



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, CT 06339
<http://www.ledyardct.org>

Administration Committee

~ AGENDA ~

Chairman Kevin J.
Dombrowski

Regular Meeting

Wednesday, April 12, 2023

5:30 PM

Town Hall Annex- Hybrid Format

In -Person Location goes here

Join Zoom Meeting from your Computer, Smart Phone or Tablet:

<https://us06web.zoom.us/j/83727722199?pwd=Z2x1engyOE1rdHBmaSs5Z2I4UTk1UT09>

Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 837 2772 2199 ; Passcode: 661586

- I CALL TO ORDER
- II. ROLL CALL
- III. RESIDENTS & PROPERTY OWNERS COMMENTS
- IV. PRESENTATIONS / INFORMATIONAL ITEMS
- V. APPROVAL OF MINUTES

MOTION to approve the Administration Committee Minutes of March 8, 2023

Attachments: [ADMIN-MIN-2022-03-08.pdf](#)

VI. OLD BUSINESS

- 1. Any other Old Business proper to come before the Committee

VII. NEW BUSINESS

- 1. MOTION to appoint Mr. Gary St. Vil (D) 2 Thompson Street, Ledyard as a Regular Member of the Planning & Zoning Commission to complete a three (3) year term ending October 31, 2023 to fill a vacancy left by Mr. Awrach.

Attachments: [APPOINT ST. VIL-PLANNING & ZONING-E-MAIL-2023-03-27.pdf](#)
[RESIGN-AWRACH-PLANNING-ZONING-E-MAIL-2023-04-04.pdf](#)
[PLANNING & ZONING-2023-04-03.pdf](#)

- 2. MOTION to approve a revised “Town of Ledyard Employee Handbook” as presented in the draft dated March 23, 2023.

Attachments: [Ledyard Employee Handbook Final DRAFT 03-23-2023 DON EMPLOYEE HANDBOOK-Last Update 1990's](#)

3. Any other New Business proper to come before the Committee.

IV ADJOURNMENT

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1496

Agenda Date: 4/12/2023

Agenda #:

MINUTES

Minutes:

MOTION to approve the Administration Committee Minutes of March 8, 2023



TOWN OF LEDYARD
 CONNECTICUT
 TOWN COUNCIL
 HYBRID FORMAT

741 Colonel Ledyard Highway
 Ledyard, CT 06339
<http://www.ledyardct.org>
 Roxanne M. Maher
 860 464-3203

Chairman Kevin J. Dombrowski

MINUTES
ADMINISTRATION COMMITTEE
REGULAR MEETING

Wednesday, March 8, 2023

5:30 PM

Town Hall Annex Building

DRAFT

- I. **CALL TO ORDER** – The Meeting was called to order by Councilor Ingalls at 5:31 p.m. at the Council Chambers Town Hall Annex Building.

Councilor Ingalls welcomed all to the Hybrid Meeting. She stated for the Town Council Administration Committee and members of the Public who were participating via video conference that the remote meeting information was available on the Agenda that was posted on the Town’s Website – Granicus-Legistar Meeting Portal.

- II. **ROLL CALL-**

Attendee Name	Title	Status	Location	Arrived	Departed
Andra Ingalls	Committee Chairman	Present	In-Person	5:31 pm	5:59 pm
Whit Irwin	Town Councilor	Excused			
Mary McGrattan	Town Councilor	Present	In-Person	5:31 pm	5:59 pm
S. Naomi Rodriguez	Town Councilor	Present	In-Person	5:31 pm	5:59 pm
Don Steinhoff	Administrator of Human Resources	Present	In-Person	5:31 pm	5:49 pm
Justin Dube	MIS Director	Present	In-Person	5:31 pm	5:59 pm
Jennifer Smith	Library Director	Present	Remote	5:31 pm	5:49pm
Roxanne Maher	Administrative Assistant	Present	In-Person	5:31 pm	5:59 pm

- III. **CITIZENS' COMMENTS** – None.

- IV. **INFORMATIONAL ITEMS** – None.

- V. **REVIEW AND APPROVAL OF PRIOR MEETING MINUTES**

MOTION to approve the Regular Meeting Minutes of February 8, 2023
 Moved by Councilor McGrattan, seconded by Councilor Ingalls

VOTE: 2 – 0 Approved and so declared

VI. OLD BUSINESS

1. Any Old Business proper to come before the Committee. – None.

VII. NEW BUSINESS

1. MOTION to recommend the Town Council approve a revised job description for Management Information Systems (MIS) Director as contained in the draft dated February 15, 2023.

Moved by Councilor Ingalls, seconded by Councilor McGrattan

Discussion: Administrator of Human Resources Don Steinhoff stated the Management Information Systems (MIS) Director was last updated in 1999; therefore, he stated the proposed draft presented this evening was essentially a total rewrite to reflect the changes in the title of the job as well as the updates and changes regarding the requirements and job function.

Councilor McGrattan questioned whether the proposed job description addressed changes in software going forward. MIS Director Justin Dube stated that the job description included language regarding the new installation of hardware and software upgrades.

Councilor Ingalls noted that the “*Supervision Received*” changed from directly reporting to the Finance Director to reporting directly to the Mayor. She questioned when and why the supervisor changed. Administrator of Human Resources Don Steinhoff during his time at Ledyard the MIS Director has always reported to the Mayor.

MIS Director Justin Dube stated one of the reasons the supervision changed from the Finance Director to the Mayor was because when there were some financial issues that they did not want to have the person who was providing technology information as part of the investigation to report to the person who they may be investigating, and so the supervision was changed to the Mayor.

Administrative Assistant Roxanne Maher stated prior to the position evolving into the MIS Director that the position was a Data Processor, explaining that the role was to run the checks, and other types of printouts; which at that time was primarily a financial function, so the position reported directly to the Finance Director. However, she stated as technology progressed, the role developed into managing the town’s Technology Systems (computer/software) and the supervision changed to the Mayor.

Councilor Ingalls noted the old job description specifically mentioned “*Knowledge of Special Laws and Regulations pertaining to assigned work*” and she questioned whether there were special laws and regulations that pertained to the MIS Department. MIS Director Justin Dube explained that there were some items that were subject to the Freedom of Information Act (FOIA) and other guidelines that they had to follow relative to the systems at the Police Department.

Councilor Ingalls stated the position required ten years of professional IT experience; and she questioned whether they were required to have any special license or certificate. Administrator of Human Resources Don Steinhoff stated the MIS Director position would be required to have a Degree and that there were other certifications/licenses for software such as Microsoft, etc. Mr. Dube stated that the various software programs the town uses has licenses and certifications. However, he stated there was no statutory requirement pertaining to the licenses and certifications.

VOTE: 2 – 0 Approved and so declared

RESULT: 2– 0 APPROVED TO RECOMMEND
MOVER: Andra Ingalls, Committee Member
SECONDER: Mary McGrattan, Committee Member
AYES: Andra Ingalls, Mary McGrattan
EXCUSED: Whit Irwin

2. MOTION to recommend the Town Council approve a revised job description for Management Information Systems Technician as contained in the draft dated February 15, 2023.

Moved by Councilor McGrattan, seconded by Councilor Ingalls

Discussion: Councilor Ingalls noted that the updates to the MIS Technician were sensible and that she did not have any questions.

Councilor McGrattan stated that she agreed with Councilor Ingalls’ comments, and she questioned the status of filling the MIS Technician position.

MIS Director Justin Dube stated the town has received a couple of Applications for the position.

VOTE: 2 – 0 Approved and so declared

RESULT: 2– 0 APPROVED TO RECOMMEND
MOVER: Mary McGrattan, Committee Member
SECONDER: Andra Ingalls, Committee Member
AYES: Andra Ingalls, Mary McGrattan
EXCUSED: Whit Irwin

Councilor Ingalls thanked MIS Director Justin Dube for attending tonight’s meeting.

3. MOTION to recommend the Town Council approve a revised job description for Administrative Assistant - Library as presented in the draft dated February 15, 2023.

Moved by Councilor McGrattan, seconded by Councilor Ingalls

Discussion: Councilor Ingalls stated that she appreciated having the “*track changes*” document because it made it very easy to see where they were making changes to the job description and the reason for the changes. She stated in reviewing the proposed job

Description that it was clear they were tightening up the language. She stated although the track-changes was a messy presentation that it was thorough; and therefore, she did not have any questions.

Councilor McGrattan noted that she was the Library Commission Liaison and that she was at the Commission’s meeting when they discussed the updates to the job description; and therefore, she did not have any questions.

Library Director Jennifer Smith provided some background noting that the work to update Administrative Assistant – Library began under former Library Director Gale Bradbury noting that it has been in-process for some time. She explained, as Councilor Ingalls mentioned, in addition to tightening up the language of the job description that the title for this position was being changed from *Library Secretary - Technician* to ***Administrative Assistant – Library***.

VOTE: 2 – 0 Approved and so declared

RESULT:	2– 0 APPROVED TO RECOMMEND
MOVER:	Mary McGrattan, Committee Member
SECONDER:	Andra Ingalls, Committee Member
AYES:	Andra Ingalls, Mary McGrattan
EXCUSED:	Whit Irwin

4. MOTION to recommend the Town Council approve a revised job description for Library Technician II - Youth Services as presented in the draft dated ~~February 15~~, **March 8**, 2023.

Moved by Councilor McGrattan, seconded by Councilor Ingalls

Discussion: Library Director Jennifer Smith provided some background explaining with the recent retirement of their Head of Technical Services that she was proposing that this position be combined with the Library Assistant I/Children’s position, which has been vacant since the 2017/2018 budget cuts and has remained unfilled since then. She explained that both positions were a 20-hour a week unionized positions filled by two separate employees. She stated the proposed ***Library Technician II - Youth Service*** job description, as presented this evening, has combined the two positions into one 30-hour a week unionized position, to be filled by one individual.

Ms. Smith went on to explain that the updated/revised job description would take on the new title of ***Library Technician II – Youth Services*** and was combining most of the Head of Technical Services responsibilities with the Library Assistant I/Children’s responsibilities, which included both behind the scenes duties such as cataloging with a more public facing role servicing the young library patrons. She stated by combing these two positions that they would be able to more effectively utilize staff, support the needs of the Library, and better serve the community.

Councilor Ingalls questioned whether the Library had a person in-mind who would be suited to fill this position which needed the skills set to interface with the public as well as work behind the scenes. Ms. Smith stated that they did have a person in-mind who could take on this role.

Administrator of Human Resources Don Steinhoff explained that once the draft job description was completed that the position was posted using the draft job description. He stated interviews were conducted and that the position has been offered to the selected candidate. Ms. Smith stated that they have received a verbal acceptance from the person, noting that they have not yet received the signed Offer Letter.

Ms. Smith noted the following correction, the Library Technician II - Youth Services would be supervised by the Assistant Librarian I - Youth Services and or the ~~Administrative Assistant~~ **Library Director**.

The Committee agreed to correct the Supervised by: *“the Assistant Librarian I- Youth Services and or the Library Director”* as a *“friendly amendment”*.

VOTE: 2 – 0 Approved and so declared

RESULT:	2– 0 APPROVED TO RECOMMEND
MOVER:	Mary McGrattan, Committee Member
SECONDER:	Andra Ingalls, Committee Member
AYES:	Andra Ingalls, Mary McGrattan
EXCUSED:	Whit Irwin

Councilor Ingalls thanked Administrator of Human Resources Don Steinhoff and Library Director Jennifer Smith for attending tonight’s meeting.

Mr. Steinhoff and Ms. Smith left the meeting at 5:49 p.m.

- MOTION to recommend the Town Council appoint Mr. Earl Lamb (D) 95 Lambtown Road, Ledyard as a Regular Member on the Historic District Commission to complete a five (5) year term ending December 6, 2027 filling a vacancy left by Mr. Pealer.
Moved by Councilor Ingalls, seconded by Councilor McGrattan
Discussion: Councilor Ingalls stated that Mr. Lamb was currently serving on the Historic District Commission as an Alternate Member. She explained with a Regular Member position becoming vacant that Commission Chairman Vincent Godino has requested that Mr. Lamb be moved from and Alternate Member to a Regular Member.

Councilor McGrattan stated the Lamb family has lived in Ledyard for many generations. She stated Mr. Earl Lamb had moved away from the area for a while, and that he has since returned to Ledyard. She stated Mr. Lamb has been an asset to the Historic District Commission.

VOTE: 2 – 0 Approved and so declared

RESULT: 2– 0 APPROVED TO RECOMMEND
MOVER: Andra Ingalls, Committee Member
SECONDER: Mary McGrattan, Committee Member
AYES: Andra Ingalls, Mary McGrattan
EXCUSED: Whit Irwin

6. MOTION to recommend the Town Council appoint Ms. Sheila Vincent (D) 19 Friar Tuck Drive, Gales Ferry, to the Ledyard Beautification Committee to complete a three (3) year term ending October 26, 2023 filling a vacancy left by Ms. Harris.
Moved by Councilor McGrattan, seconded by Councilor Ingalls
Discussion: Councilor Ingalls stated Ms. Vincent had served on the Beautification Committee and left for a short time. She stated that Ms. Vincent would like to once again serve on the Committee and that the Committee would like to have her back.

VOTE: 2 – 0 Approved and so declared

RESULT: 2– 0 APPROVED TO RECOMMEND
MOVER: Mary McGrattan, Committee Member
SECONDER: Andra Ingalls, Committee Member
AYES: Andra Ingalls, Mary McGrattan
EXCUSED: Whit Irwin

7. MOTION to recommend the Town Council reappoint the following members to the Cemetery Committee for a three (3) year term ending April 26, 2026:

- Mrs. Sheila Godino (D) 1906 Center Groton Road
- Mr. Vincent Godino (D) 1906 Center Groton Road

Moved by Councilor Ingalls, seconded by Councilor McGrattan

Discussion: Councilor McGrattan noted the work that Mr. and Mrs. Godino do in overseeing the town's cemeteries and taking care of the veterans gave sites. She stated that the town appreciated their commitment and their interest to continue to serve on the Committee.

