition of the case.

CONFIDENTIALITY

The Town of Hampton treats all information received *confidentially*. Any employee who suspects dishonest or fraudulent activity will notify the First Selectman immediately, and *should not attempt to personally conduct investigations or interview/interrogations* related to any suspected fraudulent act.

AUTHORIZATION FOR INVESTIGATING SUSPECTED FRAUD

Members of the Investigation Unit will have:

- Free and unrestricted access to all Town records and premises, whether owned or rented; AND
- The authority to examine, copy, and/or remove all or any portion of the contents of files, computers, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who may use or have custody of any such items or facilities when it is within the scope of their investigation.

TERMINATION

If an investigation results in a recommendation to terminate an individual, the recommendation will be reviewed for approval by the Board of Selectmen and Town Attorney.

ADMINISTRATION

The Board of Selectmen is responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed annually and revised as needed.

APPENDIX B

The following forms may be reproduced.

EMPLOYEE ACKNOWLEDGEMENT FORM

The Personnel Policies describe important information about the Town of Hampton, and I understand that I should consult the First Selectman regarding any questions not answered in the policies. I have entered into my employment relationship with the Town of Hampton voluntarily and acknowledge that there is no specified length of employment. Accordingly, either the Town of Hampton or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

If my position is an elected one, I understand the requirements of the Connecticut General Statutes.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the policies may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Selectmen has the ability to adopt any revisions to these policies.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the Personnel Policies, 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.

This page is to be signed by the employee and returned to the Selectmen's Office.

Employee's Name (printed)

Date

Employee's Signature

Date

Reviewed by the Board of Selectmen

| | | |
|-------------------|-------------------|-------|
| First Selectman: | _____ | _____ |
| | Maurice Y. Bisson | date |
| Second Selectman: | _____ | _____ |
| | Melanie Johnston | date |
| Third Selectman: | _____ | _____ |
| | Allan Cahill | date |