VOTE: 2 – 0 Approved and so declared

RESULT: 2– 0 APPROVED TO RECOMMEND
MOVER: Andra Ingalls, Committee Member
SECONDER: Mary McGrattan, Committee Member
AYES: Andra Ingalls, Mary McGrattan
EXCUSED: Whit Irwin

8. MOTION to recommend the Town Council appoint the following to the Cemetery Committee:

- Ms. Kimlyn Marshall (R) 987R Long Cove Road, as an Alternate Member to complete a three (3) year term ending April 26, 2025 to fill Mr. Krug’s seat.
- Mr. Paul Krug (U) 67 Pheasant Drive, Gales Ferry, as a Regular Member to complete a three (3) year term ending April 26, 2026 to fill Ms. Marshall’s seat.

Moved by Councilor Ingalls, seconded by Councilor McGrattan

Discussion: Councilor Ingalls noted the process to reappoint members to the town’s boards and commissions. She explained when members terms come to an end that the Committee Chairman, and the member’s respective party are requested to provide a recommendation as to whether the member should be reappointed to the Committee. She stated because Ms. Marshall’s work schedule was not allowing her to be there as often as she would have liked that the Committee Chairman has proposed these two members be swapped. She noted that Alternate Member Mr. Krug was being moved to a Regular Member and that Regular Member Ms. Marshall was being moved to an Alternate Member.

VOTE: 2 – 0 Approved and so declared

RESULT: 2– 0 APPROVED TO RECOMMEND
MOVER: Andra Ingalls, Committee Member
SECONDER: Mary McGrattan, Committee Member
AYES: Andra Ingalls, Mary McGrattan
EXCUSED: Whit Irwin

9. MOTION to recommend the Town Council reappoint the following members to the Permanent Municipal Building Committee for a three (3) year term ending March 26, 2026:

- Mr. Gary Schneider (D) 101 Inchcliffe Drive, Gales Ferry
- Ms. Elizabeth Peterson (D) 15 Browns Crossing Road, Gales Ferry

Moved by Councilor McGrattan, seconded by Councilor Ingalls

Discussion: None.

VOTE: 2 – 0 Approved and so declared

RESULT: 2– 0 APPROVED TO RECOMMEND
MOVER: Mary McGrattan, Committee Member
SECONDER: Andra Ingalls, Committee Member
AYES: Andra Ingalls, Mary McGrattan
EXCUSED: Whit Irwin

10. MOTION to recommend the Town Council reappoint the following members to the Water Pollution Control Authority for a three (3) year term ending April 11, 2026:

- Mr. Stanley Juber (R) 13 Iron Street, Ledyard (Regular Member)
- Mr. Terry Jones, 27 Monticello Drive, Gales Ferry (Regular Member)
- Mr. Jeremy Norris (D) 12 Old Fort Lane, Ledyard (Alternate Member)

Moved by Councilor Ingalls, seconded by Councilor McGrattan

Discussion: Councilor Ingalls stated as she noted earlier this evening that during the process to reappoint members to the town's boards and commissions that it gives the Committee Chairman an opportunity to look at members' performance and to make a recommendation. She stated in most cases the Committee recommends that members be reappointed, noting that these folks were all volunteers who were dutifully serving their community. Therefore, she stated the action to "reappoint" moved along quickly because things were working well. However, she stated that it was not just a rubber stamp; explaining when members terms come to an end that the Committee Chairman, and the member's respective party are requested to provide a recommendation as to whether the member should be reappointed to the Committee.

VOTE: 2 – 0 Approved and so declared

RESULT:	2– 0 APPROVED TO RECOMMEND
MOVER:	Andra Ingalls, Committee Member
SECONDER:	Mary McGrattan, Committee Member
AYES:	Andra Ingalls, Mary McGrattan
EXCUSED:	Whit Irwin

11. MOTION to recommend the Town Council adopt a proposed "Resolution Establishing A Committee to Transform the Budget Process" as contained in the draft dated February 28, 2023.

DRAFT: 2/28/2023

RESOLUTION
ESTABLISHING A COMMITTEE TO
TRANSFORM THE BUDGET PROCESS

WHEREAS: The Town Council recognizes the burden that the State's level funding has imposed on municipal budgets and its taxpayers by not keeping up with the rate of inflationary costs and by imposing unfunded mandates on cities and towns.

WHEREAS: The Town Council recognizes the need to examine alternative budgeting methods such as a Zero Based Budget Practice for the implementation of the Fiscal Year 2024/2025 Budget preparation.

NOW, THEREFORE, BE IT RESOLVED: That there is hereby established a Committee to Transform the Budget Process to be comprised of nine (9) regular members. All members shall be appointed by the Town Council with the following representation:

Town Council Finance Committee Chairman

Town Council Chairman

One additional Member of the Town Council

Two Members from the Board of Education

Four Members from the Community-at-Large

In addition, the Mayor and Superintendent of Schools or their designee serve as ex-officio members.

Regular members shall be appointed by the Town Council for a term of four months. Members shall commence to serve their terms immediately upon appointment and shall serve until their successor has qualified or are removed by the Town Council.

Any vacancy on the Committee, other than by expiration of term, shall be filled for the unexpired portion of the term by the Town Council with priority given to maintain the structure above.

The Town Council may remove members for cause and fill the vacancy per Chapter IV, Section 6 of the Town Charter. Cause for removal shall include, but is not limited to, unexcused absence from three (3) consecutive regular meetings and any intervening duly called special meeting. It shall be the responsibility of the Chairman of the Committee to notify the Town Council when a member has not properly performed his duties.

The regular members of the *Committee to Transform the Budget Process* shall elect a Chairman, Vice Chairman and Secretary. Any vacancy in any such office shall be filled by from its regular membership.

BE IT FURTHER RESOLVED: That the *Committee to Transform the Budget Process* shall be authorized to:

- a) To review the Budget Transformation Committee Final Report dated October 16, 2016 along with the goals and objectives that have been implemented to-date.
- b) To review, research, and determine the following:
 - (1) The services the Town and Board of Education provides to its residents.
 - (2) Whether the services/programs are mandatory relative to the role of local government.
 - (3) How effectively the Town and Board of Education provides its services/programs to its residents.
 - (4) The funding sources(s) that pay for services/programs the community provides to its residents.

- (5) Review all contracted services.
- c) To review all department operations, all municipal and school buildings and grounds, the purchase of commodities, and the utilization of staffing/cross training in order to promote municipal consolidation efforts and provide recommendations;
- d) To provide guidance and recommendations relative to the negotiation and execution of contracts related to municipal consolidation of departments, services and/or shared services to meet the General Government and Board of Education's operational and mandated requirements;
- e) To recommend a budget process, format and outline for the General Government and Board of Education to consider for implementation with the development of the Fiscal Year 2024/2025 Budget that would include detail data such as:
 - (1) Projected line item cost estimates for Fiscal Year 2024/2025;
 - (2) Capital Improvement Plan/Initiatives/Funding Sources;
 - (3) Trends in salaries, maintenance and operational costs;
 - (4) Demonstrated efforts for efficiencies and reductions;
 - (5) Plans to address the increase in student population/enrollment and space needs;
 - (6) Recommendations to address anticipated loss of Municipal Aid Revenues due to the State's finance crisis and projected budget deficits.
 - (7) Ways to address current and anticipated future State mandates.

BE IT FURTHER RESOLVED: That within thirty (30) days of the appointment of this Committee that an Organization Meeting of said Committee shall be held at which members shall choose a Chairman, Vice-Chairman and a Secretary;

BE IT FURTHER RESOLVED: That said Committee shall submit recommendations to the Town Council, Mayor and Board of Education no later than September October 27, 2023 for consideration for the fiscal year budget preparation.

Adopted by the Ledyard Town Council on: _____

Kevin J. Dombrowski, Chairman

Moved by Councilor McGrattan, seconded by Councilor Ingalls

Discussion: Councilor McGrattan noted when the proposed “*Resolution Establishing A Committee to Transform the Budget Process*” was being drafted that she suggested the Committee review the prior Committee’s Final Report dated October 16, 2016 and look at the goals and objectives that have been accomplished to date. She stated language was included in paragraph (a) under the section that outlined the work that the Committee was authorized to do.

Councilor Ingalls stated that she served on the 2016 *Committee to Transform the Budget Process* as the Board of Education’s Representative. She noted that Mayor Allyn, III, sent the Town Council a list of the 2016 Recommendations that the Town has implemented to date.

Councilor Ingalls continued by reviewing the list of members that the Resolution called for and she suggested in appointing the four members from the Community-at-Large that they be mindful to select residents that well represented the community.

VOTE: 2 – 0 Approved and so declared

RESULT: 2– 0 APPROVED TO RECOMMEND
MOVER: Mary McGrattan, Committee Member
SECONDER: Andra Ingalls, Committee Member
AYES: Andra Ingalls, Mary McGrattan
EXCUSED: Irwin

12. Any New Business proper to come before the Committee. – None.

VIII. ADJOURNMENT

Councilor Ingalls moved the meeting be adjourned, seconded by Councilor McGrattan
VOTE: 2 - 0 Approved and so declared, the meeting was adjourned at 5:59 p.m.

Respectfully submitted,

Andra Ingalls
Committee Chairman



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-089

Agenda Date: 4/12/2023

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Any other Old Business proper to come before the Committee

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1469

Agenda Date: 4/12/2023

Agenda #: 1.

APPOINTMENT

Motion/Request:

MOTION to appoint Mr. Gary St. Vil (D) 2 Thompson Street, Ledyard as a Regular Member of the Planning & Zoning Commission to complete a three (3) year term ending October 31, 2023 to fill a vacancy left by Mr. Awrach.

Background:

Mr. St. Vil was currently serving on the Planning & Zoning Commission.

Mr. Awrach (Regular Member) resigned from the Commission. (please see attached email dated 3/23/2023).

Planning & Zoning Commission Chairman Tony Capon has requested Mr. St. Vil be appointed as a Regular Member to fill Mr. Awrach's vacancy. (please see attached email dated 3/27/2023)

Administrative Notes:

Please see Planning & Zoning Commission Roster

Nominating Committee Recommendation:

(type text here)

Minority Representation - CGS 9-167a:

In accordance with Chapter IV; Section 8 of the Town Charter "Except as otherwise provided for in this Charter, the Town Council may appoint members to fill vacancies in other offices, boards, and commissions established by this Charter and by ordinance as vacancies may occur, and appointing members to such offices, boards, and commissions as may be created in the future. Such appointments shall be made by the Town Council for such terms and upon such conditions as provided in the respective ordinance".

Chapter IV, Section 9: "In making appointments and removals, the Town Council shall act by the affirmative votes of at least a majority of all its members.

All members of boards, commissions, and committees contained in this Charter, or subsequently created under this Charter, except members of the Building Code Board of Appeals, the Fire Marshal, and the Deputy Fire Marshal(s), shall be electors of the Town at the time of their appointment and during their terms of office."

Connecticut General Statutes

Sec. 9-167a. Minority representation. (a) (1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same

political party, shall be as specified in the following table:

Total Membership	Maximum from One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9 Two-thirds of total membership	

(2) The provisions of this section shall not apply (A) to any such board, commission, committee or body whose members are elected wholly or partially on the basis of a geographical division of the state or political subdivision, (B) to a legislative body of a municipality (i) having a town meeting as its legislative body or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise or (C) to the city council of an unconsolidated city within a town and the town council of such town if the town has a town council and a representative town meeting, the town charter provides for some form of minority representation in the election of members of the representative town meeting, and the city has a city council and a body having the attributes of a town meeting or (D) to the board of directors and other officers of any district, as defined in section 7-324, having annual receipts from all sources not in excess of two hundred fifty Thousand dollars.

(b) Prior to any election for or appointment to any such body, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.

Meeting Action Detail:

Administration Committee Meeting 04/12/2023

File #: [23-1469](#) Version: 1

Type: Appointment

Title:

Mover: [Seconder:](#)

Action:

Minute Note:

Roxanne Maher

From: Capon, J Anthony <tcapon@pitt.edu>
Sent: Monday, March 27, 2023 4:52 PM
To: Andra Ingalls
Cc: Roxanne Maher; Juliet Hodge
Subject: PZC Vacancy

Hi Andra,

James Awrach has resigned his position as a regular member of the PZC. I recommend that Gary St. Vil be appointed to fill the remainder of Mr. Awrach's term. Mr. St. Vil is next in line for the appointment and has done an excellent job as an alternate. He is willing to serve. The commission will continue to meet the minority representation requirements. The make-up of the commission will be:

Regular members: one R, three D, one U
Alternate members: one R, one D, one vacancy

The vacancy can be filled by an R, D, or U.

Tony
Chairman, PZC

From: james awrach <jawrach@gmail.com>
Sent: Thursday, March 23, 2023 2:09 AM
To: Capon, J Anthony <tcapon@pitt.edu>
Subject: Resignation from PZC

Hi Tony,

I contacted Stan Juber, RTC, and notified him of my resignation from the Ledyard Planning and Zoning Commission.

I've found my involvement as a resident, alternate, and then briefly as a sitting member all to be edifying.

The PZC, Town Planner, regular participants, and former personnel have all been a pleasure to work with.

I'd love to meet for a coffee sometime.

Warmest regards,
Jim Awrach
Ledyard, CT

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**** Video Streaming patent for sale ****
<http://www.SeaFire.com>

PLANNING & ZONING COMMISSION

	Name	Term Expiration
R	Vacant (Awrach)	10/31/2023
D	Wood Marcelle (Marty) 11 South Glenwoods Road Gales Ferry, Connecticut 06335	10/31/2024
D	Capon, J.A. Tony (Chairman) 37 Silas Dean Road Ledyard, Connecticut 06339	12/31/2024
U	Craig, Howard 64 Stoddards View Gales Ferry, Connecticut 06335	10/31/2025
R	Whitescarver, Paul 6 Stoddards View Gales Ferry, Connecticut 06335	12/ 31/ 2023

ALTERNATES

R	Baudro, Thomas 135 Whalehead Road Gales Ferry, Connecticut 06335	10/31/2023
D	Cobb, Jessica 7 Whippoorwill Drive Gales Ferry, Connecticut 06335	12/31/2023
D	St. Vil Gary 2 Thomas Street Ledyard, Connecticut 06339	12/31/2025

Town Council Appointment

3 Year Term

5 Reg. Members
3 Alt. Members

Zoning Citation Officer

Eric Treaster

10 Huntington Way

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TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1494

Agenda Date: 4/12/2023

Agenda #: 2.

POLICY-PROCEDURE

Motion/Request:

MOTION to approve a revised "Town of Ledyard Employee Handbook" as presented in the draft dated March 23, 2023.

Background:

The Employee Handbook was last updated in the late 1990's and was outdated. Therefore, the entire Employee Handbook has been rewritten to include Policies as an Appendix to the Handbook, allowing for the Policies to be updated from time to time as needed without having to rewrite the Employee Handbook.

Department Comment/Recommendation:

Human Resources recommends approval

Mayor Comment/Recommendation:

(type text here)

Body:

(type text here)

TOWN OF LEDYARD

EMPLOYEE HANDBOOK

Updated April 2023

INTRODUCTION

This Employee Handbook is intended as a general guide to the Town of Ledyard personnel policies, practices, and employee benefits.

The contents of this Employee Handbook are presented as a guide. Neither the Handbook nor any other personnel policies, practices, or benefits are to be understood as a promise or contract between the Town and its employees. However, violations of any of the policies stated herein could lead to discipline, up to and including termination of employment. With respect to insurance and retirement matters, the actual terms of the insurance policy, agreement, or contract will control.

Employees represented by a labor union will be governed by the policies set forth in their collective bargaining agreement to the extent that such policies differ from the policies outlined in this Employee Handbook.

The Town reserves its right to modify, change, or cancel all or any part of the Employee Handbook at any time without written or verbal notice as circumstances may require.

You are urged to read this material carefully and at your earliest convenience.

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APPENDICES

The following policies were approved separately from the Employee Handbook and are included here for ease of use:

- NON-VIOLENCE POLICY
- DRUG AND ALCOHOL ABUSE POLICY
- SMOKE FREE WORKPLACE POLICY
- TECHNOLOGY USE POLICY
- SOCIAL MEDIA POLICY
- MOBILE DEVICE POLICY
- WORKPLACE HARASSMENT POLICY
- RETURN TO WORK POLICY

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the continuing policy of the Town of Ledyard to ensure equal employment opportunity in all personnel actions. Our policy is stated as follows:

1. Recruiting, hiring, training, and promoting of all job classifications will be without regard to race, religion, color, national origin, ancestry, gender, gender identity or expression, sexual orientation, marital status, age, veteran status, or physical or mental disability, except in the case of bona fide occupational qualifications.
2. Employment decisions will be based solely on the individual's experience and qualifications as related to the requirements of the position for which the individual is being considered.
3. All personnel actions such as compensation, benefits, transfers, terminations, and layoffs, return from layoffs, town sponsored training, education, social and recreational programs will be administered without regard to race, religion, color, national origin, ancestry, gender, gender identity or expression, sexual orientation, marital status, age, veteran status, or physical or mental disability unless accommodations cannot be provided under the legal standards presented.

EMPLOYMENT-AT-WILL

Those employees who (i) do not have an individualized written employment contract, (ii) are not members of a bargaining unit covered by a collective bargaining agreement, or (iii) do not hold an office to which statutory termination provisions are applicable, are employed at the will of the Town. At-will employees are subject to termination by the Town at any time, for any reason, with or without cause or notice. Nothing in this Handbook or any statement, written or oral, shall limit the Town's right to terminate employment at will. Similarly, employees are free to terminate their employment at any time without cause.

HOURS OF WORK

The normal work week is Sunday through Saturday.

Full-time employees are those who are regularly scheduled for thirty (30) or more hours per week. Part-time employees are those who are regularly scheduled for fewer than thirty (30) hours per week.

The schedule of working hours for employees is determined by each department head, including work breaks and meal periods. All employees who work at least eight hours per day are entitled to a meal break after four hours of work. Meal periods are unpaid unless specifically authorized as paid time by the supervisor or department head. You may not work through your meal break without supervisor or department head approval as such time may cause overtime or comp time

to be incurred. Supervisors or department heads may find it necessary to change work schedules to meet the operational needs of the department.

Employees may be requested, on occasion, to work more than their regularly scheduled work hours. Employees are not permitted to work additional hours or overtime without the prior approval of their supervisor or department head.

ATTENDANCE AND PUNCTUALITY

Employees who are unable to report to work at their regular starting time are required to contact their supervisor as soon as possible to explain the reason for their absence and when they expect to return at work. An absence that is a no-call and no-show is a serious matter and if not excused by an emergency may be regarded as job abandonment.

The major function of Town employees is to serve the citizens of the Town. Absenteeism and tardiness increase the workload of other employees and affect the cost and quality of services provided. It is important that all employees are punctual in starting work in order that this service is assured during working hours.

Employees reporting to work after their scheduled starting times will be considered tardy. Employees are expected to work their entire shifts. Tardiness also includes leaving early without permission.

PROBATIONARY PERIOD

The first six (6) months of employment for new employees shall be a probation period to assess whether the job is a proper fit for both the new employee and the Town. Upon completion of six (6) months of employment, employees will be entitled to applicable fringe benefits as described in this Handbook. Employees are not allowed to schedule time off during the probationary period except for emergencies. Employees will accrue appropriate benefits during the probationary period and will receive pay for any Town designated holidays.

The new employee's supervisor will submit a job performance evaluation to the department head or Director of Human Resources by the end of the probationary period, including a recommendation as to whether the employee should continue in the position.

EMPLOYEE CLASSIFICATIONS

Regular Full-Time Employees. Full-time status is given to employees working thirty (30) hours or more per week. Regular status is used to describe those employees whose jobs are ongoing with the Town. Regular full-time employees are eligible for all Town benefits prorated from a forty (40) hour week.

Regular Part-Time Employees. Part-time status is given to non-temporary employees working fewer than thirty (30) hours per week. Regular Part-time employees are eligible for certain Town benefits as defined in this Handbook or in their terms of hire.

Temporary Employees. Temporary employees are hired on an interim or temporary basis to supplement the workforce and are given a limited duration of employment or a specific work-ending date. Employment beyond an initially-stated period will not imply a change in employment status. Temporary employees are not eligible for Town benefits.

Seasonal Employees. Seasonal employees are employees who work less than 120 days in a calendar year. Seasonal employees are not eligible for Town benefits.

Rehired Employees. Eligibility for employee benefits of rehired employees will be based on their rehire date.

Non-exempt Employees. Nonexempt employees are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act and the Connecticut wage and hour laws.

Exempt Employees. Exempt employees are exempt from the provisions of the Fair Labor Standards Act and Connecticut wage and hour laws and are not entitled to overtime pay. Exempt employees may include personnel employed in executive, administrative, and professional capacities.

Elected Officials. Elected Officials are elected by the citizens of the Town of Ledyard. Certain elected officials are treated as employees for the purposes of salary and benefits and will be guided by the Town's policies, the Resolution Establishing Administrator/Department Head Benefits, or to individual specifications for their positions.

EMPLOYEE TERMINATIONS

Employee terminations may occur for numerous reasons, including the following:

- Employee's Resignation
- Employee's Retirement
- Reduction in the Workforce
- Expiration of an Employment Contract
- Employee's Discharge

Discharge can be for any reason not prohibited by law. In the absence of a specific written agreement, and in conformance with the Town's employment-at-will policy, employees are free to resign at any time and for any reason and the Town reserves the right to terminate employment at any time and for any reason.

Employees are requested to give written notice of their intent to resign and should be guided by the following criteria:

- Supervisory and managerial employees - four weeks' notice.
- All other employees - at least two weeks' notice.

Once notice is given, employees are required to work the entire two or four week notice period and vacation or personal time will not be allowed unless prior approval is granted by the employee's supervisor.

Recommendation by a supervisor for the discharge of an employee must have final approval by the Mayor.

The Director of Human Resources will be responsible for conducting exit interviews of all terminating employees and for securing the return of all Town property such as automobiles, keys, credit cards, tools, phones, and so forth.

Termination and discharge procedures are only guidelines and do not create a binding agreement between the Town and its employees.

SALARY ADMINISTRATION

It is the Town's policy to provide equitable compensation for each employee based on the responsibilities of the individual's position and performance.

Non-union salaries are established by the Mayor with the approval of the Town Council on an annual basis and are based on the education and experience required to perform the duties and the responsibilities of the position and how those responsibilities relate to those responsibilities of other Town positions.

In order to maintain a fair and consistent pay structure, the Town may participate in local salary surveys to compare Town salaries with those of similar positions in other similar municipalities.

It has been the practice of the Town to implement salary increases to non-union employees, as recommended by the Mayor, effective July 1 of each year. This practice is only a guideline and does not create a binding commitment. The percentage of salary increases given is determined during the Town's budget deliberations.

PAYDAY

Employees are paid the following week of each bi-weekly period. Employees enter their time each day into the Town's digital time keeping and attendance system. Department heads review and submit approved time entries to the payroll office by 7:00 a.m. on the Monday following the close of the bi-weekly pay period, reporting all hours worked by all department employees except elected officials. Time should also be recorded for all paid time off.

Deductions are made from paychecks, as required by law, for federal and state withholding for taxes and social security and Medicare, as well as any other payroll deductions employees authorize the Town to make or that the Town is legally required to make, such as retirement plan contributions.

Employees shall have their pay automatically deposited into checking or savings accounts by making a request to the Payroll officer.

OVERTIME

Non-exempt employees shall be paid at the straight time rate for all hours worked more than regularly scheduled hours and up to forty hours in one workweek. In accordance with the Fair Labor Standards Act, all non-exempt employees shall be paid at the rate of time and one-half the straight time rate for all hours worked more than forty hours in one work week. All hours worked on a holiday will be paid at the rate of time and one-half or at the rate determined in collective bargaining units if specified.

Exempt employees do not receive either overtime pay or compensatory time in lieu of overtime pay.

Exempt employees are expected to work beyond the normal workday when necessary, including attendance at Town board or commission meetings in the evenings.

All overtime must be requested and approved by department heads before overtime work will be allowed.

Overtime is computed on the basis of hours actually worked in the payroll week; pay for time not worked, such as vacation or sick leave, will not be counted.

PERSONNEL RECORDS

Employees are responsible for informing the Director of Human Resources of any change in name, address, telephone number, marital status, number of dependents, beneficiary designations for any of the Town's benefit plans, and person to be notified in case of emergency.

Employees may inspect their own personnel records, and may receive copies of, but not remove, documents in the file. An appointment for inspection of an employee's own personnel file should be made with the Director of Human Resources. An employee may request removal of what the employee believes to be erroneous information in the personnel file. However, the decision to remove is within the sole discretion of the Town.

If an employee disagrees with a personnel record (e.g., performance evaluation, discipline record) they may submit a rebuttal for inclusion in their personnel file.

JOB POSTING

After approval by the Town's Director of Human Resources and Finance Director, job vacancies will be posted on Town bulletin boards and the Town website for a minimum period of seven (7) days. Employees may apply for any posted position for which they are qualified. Applicants shall be selected based on qualifications including, but not limited to, ability, education, training, seniority, experience, and general background, in accordance with the job description and the equal employment opportunity policy.

SOLICITATIONS

Employees may not engage in solicitations for any purpose during working time, which includes the working time of both the employee who seeks to solicit, and the employee being solicited. Distributions of any type, whether documents or goods, are prohibited in working areas and areas accessible to the public for Town services. Non-employees may not solicit employees or make distributions of any kind on Town premises.

EMPLOYEE DISCIPLINE

Whenever an employee's performance, attitude, work habits or personal conduct in the workplace fails to meet the expected level of performance, supervisors shall promptly inform the employee, and specify such lapses and give counsel and assistance. In some instances, the employee's conduct may justify disciplinary action, up to and including discharge. The purpose of discipline is not to punish the employee, but rather to make the employee aware of the consequences of continued substandard performance, and to serve as an inducement for improvement.

The type of disciplinary action taken will be based on the severity of the situation. In general, disciplinary actions will follow a progressive order of severity, including verbal warning, written

warning, suspension without pay, demotion, and discharge. The Town has the right in its discretion to determine the appropriate level of disciplinary action based on the circumstances involved. The use of progressive discipline does not change the at-will nature of the employment relationship, which may be terminated at any time by either party.

SAFETY

The Town will comply with all applicable federal, state, and local safety statutes and regulations and will provide a work environment as free as practicable from safety hazards.

Employees should practice safety awareness by thinking defensively, anticipating risks, and reporting unsafe conditions immediately. Employees should know the location, contents and use of emergency aid and fire-fighting equipment, and the location of emergency exits.

The Town has appointed a Public Safety Committee to oversee the Town's safety policies and procedures. The Safety Committee's responsibilities include:

- Developing safety plans or programs as needed;
- Investigating and correcting unsafe working conditions or potential hazards;
- Conducting periodic safety and health inspections of all work areas;
- Organizing safety-training seminars for employees.

Employees are expected to comply with all safety requirements whether established by the Town or by federal, state, or local law. Accidents, and violations of safety rules and regulations, must be reported immediately to a supervisor or responsible Town official. Failure to comply with safety requirements will be grounds for discipline, up to and including termination of employment.

Please see your supervisor for a copy of your department's safety policies and procedures.

VACATION

Vacation eligibility is based on continuous service with the Town in accordance with the guidelines established below. The established vacation year is the calendar year, January 1 through December 31, each year.

LENGTH OF SERVICE

VACATION HOURS

Thirty-five (35) hour work week:

One (1) year to five (5) years

5.833 hours per month/70 hours per annum

Five (5) years to fifteen (15) years

8.75 hours per month/105 hours per annum

More than fifteen (15) years

12.833 hours per month/154 hours per annum

Forty (40) hour work week:

One (1) year to five (5) years

6.666 hours per month/80 hours per annum

Five (5) years to fifteen (15) years

10 hours per month/120 hours per annum

More than fifteen (15) years

14.666 hours per month/176 hours per annum

Vacation leave shall not be taken until a new employee has completed six months of service with the Town.

Vacations must be taken within the calendar year, except that employees may carry over no more than a year's worth of vacation days into the next calendar year when department schedules and workload so require. Carry-over vacation time must be approved by the Mayor no later than November 15 for the following calendar year.

Payment in lieu of vacation is not allowed except upon termination of employment. Accrued but unused vacation shall be paid in the event of termination, except in the event of discharge for cause.

Personal days may not be used to extend the vacation. Holidays occurring during a vacation will not be counted as a vacation day.

Vacations must be scheduled at least ten (10) days in advance and are subject to department head approval. Employees must enter their vacation request into the Time and Attendance online portal. Requests will be reviewed by the department head and either granted or denied through the online portal based on several factors, including the operational and staffing requirements of the Town and the employee's length of service.

HOLIDAYS

Employees are entitled to the following holidays with pay:

New Year's Day
Martin Luther King Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Two (2) Floating Holidays*

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

Employees who do not actually work their last scheduled workday before or the first scheduled workday after a holiday are ineligible for paid holiday leave unless their absence is excused due to an emergency or illness which must be accompanied by a medical provider's note.

If eligible nonexempt employees are required to work on a recognized holiday, they will receive holiday pay, plus wages at their regular rate, for all hours worked on the holiday. Paid time off for holidays is not treated as hours worked for the purposes of calculating overtime.

Employees requesting to take time off from work for any religious or ethnic holiday not considered a Town paid holiday may utilize personal leave time, accrued vacation time, or a day without pay.

Regular part-time employees will receive holiday pay when the holiday falls on their regularly scheduled workday.

Employees who are required to work on a holiday will receive holiday pay in addition to the employee's regular pay.

*The Town provides two (2) floating holidays. One may be designated by the Mayor and the other will be the employee's choice. The Mayor may decide not to designate a universal floating holiday in which case the employee chooses both.

PERSONAL LEAVE

Regular full-time employees are eligible for three (3) personal days each fiscal year with approval from the employee's department head. These days are to allow employees time to conduct personal business that can only be accomplished during regular work hours.

Regular part-time employees scheduled for five workdays each week are eligible for three (3) personal days per fiscal year prorated to the number of hours normally worked.

FUNERAL LEAVE

Upon the death of a member of the employee's family, full-time employees will receive time off with pay in accordance with the following schedule or as provided by union contract:

- Up to three (3) days in the event of the death of a spouse, child, stepchild, foster child, mother, father, mother-in-law, father-in-law, brother, sister, grandparents, grandparents-in-law, and grandchildren.
- Up to one (1) day in the event of the death of all other relatives.

Regular part-time employees will be eligible for paid funeral leave in the event the funeral leave days occur on regularly scheduled workdays. Such funeral leave pay shall be based upon the number of hours normally worked.

JURY DUTY LEAVE

While serving on jury duty, employees will receive pay equal to the difference between the jury duty pay and their regular salary.

Employees who receive notice of jury duty must present the official court documentation to their supervisor as soon as possible in order that arrangements may be made to cover absences.

Employees called to jury duty will furnish the Director of Human Resources with confirmation of actual hours of jury duty worked and the pay received.

Employees who are released from jury duty with three or more hours remaining in their regular workday are expected to report for work.

Regular part-time employees will be eligible for paid jury duty leave provided that the jury duty occurs on a regularly scheduled workday. Such jury duty leave will be based upon the number of hours normally worked.

MILITARY RESERVE LEAVE

Employees who are members of the National Guard or the reserve corps of any branch of the armed forces of the United States and who are required to attend training, meetings, or drills during regular working hours will be allowed a leave of absence for such purpose. Employees will receive their regular compensation during such leave not to exceed ten (10) paid working days per year.

Employees who are required to participate in military reserve duty will furnish the Director of Human Resources with confirmation of actual hours of military reserve duty worked and the pay received. The amount of compensation from the Town shall be the difference between the employee's military pay and the amount due them as an employee. If the employee's military pay exceeds his compensation as an employee, the military pay shall be the employee's sole compensation.

Employees who enter, or are called to active duty in, the armed forces of the United States, will receive unpaid leave of absence for the duration of the original enlistment and reinstatement rights as provided by state and federal law.

The Town complies with all aspects of the Uniformed Services Employment and Reemployment Rights Act.

SICK LEAVE

The Town recognizes that on occasion employees may be physically unable to perform the duties of their positions due to non-job-related illness or accident.

Absence due to non-job-related illness or accident will be paid at regular wages. A physician's letter confirming legitimate sick leave absence and is required for absences of more than three (3) consecutive days and may be required for repetitious absences regardless of number of consecutive days.

Employees are required to call in to their supervisor and request sick leave prior to the beginning of the scheduled workday.

All sick days must be approved by the employee's supervisor and so noted in the payroll time and attendance portal. Where the absence qualifies for federal FMLA leave, the Town may designate the absence as FMLA leave running concurrently with sick leave.

Regular part-time employees who are eligible for sick leave will receive the benefit prorated to the number of hours or days normally worked.

SHORT TERM DISABILITY
LONG TERM DISABILITY BENEFIT

Both short term disability benefits and long-term disability benefits are applicable as addressed in union contracts or the Department Head Resolution. Specific details of this benefit and procedures for making a claim may be obtained from the Director of Human Resources.

WORK RELATED ABSENCE

Employees who are injured on the job or who develop a work-related illness will be provided compensation for lost wages and medical expenses under the Workers' Compensation Act.

Any injury connected with work (no matter how minor!) must be reported immediately to the employee's supervisor to receive first aid treatment and to complete the appropriate injury report form for Human Resources, to obtain benefits under workers compensation.

If an employee qualifies for workers' compensation benefits, the Town will pay the difference between the workers' compensation payment and the employee's normal weekly salary for up to 12 weeks. At the expiration of this period, the Town's differential payment will cease and the employee, if still disabled, will continue to be eligible for workers' compensation benefits.

In the event that the workers' compensation claim is denied, and the employee remains disabled from work, the employee's absence will be treated under the FMLA, as applicable.

Employees who are totally disabled from work for twelve weeks will be separated from employment. The employee may reapply for employment once they are able to perform the essential functions of the job with or without a reasonable accommodation in accordance with relevant state and federal laws.

REPORTING PROCEDURE - JOB RELATED INJURY

In the event an employee is involved in a job-related injury, the following procedure should be followed:

- The injury must be reported to the employee's supervisor immediately;
- The supervisor must complete and forward the Town's First Report of Injury Form to the Director of Human Resources within 24 hours;
- The employee should get immediate medical care from the nearest or nearest hospital emergency department;
- Any medical service or prescription bills should be forwarded to the Director of Human Resources.

FAMILY AND MEDICAL LEAVE

The Town of Ledyard will comply with all requirements of the federal Family and Medical Leave Act of 1993 (FMLA). The provisions of the Act are complex, and this policy is only intended to provide a summary. Any questions about a specific situation should be addressed to the Director of Human Resources.

Employees who have worked for the Town for at least twelve (12) months and at least 1,250 hours over the previous twelve (12) months may take up to twelve (12) weeks of unpaid Family and Medical Leave for the following reasons:

1. Birth and/or care of a child of the employee;
2. Placement of a child into the employee's family by adoption or by a foster care arrangement;
3. Care of the employee's spouse, child or parent who has a serious health condition;
4. Inability of the employee to perform the functions of the employee's position due to a serious health condition;
5. Qualifying exigencies arising from a spouse, child or parent of the employee who is on active military duty or is called to active duty in support of a contingency operation;
6. Care for a spouse, son, daughter, parent or next of kin who is a military member and who has a serious health condition.

The relevant twelve-month period is measured from the date that an employee first uses any leave. The entitlement for leave for military caregiving is a maximum of 26 weeks in a single twelve-month period.

Spouses who are both employed by the Town are limited to a combined total of twelve weeks in a twelve-month period when the leave is for birth or adoption or foster care placement of a child, or the serious health condition of a parent. Likewise, spouses are limited to a combined total of 26 weeks for military caregiver leave.

Employees may also request leave to serve as an organ donor or bone marrow donor, provided the employee provides sufficient written certification from a physician of the proposed donation and the probable duration of the employee's recovery.

Employees shall be required to use their accrued paid leave time available under the Town's benefit programs (i.e., personal leave and/or vacation time), and available paid sick leave when the leave is taken because of a serious health condition of the employee. Paid leave time will run concurrently with FMLA leave and will not extend the amount of available leave time.

During FMLA leaves the Town will continue to pay its portion of employees' health and dental insurance premiums. Employees shall be required to pay their portion of insurance premiums as they would while actively employed. Employees are required to pay their pension plan contributions. The employees' health, dental, and retirement contributions shall be paid directly to the Town of Ledyard and addressed to the Director of Human Resources.

Any FMLA leave request which is based on a family member's or employee's own serious health condition must be supported by medical certification from a physician. For leave to be taken on an intermittent or reduced-schedule basis, the employee must provide information

which establishes the medical necessity for such leave, and an estimate of the dates, duration and frequency of absence for such leave.

When the necessity of FMLA leave is foreseeable, employees are requested to provide the Town at least thirty (30) days' notice of intention to take leave. For unforeseeable situations, employees must give as much notice as is reasonably possible. Employees undergoing planned medical treatment are required to make a reasonable effort to schedule the treatment in order to minimize disruptions to Town operations.

An employee returning from FMLA leave should contact the Director of Human Resources [or equivalent Town administrative employee] at least two weeks prior to the date of return. An employee who has taken leave because of the employee's own serious health condition must provide a fitness-for-duty certification from the attending healthcare provider. Employees who return to work from FMLA leave of absence no later than the business day following the expiration of the twelve (12) weeks are entitled to their job or an equivalent position, including equivalent benefits and pay.

Employees may obtain a request form and further information regarding Family and Medical Leave from the Director of Human Resources.

MATERNITY LEAVE

Maternity Leave is administered under the Town's Family and Medical Leave policy.

Employees who are not eligible for family and medical leave will be granted a reasonable leave of absence for disability resulting from pregnancy and will be reinstated to their original job or to an equivalent position with equivalent pay, benefits, and service credits.

Employees requesting maternity leave must provide a statement from a physician to the Town stating the date on which the birth of the baby is anticipated and the date on which the employee will no longer be physically able to perform the duties of her position.

The Town will make reasonable efforts to transfer a pregnant employee to any suitable temporary position which may be available in any case in which an employee gives written notice of her pregnancy and either the Town or the employee reasonably believe that continued employment in the employee's current position may cause injury to the employee or the fetus. Issues concerning such a transfer may be appealed to the Connecticut Commission on Human Rights and Opportunities.

An employee on Maternity Leave is required to provide to the Town a written certification from her physician of her physical capability to return to her normal duties and the approved date of her return.

LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

The Town provides all full-time benefited employees with a life and accidental death and dismemberment insurance policy. The face value of the policy differs depending upon the union contract or Department Head Resolution as applicable. Specific details of this benefit and the procedure for making claims may be obtained from the Director of Human Resources.

HEALTH INSURANCE

The Town provides group medical, dental, and vision insurance to eligible employees. The cost of coverage is shared by the employee and the Town. Employees who elect coverage will be required to contribute their portion of the premium cost through automatic payroll deduction on a bi-weekly basis. Employees who work fewer than full-time hours will pay the same premium share as full-time employees. Premium share percentages are determined by collective bargaining agreements for union employees and by the Department Head Resolution for non-union professional employees.

Employees who opt out of the health insurance may be eligible for an annual waiver stipend. Employees who are covered under a spouse or parent under the town health insurance are not eligible for the waiver stipend.

Specific details on the insurance policies and premiums and the procedure for making claims may be obtained from the Director of Human Resources.

COBRA (Continuation of Health Insurance Benefits)

The Town of Ledyard will comply with all requirements of the Consolidated Omnibus Budget Reconciliation Act (COBRA).

This Act provides continuation of health and/or dental insurance coverage for employees and dependents in certain situations where medical and dental coverage would otherwise terminate. The employees or dependents must pay the full required premiums if they elect continuation of coverage.

Continuation coverage goes into effect for employees, surviving spouses, and/or dependents for 18 months if coverage is lost due to:

- Employee's termination (except for gross misconduct);
- Employee layoff;
- Reduction in employee's hours.

Continuation coverage is provided under certain conditions up to 36 months for:

- Surviving spouses and dependents of deceased employees;

- Legally separated and divorced spouses and dependent children of currently covered employees;
- Children whose dependent coverage ceases under the plan;
- Spouses and dependents of employees who are eligible for Medicare but who, themselves, are not eligible for Medicare.

The Director of Human Resources will notify an employee of the right to choose continuation coverage if employment is terminated or a reduction in work hours results in the loss of eligibility for health and dental insurance benefits. The employee will have sixty (60) days from the date of notice of the loss of coverage to inform the Town that the employee or family member wishes continuation coverage. The employee or family member has the responsibility to inform the Director of Human Resources of a divorce, legal separation, or a child losing dependent status.

PENSION and RETIREMENT PLANS

The Town provides a pension plan to employees hired before the Plan was closed to new employees in 2012. Any employee hired on or after July 1, 2012, is entitled to participate in the Town's defined contribution retirement plan.

Participation in the defined contribution plan is directed by union contract or the Department Head Resolution for mandatory contribution levels and the Town matching contribution.

Specific details of these benefits may be obtained from the Director of Human Resources.

SPECIAL STORM AND EMERGENCY PROCEDURES

In the event of a significant storm or other hazardous condition, the Town may decide that specific Town buildings or operations will open late, close early or not open for the entire day. The Mayor will be responsible for the decision to close or delay opening. The Mayor's assistant will create an outgoing voicemail message on the Town office telephone by a reasonable time the day of the closing or late opening.

When operations are officially closed due to emergency conditions, leave from scheduled work will be paid for full-time employees. Part-time employees are eligible for pay when the Town is closed due to emergency conditions for only those hours that they were scheduled to work.

If an employee is unable to work due to inclement weather when the Town is open, the employee will not be paid, but may elect to use vacation or personal time for the time not worked.

Employees in essential operations may be asked to work on a day when the Town is officially closed. In these circumstances, employees who work will receive pay based on their union contract or the Department Head Resolution.

When the Town is closed, all employees designated as essential personnel are to report to work as scheduled, or in the case of an early closing, the Department Head or Supervisor may require essential personnel to stay. Essential personnel are defined as:

- Highway/Public Works/Maintenance
- Police
- Fire

EMPLOYEE ASSISTANCE PROGRAM

Unexpected problems or issues during employment may negatively impact your job performance. These problems may be related to emotional difficulties, marital or family difficulties, alcohol or drug abuse, or financial concerns. Sometimes these problems are of such a serious nature that they require outside professional help. The Town strongly supports the Employee Assistance Program to help employees deal with such issues.

The Town provides professional assessment, counseling, and referral services for employees experiencing personal problems impairing work performance or having the potential to do so. This service is extended to all members of the employee's immediate family because their problems may also adversely affect the employee's ability to perform satisfactorily. The purpose of this policy is to assure employees that if personal problems are the cause of unsatisfactory job performance, they will receive consideration, understanding, and an offer of professional assistance to help resolve the problems in a confidential manner.

Utilization of this program by employees is completely confidential and will in no way jeopardize job security, opportunity for promotion, or reputation. Employee referrals will be

handled with the highest degree of confidentiality. The information and records of this program are maintained in the same confidential manner as health and medical information.

TOWN EXPENSE REIMBURSEMENT

Employees who incur an authorized and documented expense while conducting Town of Ledyard business will be reimbursed for the expense.

Employees are responsible for payment of expenses when they are incurred and should claim reimbursement from the Town by submitting a report to the Director of Human Resources or directly to the Finance Department, of the expenses incurred with the following information:

- Item, amount, and date of the expense;
- Name and location where the expense was incurred;
- Documentation of the expense, preferably a charge card receipt;
- Authorization from a supervisor designating approval of the expense.

Reimbursement claims must be submitted within 30 days after the expense is incurred.

The Town's mileage allowance will be determined by IRS guidelines.

VEHICLES AND OPERATING EQUIPMENT

All vehicles, and operating equipment, whether police, highway, or other vehicles or equipment in use, are the property of the Town of Ledyard. They are to be operated safely, with proper standard operating procedures and care in use, and in full compliance with motor vehicle and safety laws. Any employee who operates licensed vehicles on roadways must be a listed driver on the Town's auto insurance policy. Any employee using a Town vehicle must complete a Vehicle Use Policy for Municipal Vehicles available through Human Resources or the Mayor's office.

Any mishandling of Town equipment observed must be reported to the Mayor's office.

It is a violation of state law for any vehicle operator to engage in the operation of a motor vehicle while using a hand-held mobile/cell phone unless through "hands-free" operation or any other mobile electronic device while a vehicle is in motion. Employees operating a Town vehicle may not use text or view the hand-held mobile/cell phone while the vehicle is in motion.

Texting while driving a Town vehicle is strictly prohibited.

NON SMOKING

The Town of Ledyard provides a healthy environment for all staff, town residents and visitors. To eliminate the documented health hazards of secondhand smoke and to maintain good air quality in all working environments, smoking is strictly prohibited in all areas of all buildings, grounds, and parking lots owned and managed by the Town of Ledyard.

Smoking includes cigarettes, cigars, pipes, smokeless tobacco, snuff, chew, e-cigarettes, and vaping products. This prohibition includes all work areas or visitor areas, vehicles, corridors, stairwells, restrooms, meeting rooms, and closed offices. If you smoke off site, please ensure that you dispose of your butts and debris in an appropriate receptacle.

All employees share the responsibility for adhering to this policy and cooperating in its enforcement. Any concerns should be brought to the attention of the employee's supervisor, the Director of Human Resources or Mayor.

DRESS GUIDELINES

Appearance is a basic part of the professionalism that we must project to inspire the confidence and trust of the residents of our community. Employees should dress in an appropriate, professional, and reasonable manner.

Employees whose work takes place predominantly in a Town of Ledyard office must avoid the following: revealing tops, shorts, short skirts, sweatshirts, sweatpants, lounge pants, yoga pants, t-shirts, or blue jeans. Shoes should be safe and clean therefore employees shall avoid flip-flops, slippers, or ill-fitting sandals.

Clothing on "casual days" may include clean jeans, t-shirts, and sneakers. Torn or ragged clothing or shoes are inappropriate. Employees who must be sent home to change inappropriate attire will not be paid for time lost. T-shirts, which display offensive language or graphics, are strictly prohibited.

Employees may be required to wear uniforms and safety equipment as designated by their department policy.

NEPOTISM POLICY

The Town may employ two or more persons who are related. However, immediate relatives will not be employed, promoted, or transferred to any position, whether regular or seasonal, where one relative would have the authority to supervise, appoint, remove, discipline, audit or evaluate the performance of the other. The Town will avoid other circumstances that would place relatives in a situation of actual or reasonably foreseeable favoritism, appearance of favoritism, or conflict of interest.

Immediate relatives include spouse, domestic partner, or co-habitant; children; parents, grandparents, and grandchildren; siblings; including step and in-law relationships; and any other permanent member of an employee's household.

CONFIDENTIALITY

Employees hold a position of responsibility and trust to the Town of Ledyard and its residents that may require an employee to have access to confidential and proprietary information, including protected health information. The Town has disclosed such information to employees in reliance on their promise to protect such information from loss or misuse. Employees may not remove from the workplace items containing confidential information such as Town files, computer files/programs, or any other documents or electronically stored information, without permission.

The Freedom of Information Act (FOIA) requires the disclosure of many public records, and the Town responds promptly to Freedom of Information requests. However, the Act exempts certain types of personal, proprietary, and confidential information from disclosure. Employees should not discuss confidential information with anyone not directly concerned with Town business to which the information applies. If you receive a FOIA request, you must inform the Town Clerk immediately and forward the request(s) for processing.

CONFLICTS OF INTEREST

Employment with the Town of Ledyard imposes a special obligation to conduct all business and personal affairs with the highest standards of integrity. Any concern as to whether a particular action poses an actual or apparent conflict of interest should be discussed with the employee's supervisor or an appropriate Town official.

An employee shall be considered to have a conflict-of-interest if:

- The employee has existing or potential financial or other interests which impair or might reasonably appear to impair an independent, unbiased judgment in the discharge of responsibilities to the Town of Ledyard; or

- The employee is aware that a member of their family (spouse, parent, sibling, children, or other relative living in the same residence), or organization in which the employee (or member of their family) is an officer, director, employee, member, partner, trustee, or controlling stockholder, has such existing potential financial or other interests; or
- The employee is unable to act impartially or without bias in performing their duties.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from residents or from contractors or potential contractors.

An employee must disclose any possible conflicts of interest so that the Town may assess and prevent potential conflicts of interest from arising. It is not possible to specify every action that might create a conflict of interest. Employees who have any questions concerning an action or proposed course of conduct should seek guidance from the department head or Director of Human Resources.

OUTSIDE EMPLOYMENT

Employees may hold outside jobs which do not interfere with the employee's obligations to the Town of Ledyard or performance standards expected by the Town. However, employees must disclose to their supervisor and Director of Human Resources all outside jobs that they hold. Employees will not hold themselves out or otherwise create the impression that they are representing the Town in any such endeavor.

If the Town determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Town position as they may be modified from time to time, the employee may be asked to terminate the outside employment in order to remain a Town employee.

Outside employment that constitutes a conflict of interest is prohibited. To determine the possibility of a conflict of interest or other detrimental effects, employees are required to disclose any such outside employment to their department heads.

HARASSMENT COMPLAINT PROCEDURE

Any individual who believes they have been subjected to harassment of any type should immediately report the occurrence to their Supervisor, Director of Human Resources or Mayor. (In the event the harassment complaint is against the Mayor, the complaint should be reported to the Director of Human Resources). Reported allegations of harassment, discrimination, or retaliation shall be investigated promptly. To the extent possible, the Town will honor an employee's request for confidentiality, consistent with adequate investigation and appropriate corrective action.

The investigation may include interviews with the parties involved, witnesses, or others with relevant knowledge. The investigator will, as soon as possible, begin the investigation of the harassment complaint, including the following steps:

- If the investigator has reason to believe the complaint may be justified, the investigator will meet with the person against whom the complaint was filed as well as any witnesses to the incident or incidents;
- The investigator will complete a written report which will include a determination as to whether harassment has occurred.

After reviewing the harassment complaint and investigative report, the Mayor or Director of Human Resources shall take all appropriate corrective or disciplinary action or, when necessary, recommend that such disciplinary action be taken by the Town official or body charged with the authority to discipline the individual.

Retaliation against any employee who has made a harassment complaint or against any witnesses or other persons connected with the investigation of the complaint is prohibited.

Any person faced with the accusation of harassment is entitled to due process. False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

ACKNOWLEDGEMENT OF RECEIPT OF THE TOWN OF LEDYARD

EMPLOYEE HANDBOOK AND NOTICE OF DISCLAIMER

I acknowledge having received a copy of the Town of Ledyard Employee Handbook. I understand my responsibility to read the Handbook and familiarize myself with its contents.

I understand that this Employee Handbook contains guidelines only. The Town shall have the maximum discretion permitted by law to interpret, administer, change, modify or delete the rules, policies and benefits contained in the Handbook at any time. No statement or representation by a supervisor or other department head, whether oral or written, can supplement or modify this Handbook. Changes can be made only by a written notice issued by the Mayor. I also understand that any failure or delay by the Town to enforce any work policy or rule will not constitute a waiver of the Town's right to do so in the future. To the extent that any of the policies in this Handbook are different from previous policies, those previous policies are null and void and superseded by the policies contained herein.

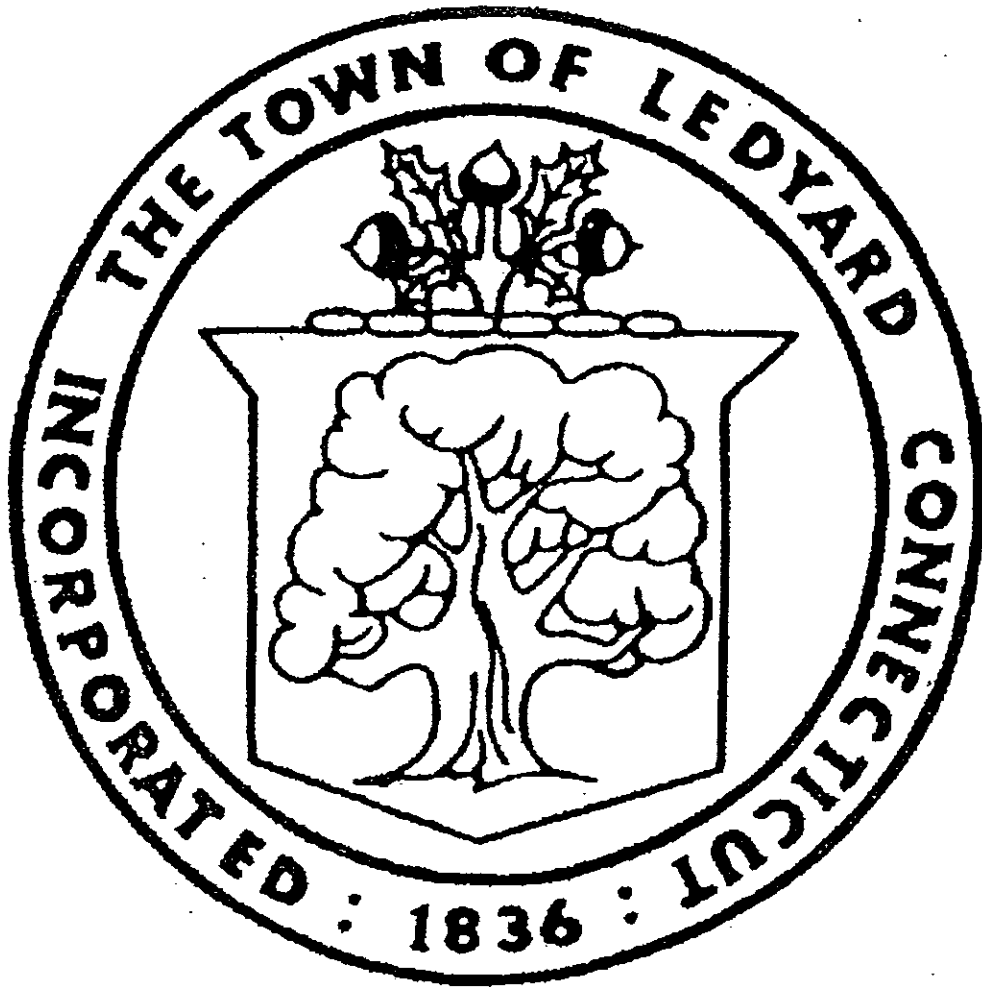
I understand that neither this Handbook nor any other communication by a representative of the Town administration, whether oral or written, is intended to, in any way, create a contract of employment. Unless governed by a union contract, employment with the Town is voluntarily entered into and on an at-will basis. Similarly, the Town may terminate my employment at any time with or without notice. Any contract of employment must be in writing and signed by the Mayor.

Please sign and date below to verify that you have received the Town's Employee Handbook and accept your obligation to read and understand it.

Signature

Date

Name (Please Print)



EMPLOYEE HANDBOOK

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HISTORY OF THE TOWN

The Town of Ledyard, incorporated in 1836, is located on the east shore of the Thames River between Groton and Norwich with an area of 39.5 square miles, and a 1995 population of 15,550. The Town has access to Amtrak Rail service with Interstates 95 & 395 being nearby, as is the Groton/New London Airport.

Since 1971, Ledyard has operated under a Mayor-Council form of government. The Mayor is elected to a four-year term, and is responsible for carrying out policies and ordinances of the Town Council, submitting an annual budget, and seeing to the day-to-day operations of the Town. Town department heads supporting key finance and capital projects include the Administrative Assistant to the Mayor, Town Planner, Finance Director, and Town Engineer. Financial and legislative authority is vested in the nine member Town Council elected for a two-year term. The Town Council is responsible for passing ordinances, appointing commissions/committees, and proposing a fiscal year operating and capital budget to the Annual Town Meeting.

Agrarian for much of its history, housing construction in Ledyard began in earnest in late 1950's with expansion of submarine construction, pharmaceutical and chemical manufacturing along the Thames River. The Town's Colonial-era homes are very well maintained, with many listed on the National Register of Historic Places. However, most housing stock is newer single-family detached and located along winding subdivision streets. In fiscal year 1997/98, the Planning Commission approved 63 new building lots. Ledyard's principal industry is Dow Chemical's Allyn Point facility which manufactures a variety of plastics for the consumer market. Most retail business is concentrated along Route 12 in Gales Ferry and Route 117 in Ledyard Center. The number of information technology businesses, some of which are home-based businesses continue to grow throughout the community. In December 1997, there were 3,059 students enrolled in Ledyard Public School System, attending either the high school, middle school, or one of four elementary schools. Ledyard High School hosts the regional vocational-agricultural program.

According to Mayor Wesley J. Johnson, Sr., "Ledyard has effectively made the transition from a rural to a suburban community and is an excellent place to live. It has an excellent education system, and the Town is working hard to increase commercial development through carefully thought-out infrastructure improvements."

RECEIPT OF EMPLOYEE HANDBOOK

SAMPLE FORM: An original is attached to the back of the Handbook. Please sign the original form and return it to the Finance Department.

I have this day received a copy of the Town of Ledyard's Employee Handbook, and I understand that I am responsible for reading the personnel policies and practices described within it. I understand that this Handbook replaces any and all prior handbooks, policies and practices of the Town.

Since the information, policies and benefits described herein are necessarily subject to change, the Town may amend or terminate at any time the practices, policies, plans and benefits described in this Handbook as the need arises and experience dictates. Any changes will supersede the contents of this Handbook. The practices, policies, plans and benefits in this Handbook apply to all employees including those whose conditions of employment are covered by a separate agreement or the terms of a collective bargaining agreement. However, if the policies of this Handbook differ from the terms of a separate agreement or collective bargaining agreement, the provisions and terms of the separate agreement or collective bargaining agreement shall apply exclusively.

Furthermore, I acknowledge that this Handbook is intended for my information and guidance. It is not an employment contract; it does not guarantee any fixed terms or conditions of employment.

If I have any questions regarding the content or interpretation of this handbook, I will bring them to the attention of my Department Head.

I UNDERSTAND THAT UNLESS MY EMPLOYMENT IS COVERED BY A SEPARATE AGREEMENT OR THE TERMS OF A COLLECTIVE BARGAINING AGREEMENT PROVIDING FOR THE CONTRARY, MY EMPLOYMENT CAN BE TERMINATED WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT EITHER MY OPTION, OR THE OPTION OF THE TOWN OF LEDYARD. Only the Mayor and the Town Council have the authority to enter into agreements for employment for any specified period of time.

Please sign and return this form to the Finance Department.

EMPLOYEE'S NAME

DATE

EMPLOYEE'S SIGNATURE

INTRODUCTION

This Handbook represents a collection of the Town of Ledyard's policies as they have been issued, revised and amended over time.

This handbook is designed to acquaint you with our Town and provide you with information about working conditions, employee benefits and some of the policies affecting your employment. You should read, understand and comply with all provisions of the handbook. It describes many of your responsibilities as a Town employee and outlines the programs developed by the Town to benefit employees.

The practices, policies, plans and benefits in this Handbook apply to all employees including those whose conditions of employment are covered by a separate agreement or the terms of a collective bargaining agreement. However, if the policies of this Handbook differ from the terms of a separate agreement or collective bargaining agreement, the provisions and terms of the separate agreement or collective bargaining agreement shall apply exclusively.

No Employee Handbook can anticipate every circumstance or question about policy. As the Town continues to grow, the need may arise, at any time, to amend or terminate the practices, policies, plans and benefits described in this document. Any changes will supersede the contents of this document.

DISCLAIMER

This Handbook is intended for information and guidance. It is not an employment contract and does not guarantee any fixed terms and conditions of employment. Bear in mind that unless your employment is covered by a separate agreement or the terms of a collective bargaining agreement providing for the contrary, your employment with the Town of Ledyard is not for any specific time and may be terminated at will by you or the Town for any reason and at any time.

Employees should familiarize themselves with the contents of the Employee Handbook as soon as possible, for it will answer many questions about employment with the Town. Your Department Head or the Mayor will be available to address any questions not answered by this Handbook and we hope your employment will be rewarding and productive.

CONFLICTS OF INTEREST

Employees are expected to devote their entire professional time, attention, and energies to the business of the Town and during their employment not engage, directly or indirectly, in any other business activity, regardless of whether such activity is pursued for profit, gain or other pecuniary advantage, which may interfere with their ability to discharge their responsibilities to the Town, or which would breach the confidentiality of the Town, without prior written approval.

An employee may engage in additional employment as long as it does not interfere with the proper and effective performance of the duties of his/her position or result in a conflict of interest. All employees will be evaluated by the same performance standards and will be subject to the Town's scheduling demands, regardless of any existing outside work requirements or interests.

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

EMPLOYEE CATEGORIES/GLOSSARY OF EMPLOYMENT TERMS

Employee: A person who receives wages or salary from the Town.

Employer: Town of Ledyard.

Department Head: Administrative personnel responsible for delegating and/or supervising daily work assignments.

Exempt: Employees who are not subject to the overtime provisions of the wage and hour law. They have qualified for exemption under the law as executive, administrative or professional employees and outside salespersons.

Nonexempt: Employees who are compensated hourly or are eligible for overtime as provided in the wage and hour law.

Regular Full-Time: An employee who is not in a temporary or introductory status and who is regularly scheduled to work thirty-five (35) or more hours per week. Regular full-time employees are eligible for all Town fringe benefits.

Regular Part-Time: An employee who has met the requirements set forth below (See New Employees) and is regularly scheduled to work more than twenty (20), but less than thirty-five (35) hours weekly and maintains continuous employment. Regular Part-Time employees are eligible for some Town fringe benefits on a pro-rata basis. Regular Part-Time employees who work less than twenty (20) hours per week receive no benefits.

Temporary: Any employee hired for a specific period of time or for the completion of a specific project. The job assignment, work schedule and duration of the position will be determined on an individual basis. Normally, a temporary position will not exceed six (6) months in duration, unless specifically extended by a written agreement. Seasonal employees are considered temporary employees. Temporary employees are generally not eligible for benefits described in this Handbook.

Introductory/New Employee: A newly hired person who has not yet completed six (6) months of uninterrupted employment.

Safety-sensitive: Any employee required by the Town to obtain and retain a Commercial Driver's License (CDL).

Anniversary Date: The first day you report to work is your "official" anniversary date. Your anniversary date is used to compute various conditions and benefits described in this Handbook.

Reemployment: The status of an employee who leaves the Town on good terms only (i.e., gives two weeks notice, etc.) and later seeks reemployment with the Town.

Seniority/Length of Service: An employee's length of continuous, active service to the Town since the last date of hire. Length of service shall accrue during the following: 1) Military Leave; 2) Wartime Service; 3) Workers' Compensation Leave; 4) Paid Leave; and 5) Leave under the Family and Medical Leave Act. An employee's length of service shall be broken by the termination of employment caused by resignation, dismissal, or retirement.

EMPLOYEE RELATIONS/CONFLICT RESOLUTION

In the course of conducting the various activities of Town government, differences of opinion, competing interests and conflicting interpretations of rules, regulations and policies between and among various Town agencies is not uncommon. The natural tensions that result are indicative of a vital organization responding to the challenges and demands placed on it.

Open and frank dialogue can be conducive to a better understanding by all concerned. Such exchanges can also promote the best interests of the general public. The manner and forum in which such exchanges take place can have a significant positive or negative impact on the outcome of such situations. In the interest of encouraging positive resolution of inter-agency conflicts when they occur and to avoid unnecessary turmoil, the following policy guidelines are adopted:

1. Whenever a matter of concern or conflict between or among Town departments/agencies are identified, attempts to resolve such issues should be made through direct coordination between the principals involved.
2. If resolution through such means is still not possible, the matter should be referred to the Mayor for mediation and resolution.
3. Should the above steps fail to resolve the issues, further measures may be adopted as necessary (and deemed appropriate by the Mayor).

In those instances where written communication between staff and other departments or agencies is likely to result in confrontation, jurisdictional challenges or other manifestations of dispute, such correspondence should first be reviewed by the Mayor. Comments by the staff to the news media that reflect negatively on the operation or performance of other staff or agencies of the Town are to be avoided.

All Boards and Commissions are invited and encouraged to utilize the process outlined above to the maximum extent possible as a means of resolving conflicts without resorting to costly litigation.

It is the goal of this administration to facilitate the resolution of internal conflicts, to the maximum extent possible, through the use of collaboration, mediation and compromise. The cooperation and participation of all staff personnel in this process is essential.

EMPLOYMENT APPLICATIONS

The Town of Ledyard relies upon the accuracy of information contained in employment applications and resumes, as well as the accuracy of other data presented throughout the hiring process and during employment. References provided by applicants may be investigated to determine the applicant's ability. Any misrepresentations, falsifications or material omissions in any of this information or data may result in the Town's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

EQUAL EMPLOYMENT OPPORTUNITY

It is our policy to provide equal employment opportunity without regard to race, color, sex, age, disability, religion, national origin, ancestry, marital status or sexual orientation.

This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation, and all other conditions and privileges of employment, in accordance with applicable Federal and State laws.

We are fully committed to this principle and to obtaining the cooperation and understanding of this effort by all of our employees.

IMMIGRATION LAW COMPLIANCE

The Town of Ledyard is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Town within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact their Supervisor, the Mayor or his/her designee. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

MEDICAL EXAMINATION

Successful applicants to whom a conditional offer of employment has been extended may be required, as a condition of employment, to pass a medical examination to establish both their fitness to perform the jobs for which they have applied and their fitness to do so without endangering the health and safety of themselves or others.

Medical examinations must be performed by a physician approved by the Town. Such examinations are the property of the Town and will be treated as confidential and held in separate medical files. All elements of the examination must be complete before the employee is permitted to begin work. The cost differential, if any, between any insurance coverage and the examination shall be borne by the Town.

NEW EMPLOYEES

Before you, as a newly hired employee, can achieve regular status (see Employee Categories/Glossary of Employment Terms) you must meet two requirements:

1. You must successfully complete six (6) months of continuous, active employment; and
2. You must be formally reviewed by your Department Head to determine if you have successfully performed your duties and responsibilities during the six (6) month introductory period. Since this introductory period is an extension of the application/examination process, a determination of unsatisfactory performance is considered a failure to meet the basic job qualifications.

YOUR EMPLOYMENT CAN BE TERMINATED WITH OR WITHOUT CAUSE, DURING THIS SIX (6) MONTH PERIOD OR AT ANY OTHER TIME, AT EITHER YOUR OPTION, OR THE OPTION OF THE TOWN OF LEDYARD. Only the Mayor and Town Council have the authority to enter into agreements for employment for any specified period of time.

PERFORMANCE REVIEWS

The Town believes the performance evaluation process is important. It is the Town's goal to provide a performance evaluation system for its employees that is meaningful, timely, and ensures consistency of approach.

The primary objectives of the performance evaluation process includes providing employees with feedback, setting goals which assist in an employee's development, identifying performance concerns and communicating to employees' performance expectations that must be met in order for improved performance to be achieved. The review process also assists in determining training needs and any adjustments that may occur in compensation.

Although the performance evaluation assists in providing feedback to employees and fostering communication between supervisor and employee, feedback and communication should be ongoing

between supervisor and employee during the employment relationship. It is important to remember that the performance evaluation is a "review," therefore, the employee should receive no surprises at the time the evaluation is conducted.

With regard to the completion and return of performance evaluations, all individuals in the Town are required to adhere to the following policy:

The evaluation form must be returned to the Mayor by the due date noted on the evaluation form and preferably before that date.

All persons who are requested to complete evaluation forms, including self-evaluation forms, and do not return the evaluation form on the due date required, will be referred to the department head for followup. This may also impact their own performance evaluations.

In order for the evaluation to be meaningful for the employee and the Town, time and care must be taken to complete forms thoroughly and accurately with written comments that substantiate the rating. Evaluation forms that are completed with only checkmarks and no comments will be returned to the evaluator for further completion. The Mayor may also return an evaluation form to the evaluator for further clarification if the form contains irrelevant or inappropriate comments or is inconsistent with other verbal feedback given by the evaluator or for other appropriate reasons.

Evaluators must review the performance criteria definitions on the evaluation forms to ensure that all evaluators are consistently interpreting the Town's standards for performance when completing evaluation forms. Satisfactory is "average, adequate, neither displaying particular merit nor containing any serious errors or omissions." Thought and care must be given to ratings given either above or below this standard.

Evaluators must base ratings on an employee's entire performance during the evaluation period. Performance problems that have occurred must be noted (as specifically as possible) with clear expectations for improved performance set forth in the evaluation. Unless an employee's performance during an evaluation period is predominantly poor, performance concerns should not become the focus of the entire evaluation. In the alternative, an evaluator must not provide an employee with an evaluation that glosses over performance concerns and provides unwarranted good to excellent ratings in all categories.

PERSONNEL FILES

For the purposes of the Town, "personnel file" means papers, documents and reports pertaining to a particular employee which are used or have been used by the Town to determine the employee's eligibility for employment, promotion, additional compensation, transfer, termination, disciplinary or other adverse personnel action, including employee evaluations or reports relating to the employee's character, credit and work habits.

"Personnel file" does NOT mean medical records, letters of reference or recommendations from third parties including former employers, materials which are used by the Town to plan for future

operations, information contained in separately maintained security files, test information, or documents which are developed or prepared for use in civil, criminal or grievance procedures.

Personnel files are maintained by the Town of Ledyard. A copy of all records relating to progressive discipline, i.e., terminations, suspensions and written warnings are maintained in the Town's personnel files. Oral warnings, which have not reached the written stage in the progressive discipline process, are maintained in separate files. Copies of files which contain oral warnings may be obtained upon written request.

Employees who wish to review their personnel files must submit a written request to the Mayor. The Employee will be allowed to review his/her file in the Finance Department and in the presence of an individual appointed by the Mayor.

It is important to keep your personnel file up to date. Coverage or benefits that you and/or your family receive could be negatively affected if the information in your personnel file is incorrect. Please inform the Finance Department of any change(s) in the following items, as soon as possible:

- * Legal name
- * Home address
- * Home telephone number
- * Person to contact in case of emergency
- * Number of dependents
- * Marital status
- * Change of beneficiary
- * Military or draft status
- * Exemptions for your W-4 tax form
- * Driving record or status of driver's license (if you operate any Ledyard vehicles)

Personnel files are the property of the Town, and access to the information they contain is restricted. Generally, only the Mayor, his Administrative Assistant, Department Heads and Supervisors of the Town, who have a legitimate reason to review information in a file, are allowed to do so. Information provided to external agencies (e.g., credit agencies, potential employers) is limited to name, title, dates of employment, and wage or salary history. No other information will be released unless the employee or former employee has given written permission for release or unless the Town is required to disclose such information by law.

VIOLENCE IN THE WORKPLACE

Acts and threats of violence in the workplace are one of the most serious and frustrating problems facing employees. It is important that the Town be consistent in the handling of these behavioral issues which potentially could cause a serious problem for employees and the general public. Employees need to know that hostility, threats, intimidation and assaults will not be tolerated.

It is the policy of the Town to have a workplace free of violence and the threat of violence. All employees should note that **THERE WILL BE ZERO TOLERANCE OF ACTS OR THREATS OF**

VIOLENCE IN OUR WORKPLACE BY EMPLOYEES, THE GENERAL PUBLIC, AND/OR ANYONE WHO CONDUCTS BUSINESS WITH THE TOWN. It is the intent of the Town to provide a workplace which is free from physical attacks, harassment, property crimes, threats, or any other violent act.

To achieve "zero tolerance," the Town has developed the following procedures and principles with regard to violence in the workplace. It is imperative that each employee familiarize him or herself with these policies and regulations in order to facilitate the goals of the Town in this regard.

I. DEFINITIONS:

A. For this policy "Acts of violence" or "threats of violence" are defined as:

1. Any act of physical violence including, but not limited to, pushing, shoving, punching, striking, pinching, biting, kicking, wrestling, slapping, or any other aggressive or unsolicited unwanted contact between two parties. By their nature, physical attacks often involve breaking criminal laws.
2. A threat of immediate or future harm, made seriously or in jest, whether verbally, in writing or by an employee's conduct or physical gesturing. Examples include: "if you make that decision, I will have to hurt (or kill) you," or "I am going to beat the hell out of you." Threats are significant because they may precede actual acts of violence. There is also substantial evidence that threats can produce as much psychological damage as actual physical acts. By their nature, threats, which might include incidents of stalking, often involve breaking criminal laws.
3. Any implied threat, made seriously or in jest, made either verbally or by an employee's conduct or physical gesturing, that a reasonable person would construe as coercive, intimidating or menacing.
4. Harassment, often involving verbal abuse, including unwanted telephone calls, involves acts or language by a party designed to damage or harm another.
5. Vulgar or obscene language, racial or ethnic slurs.
6. Brandishment of, or threatening with, a weapon, dangerous instrument or item construed to be or utilized as a weapon. Such instruments include but are not limited to firearms (including but not limited to models, replicas, or an object whose outline represents a firearm), knives, mace, bats, ammunition, clubs and other such items.
7. Property crimes: violent people sometimes express their aggressions in acts of property crimes, sabotage, theft, and destruction.

POSSESSION OF ANY OF THE ABOVE REFERENCED WEAPONS OR DANGEROUS INSTRUMENTS BY AN EMPLOYEE DURING WORK HOURS OR ON TOWN OF LEDYARD PROPERTY IS STRICTLY FORBIDDEN.

B. "Workplace" is defined as:

1. An employee's immediate and/or assigned work area.
2. All Town property including buildings, grounds and parking areas.
3. As a driver or passenger in all Town vehicles.
4. The area in which an employee is assigned to work whether or not this area is located specifically on Town property.

II. WORKPLACE MISCONDUCT

- A. The possession of firearms, including but not limited to models, replicas or an object whose outline represents a firearm, and/or ammunition, in the workplace is grounds for discipline up to and including termination. The use of a weapon or any other dangerous instrument in a fight or disagreement with another worker or member of the general public is grounds for an immediate termination. Similarly, threatening anyone with a weapon also may be treated as grounds for immediate termination.
- B. An employee who starts a fight with anyone will be subject to discipline.
- C. Employees who feel they are being provoked or harassed by co-workers or a member of the general public should discuss this problem with their Supervisors and/or the Mayor.
- D. All employees are required to meet the Town's standards of courtesy to members of the general public, co-workers, and Town officials.

III. REPORTING PROCEDURES

- A. It is the duty and obligation of all employees who either experience or observe any act or threat of violence in the workplace to immediately report such behavior to their Supervisors and/or the Mayor. Failure to report such behavior may result in disciplinary action for the employee(s) involved.
- B. Call 911 (or 9-911) if you believe there is an immediate emergency.

- C. Employees may sometimes be involved in personal disputes with family members or neighbors that can sometimes escalate to the point that injunctions, "restraining orders," and other court orders are sometimes sought. We request that employees include their work location as well as their residence in the order. We suggest that the employees inform their Supervisors of the issuances of such orders and provide descriptions of the individuals sited in the order. Even in the case where an employee has not secured a court order but fears for his/her safety, we request that the employee notify the police department immediately, and inform his/her Supervisor as soon as practicable.
- D. The Town will immediately investigate and evaluate the situation. In situations involving weapons, or in situations where the threat of bodily harm is immediate and readily apparent, the Town may suspend the individual(s) in question and provide a written summary of the incident to the Mayor for further action. Each incident of violent behavior, whether the incident is committed by another employee or an external individual such as a customer or vendor, must be reported. The threat management team (Administrative Assistant to the Mayor, Finance Director, Police and EAP Representatives, as appropriate) will assess and investigate the incident and determine the appropriate recommended action to be taken.
- E. In situations involving physical altercations or weapons, a supervisor and/or the Mayor may request the aid and presence of police personnel.

IV. DISCIPLINARY REMEDIES

- A. Each incident will be evaluated independently and a proper remedy will be provided based upon the nature of the offense, duration, totality of the circumstances and past offenses. Remedies could range from an oral reprimand to suspension and/or immediate termination depending upon the severity of the offense and may be subject to criminal charges and penalties.
- B. Incidents involving weapons or other dangerous instruments are grounds for immediate suspension and may be subject to further disciplinary action including termination from employment.
- C. Any employee who acts in good faith by reporting real or implied violent behavior will not be subjected to any form of retaliation or harassment. Any action of this type resulting from a report of violence must be reported to the employee's Supervisor for investigation and decision regarding proper action and sanction. Conversely, false or malicious reporting will also result in investigation and appropriate sanction.

V. EXCEPTIONS

- A. Employees who believe they require a weapon or instrumentality for self-protection must request an exception from the Mayor and receive written authorization.

Authorization will not be granted unless the employee can show he or she is in danger and the weapon requested is the least intrusive form of protection. For example, an employee traveling to a remote area at night might be authorized to carry mace but not a firearm.

VI. PREVENTION

The Town subscribes to the concept of a safe work environment and supports the prevention of workplace violence. Prevention efforts include, but are not limited to, informing employees of this policy, instructing employees regarding the dangers of workplace violence, communicating the sanctions imposed for violating this policy, and providing a reporting system within which to report incidents of violence without fear of reprisal.

VII. PHYSICAL SECURITY

We wish to remain accessible to the public to the fullest extent possible. It is not the Town's intent to implement a wide spread "fortification" of its facilities. The Town prefers to train its employees to be the primary means of reducing workplace violence. However, certain facilities, due to the nature of the services provided, may need barriers, cameras, metal detectors, better locks and the like. Where such structures are necessary, they should be constructed in the least obtrusive way feasible.

ANY QUESTIONS ON THIS POLICY SHOULD BE REFERRED TO YOUR SUPERVISOR OR THE MAYOR.

WORKPLACE HARASSMENT

1. **Introduction.** The Town depends upon a work environment of tolerance and respect for the achievement of its goals. The Town is committed to providing a working environment that is free of all forms of abuse or harassment. The Town recognizes the right of all employees to be treated with respect and dignity.

Workplace Harassment: Workplace harassment including, but not limited to, verbal slurs, negative stereotyping, overt hostility and the dissemination of written or graphic material designed to attack someone based on race, color, sex, age, disability, religion, national origin, ancestry, marital status, or sexual orientation is prohibited.

Sexual Harassment: Sexual harassment is a form of behavior which adversely affects the employment relationship. It is prohibited by State and Federal law. The Town condemns and prohibits sexual harassment. Sexual harassment does not refer to purely voluntary and welcome social activities. It refers to behavior which is not welcome by the employee, which is personally offensive to him or her, and which undermines morale and/or interferes with the ability of the employee to work effectively. Sexual harassment includes unwelcome actions such as:

- Sex-oriented verbal abuse;
- Sexual remarks or jokes;
- Physical contact including patting, pinching or constant brushing against another's body;
- Assaults or molestations;
- Demands or requests for sexual favors accompanied by implied or overt promises of preferential treatment or threats concerning an individual's status as an employee.

2. The Rule. It is, therefore, against the policies of the Town for any employee of the Town, male or female, to harass another employee sexually, that is, by making unwelcome sexual advances, requests for sexual favors, or other uninvited verbal or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either implicitly or explicitly a term or condition of an employee's employment;
- (b) Submission to, or rejection of, such conduct by an individual is made the basis for employment decisions affecting the employee;
- (c) Such conduct has the purpose or effect of interfering with an individual's work performance;
- (d) Retaliation is threatened or undertaken against an individual who complains that such conduct is interfering with his or her work performance; or
- (e) A hostile or intimidating work environment is created for the employee.

3. Violation of Policy. Any employee violating this policy will be subject to appropriate discipline, including possible discharge by the Town.

4. Procedures for Complaints of Workplace Harassment

- (a) Complaint. The Town has designated a Harassment Grievance Officer. The current Harassment Grievance Officer is the Mayor's Administrative Assistant. If any employee believes he or she has been subjected to workplace harassment, the employee should initiate a complaint by contacting the Harassment Grievance Officer as soon as possible. The employee should file the complaint promptly following any incident of alleged harassment. The employee should be aware that the longer the period of time between the event giving rise to the complaint and the filing, the more difficult it will be for the Town to reconstruct what occurred. The employee will be requested to write out his or her complaint to document the charge.

Note: Employees do not have to go through the regular chain of reporting procedures when reporting harassment. Moreover, if the employee is uncomfortable contacting the Harassment Grievance Officer because he or she believes the

Harassment Grievance Officer may not receive the complaint impartially, the employee may contact the Finance Director.

- (b) Investigation. On receiving the complaint, the Harassment Grievance Officer or the Finance Director will promptly have a confidential preliminary investigation made into the matter. If, after the completion of this preliminary investigation, it is determined that there is reasonable cause for finding a violation of this policy, the Town will notify the complainant and the charged employee of the finding verbally. The charged employee will be requested to respond to the complaint. Additional investigation will be made to the extent appropriate in each case.
- (c) Decision. After the response of the charged employee has been made and the investigation concluded, the Town will make a final decision. If the Town finds that the allegations in the complaint have been established by the investigation, the Town will discipline the charged employee. Discipline will be appropriate to the offense and may include termination.

The complainant will be notified of the disposition of the investigation.

BENEFITS

Eligible employees of the Town of Ledyard are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Eligibility for other benefits is dependent upon a variety of factors, including the employee's classification. The Finance Director can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the Employee Handbook and should be carefully reviewed. It is the employee's responsibility to initiate enrollment in all benefit plans.

EMPLOYEE ASSISTANCE PROGRAM

It is the policy of the Town of Ledyard to provide professional assessment, counseling, and referral services for employees experiencing personal problems impairing work performance, or having the potential to do so. This service is extended to all members of the employee's immediate family because their problems may also adversely affect the employee's ability to perform satisfactorily. The purpose of this policy is to assure employees that if personal problems are the cause of unsatisfactory job performance, they will receive consideration, understanding, and an offer of professional assistance to help resolve the problems in a confidential manner.

Principles

1. The Town of Ledyard recognizes that a wide variety of human problems, emotional, psychological and physical, may interfere with an employee's performance on the job. While

the Town of Ledyard does not intrude into the private lives of its employees, it does view problems affecting job performance as its legitimate concern.

2. The Town of Ledyard recognizes that most human problems can be successfully treated if they are identified in the early stages and appropriate resources are applied. This includes alcoholism, drug abuse, marital and family difficulties, physical and mental illness, financial troubles, and a wide range of other personal problems.
3. In situations where normal supervisory guidance and motivation fail to correct the problem, professional assistance will be offered in order to help the employee back to health and effective work performance.
4. Supervisors shall not attempt to diagnose the personal problems of employees but make referrals based on documented deficiencies in job performance alone.
5. Voluntary use of the program by employees and their dependents is strongly encouraged, if and when a problem develops, or to prevent a problem from developing.
6. Utilization of this program by employees will in no way jeopardize job security, opportunity for promotion, or reputation.
7. Employee referrals will be handled with the highest degree of confidentiality. The information and records of this program are considered to be medical in nature and are maintained in the same confidential manner.

INSURANCE

For the benefit and protection of all our regular full-time employees and their covered dependents, we provide a comprehensive group insurance. The cost of coverage is shared by the employee and the Town. Employees who elect coverage will be required to contribute their portion of the premium cost through automatic payroll deduction on a weekly basis.

The medical plan helps to pay the cost of nonoccupational injury or illness, including hospital and surgical expenses. Your group insurance plan booklet describes all benefits in detail and explains limitations and provisions. Coverage begins on the first day of the month following 45 calendar days of continuous, active employment.

A detailed explanation of all benefits, limitations and provisions is provided in separate booklets with which you will be provided. If you have any questions about the plan, contact the Finance Department.

INSURANCE BENEFITS CONTINUATION (COBRA)

The Consolidated Omnibus Budget Reconciliation Act (COBRA) requires that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary

extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end. This notice is intended to inform you, in a summary fashion, of your rights and obligations under the continuation coverage provisions of that law.

If you are an employee of the Town of Ledyard covered by the Town's group health insurance plan (the "Plan"), you have a right to choose this continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment (for reasons other than gross misconduct on your part).

If you are the spouse of an employee covered by the Plan, you have the right to choose continuation coverage for yourself if you lose group health coverage under the Plan for any of the following four reasons:

1. The death of your spouse.
2. A termination of your spouse's employment (for reasons other than gross misconduct) or reduction in your spouse's hours of employment.
3. Divorce or legal separation from your spouse.
4. Your spouse becomes eligible for Medicare.

In the case of a dependent child of an employee covered by the Plan, he or she has the right to continuation coverage if group health coverage under the Plan is lost for any of the following five reasons:

1. The death of a parent.
2. A termination of a parent's employment (for reasons other than gross misconduct) or reduction in a parent's hours of employment.
3. Parents' divorce or legal separation.
4. A parent becomes eligible for Medicare.
5. The dependent ceases to be a "dependent child" under the Plan.

Under the law, the employee or a family member has the responsibility to inform the Plan Administrator, of a divorce, legal separation, or a child losing dependent status under the Plan. The Town of Ledyard has the responsibility to notify the Plan Administrator of the employee's death, termination of employment or reduction in hours, or Medicare eligibility.

When the Plan Administrator is notified that one of these events has happened, he/she will, in turn, notify you that you have the right to choose continuation coverage. Under the law you have at least

sixty (60) days from the date you would lose coverage, because of one of the events described above, to inform the Plan Administrator that you want continuation coverage.

If you do not choose continuation coverage, your group health insurance coverage will end.

If you choose continuation coverage, the Town of Ledyard is required to give you coverage which, as of the time coverage is being provided, is identical to the coverage provided under the plan to similarly situated employees or family members. The law requires that you be afforded the opportunity to maintain continuation coverage for three (3) years unless you lost group health coverage because of a termination of employment or reduction in hours. In that case, the required continuation coverage period is eighteen (18) months.

An additional eleven (11) months shall be available to a covered employee and an enrolled dependent who is determined to be disabled under Title II or Title XVI of the Social Security Act at the time he or she becomes eligible for extended continuation coverage under COBRA; or becomes disabled at any time during the first sixty (60) days of COBRA continuation coverage. The covered employee or enrolled dependent must provide notice of the disability determination to the Plan Administrator not later than sixty (60) days after the date of the Social Security Administration's determination, and before the end of the initial eighteen (18) months of COBRA continuation coverage. If it is determined that the member is no longer disabled, the extended continuation of coverage period can be terminated on the first of the month following thirty (30) days after the final determination notice.

However, the law also provides that your continuation coverage may be cut short for any of the following four reasons:

1. The Town of Ledyard no longer provides group health coverage to any of its employees.
2. The premium for your continuation coverage is not paid.
3. You become eligible for benefits under another group health plan as a result of employment, reemployment, or marriage, except when the new plan contains any exclusion or limitation relating to any pre-existing condition.
4. You become eligible for Medicare.

You do not have to show that you are insurable to choose continuation coverage. However, under the law you may have to pay all or part of the premium for your continuation coverage. The law also says that, at the end of the eighteen (18) months or three (3) year continuation coverage period, you must be allowed to enroll in an individual conversion health plan provided under the Plan.

If you have questions about the law as amended, please contact the Plan Administrator. If your marital status or your or your's spouses address have changed, please notify the Plan Administrator.

RETIREMENT PLAN

The Town provides for a retirement plan. A detailed explanation of all benefits, limitations, and provisions is provided in a separate booklet with which you will be provided.

WORKERS' COMPENSATION INSURANCE

The purpose of the Workers' Compensation law is to provide financial assistance to employees who are injured on the job. How much you will be paid, for how long, and when benefits become payable may vary. Employees may use accrued leave time to supplement their weekly income. The combined amount of compensation may not exceed their weekly salary. While absent from work on Workers' Compensation, employees will not continue to accumulate sick and vacation time.

The Town will continue to pay the applicable contributions for group health and life insurance for the period of time the employee is on a work-related disability leave.

Neither the Town nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activity sponsored by the Town, or during an employee's employment by another Employer.

The Town has the option of placing the employee on medical leave as set forth in the provisions of the Leave Under the Family and Medical Leave Act.

LEAVE TIME

HOLIDAYS

Regular full-time and part-time employees, except those whose conditions of employment are covered by a separate agreement or the terms of a collective bargaining agreement, shall receive the following paid holidays:

New Year's Day	Columbus Day
Martin Luther King Day	Veteran's Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	2 Floating Holidays*

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

Employees who do not actually work their last scheduled work day before and the first scheduled work day after a holiday are ineligible for paid holiday leave.

If eligible nonexempt employees are required to work on a recognized holiday, they will receive either compensatory time or holiday pay, plus wages at their regular rate, for all hours worked on the holiday. Paid time off for holidays is not treated as hours worked for the purposes of calculating overtime.

Employees requesting to take time off from work for any religious or ethnic holiday not considered a Town paid holiday, may utilize personal leave time, accrued vacation time or they may take the day without pay.

*The Town provides two (2) "floating" holidays. One will be designated by the Mayor and the other will be the employee's choice.

VACATION

Regular full-time employees, except those whose conditions of employment are covered by a separate agreement or the terms of a collective bargaining agreement, are eligible to earn and use vacation time as described in this policy. The amount of paid vacation an employee is entitled to during any calendar year will be determined by the number of years of continuous service completed by the employee as of the anniversary date of hire in the year in which the vacation is to be taken as shown in the following schedule:

<u>Employment</u>	<u>Leave Entitlement</u>
<i>Thirty-five (35) hour work week</i>	
One (1) year to five (5) years	5.833 hours per month/70 hours per annum
Five (5) years to fifteen (15) years	8.75 hours per month/105 hours per annum
More than fifteen (15) years	12.833 hours per month/154 hours per annum
<i>Thirty-seven and one-half (37.5) hour work week</i>	
One (1) year to five (5) years	6.25 hours per month/75 hours per annum
Five (5) years to fifteen (15) years	9.375 hours per month/112.5 hours per annum
More than fifteen (15) years	13.75 hours per month/165 hours per annum
<i>Forty (40) hour work week</i>	
One (1) year to five (5) years	6.666 hours per month/80 hours per annum
Five (5) years to fifteen (15) years	10 hours per month/120 hours per annum
More than fifteen (15) years	14.666 hours per month/176 hours per annum

New full-time employees accrue .83 days per month during their first year of employment. New part-time employees accrue .83 days as a percentage of their regularly scheduled work hours compared to a full-time employee. Vacation time off is paid at the employee's per diem base rate at the time vacation is taken. New employees who begin work after the 15th day of a month begin to accrue sick leave in the following month.

The following basic guidelines for vacations are observed by the Town:

- ⊙ Vacation leave accrues from the date of hire. However, employees are not eligible to utilize accrued vacation time until the satisfactory completion of the six (6) month introductory period.
- ⊙ Regular part-time employees accrue vacation leave time on a pro-rata basis.
- ⊙ Vacation time off is paid at the employee's per diem base rate. It does not include overtime or any special forms of compensation such as incentives, bonuses or shift differentials.
- ⊙ A holiday occurring when an employee is on vacation shall be counted as a holiday and not charged as a vacation day.
- ⊙ To take vacation leave time, employees normally should request vacation leave at least ten (10) days in advance. All requests for time off must be approved in advance, in writing, by the employee's Department Head and the Mayor. Requests will be reviewed and either granted or denied based on a number of factors, including the operational and staffing requirements of the Town and the employee's length of service.

The Town provides vacation time off with pay to eligible employees to provide an opportunity for rest, relaxation and personal pursuits. Accordingly, no employee is allowed to carry over more than one year's entitlement of vacation days into the next calendar year without the written permission of the Mayor or his/her designee. All requests to carry over vacation time into the next calendar year must be made no later than November 1st.

Upon termination of employment, employees in good standing (i.e., those employees who have provided two (2) weeks notice and who are not terminated for cause) will be paid for accrued, but unused, vacation leave.

LEAVE UNDER THE FAMILY AND MEDICAL LEAVE ACT

Leave Entitlement. An employee who has been employed by the Town for twelve (12) months and who completed 1250 hours of work during the twelve (12) month period immediately preceding the commencement of such leave, may be entitled to leave under the Family and Medical Leave Act of 1993 ("Act") in accordance with its provisions and the provisions of this policy.

Year for Purposes of Determining Leave Entitlement. For purposes of determining an employee's leave entitlement under the Act, the fifty-two (52) week period immediately preceding the commencement of leave under the Act shall be the applicable measuring period.

Payment of Group Insurance Premiums During Leave. Each employee on unpaid leave under the Act remains responsible for paying his/her share of the premium for coverage elected by the employee and shall directly submit to the Town, not later than the employee's normal payday, the amount of premium owed by the employee.

Employees applying for, and granted, a family leave of absence are required to meet notification and documentation requirements as outlined further in this policy. Failure to meet these requirements may result in the denial or revocation of family leave.

Employee Notice and Scheduling Requirements

1. An employee requesting family leave is required to give thirty (30) days' notice before the date the leave is to begin, except for bona fide emergencies, which will be accommodated as soon as practicable.
2. When a family leave is related to a serious health condition, the employee must make a reasonable effort to schedule treatment(s) so as not to unduly disrupt the Town's operations.

Medical Certification and Reporting Requirements

1. The Town may require that a family leave related to a serious health condition be supported by a certification issued by the health care provider of the employee or the employee's spouse, son, daughter, or parent, as appropriate. A copy of this certification shall be provided to the Town in a timely manner.
2. The certification shall include:
 - (a) The date on which the serious health condition commenced.
 - (b) The probable duration of the condition.
 - (c) The appropriate medical facts within the knowledge of the health care provider regarding the condition.
 - (d) A statement that the employee is needed to care for the son, daughter, spouse or parent.
 - (e) An estimate of the amount of time that the employee is needed to care for the son, daughter, spouse, or parent.
3. If the Town questions the validity of the certification, it may require, at the Town's expense, that the employee obtain a second opinion. If the second opinion conflicts with the original opinion, the Town may require, at its expense, that the employee obtain the opinion of a third health care provider designated or approved jointly by the Town and the employee. This third opinion will be considered final and binding on both parties.
4. The Town may require that the employee obtain subsequent recertification on a reasonable basis.

5. The employee on a family leave must notify his/her supervisor periodically of his/her status and intention to return to work. The supervisor has the authority to determine how often the employee must provide this notification.

SICK LEAVE

The Town of Ledyard provides time off with pay to all regular full-time employees, except those whose conditions of employment are covered by a separate agreement or the terms of a collective bargaining agreement, for periods of temporary absence due to illnesses or injuries at the rate of **six (6) days per year (one-half (½) day for every full month of service)**. Sick leave benefits will be calculated based on the employee's per diem base rate at the time of leave.

Benefits are calculated on the basis of a "benefit year," the twelve (12) month period that begins when the employee begins to accrue sick leave benefits. New employees who begin work on or before the 15th day of a month begin to accrue sick leave in that month. New employees who begin work after the 15th day of a month begin to accrue sick leave in the following month.

Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member who resides in the employee's household. If an eligible employee becomes sick during the day, the sick pay will be recorded for the balance of the hours in the workday.

Employees who are unable to report to work due to illness or injury must notify their supervisor before the scheduled start of their workday. The supervisor must also be contacted on each additional day of absence. Additionally, for sick leave absences of any duration, but usually three (3) days or more, or under any circumstances which gives rise to a reasonable suspicion that an abuse of sick leave privileges has occurred or may be occurring, the employee's supervisor has the option of requiring a doctor's note which sets forth the nature of the illness and the fact that the employee is able to resume his/her normal duties.

An employee may accumulate a maximum of thirty (30) days sick leave. Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence or purpose. Unused sick leave benefits will not be paid to employees upon termination of employment.

PERSONAL LEAVE

An employee who has worked without utilizing sick leave, injury leave, or unauthorized leave for ninety (90) consecutive days will be entitled to one (1) day of personal leave (up to four (4) days per annum. Said personal leave may not be accrued from year to year, is not payable upon termination and must be utilized within ninety (90) days.

BEREAVEMENT LEAVE

The Town provides employees who wish to take time off, without the loss of pay, to attend the funeral of an immediate family member. All employees, except those whose conditions of employment are covered by a separate agreement or the terms of a collective bargaining agreement, will be eligible for up to three (3) consecutive days of paid bereavement leave to attend the funeral of an immediate family member and one (1) day to attend the funeral for all other relatives.

The Town defines "immediate family" as the employee's spouse, child, stepchild, parent, stepparent, brother, sister, grandchild, grandparent, any blood relative actually domiciled with the employee or the same spousal family members.

Bereavement pay is calculated based on the per diem base rate at the time of absence.

JURY DUTY LEAVE

Full-time employees who are required to report for jury duty, shall be entitled to leave with pay for scheduled work hours lost as the result of such service, up to a maximum of five (5) calendar days.* An employee who reports for such service and is excused therefrom shall immediately contact his/her Department Head and report for work, if requested.

Procedure

1. An employee who receives notice of jury duty must notify his/her supervisor as soon as possible in order that arrangements may be made to cover his or her position.
2. An employee serving on jury duty must present the official court documentation to his/her supervisor who will thereafter arrange for remuneration.

*Additional paid leave may be approved, at the sole discretion of the Mayor.

MILITARY LEAVE

An Employee who enlists in the military will be granted an unpaid leave of absence for the duration of the original enlistment. When the employee returns from military service (i.e., within ninety (90) days of discharge), the employee has the right to reapply for his/her job or a similar one.

If an employee is required to serve in the military reserve or national guard, he/she will be granted a paid leave of absence for the period of that duty in accordance with applicable law. The period of leave/encampment, however, is limited to ten (10) paid working days per year. The amount of compensation shall be the difference between the employee's military pay and the amount due him as an employee. If the employee's military pay exceeds his compensation as an employee, the military pay shall be the employee's sole compensation.

The Town will attempt to accommodate weekend military leave for employees, provided this does not cause undue hardship for residents or other employees or adversely affect Town services. Employees are expected to provide as much advance notice (ten (10) working days preferred) as possible to ensure adequate program coverage.

Employees will not receive benefits or accrue time. Time served will be honored as time of service to the Town, if employee returns to the Town.

PAY POLICIES AND PROCEDURES

HOURS OF WORK

The Town Hall has normal hours of operation which are Monday through Friday from 8:30 A.M. to 4:30 P.M. Employee work schedules vary throughout the Town.

Supervisors will advise employees of their individual work schedules. Starting times and the length of the workday can vary depending upon employee classification, location, job or individual station. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. All full-time employees are entitled to a one (1) hour unpaid lunch period, which will be scheduled at the discretion of their supervisor.

Flex-time. A nonstandard work week or flex-time schedule for full-time employees may be established with the written approval of the Mayor.

OVERTIME AND COMPENSATORY TIME

Overtime or compensatory time will be paid to nonexempt employees (see Glossary of Employment Terms) who work in excess of forty (40) hours in a seven (7) day work cycle. Overtime will be paid at the rate of one and one-half times the employee's regular hourly rate of pay.

Compensatory time off in lieu of overtime payments shall be allowed up to a maximum of two hundred forty (240) hours which represent not more than one hundred sixty (160) hours of actual overtime worked. If the Town has the funds to pay for overtime time, the employee has the choice of accepting or rejecting compensatory leave in exchange for overtime worked. However, if the Town does not have the funding to pay the employee for overtime, the employee must accept compensatory time for overtime work.

Failure to work scheduled overtime or overtime worked without prior authorization from the Mayor or employee's immediate supervisor may result in disciplinary action, up to and including termination of employment.

The Mayor or his designee(s) shall have the right to require overtime work and employees may not refuse overtime assignments.

PAY DEDUCTIONS

The law requires that the Town make certain deductions from every employee's compensation. Among these are applicable Federal, State and local income taxes. The Town of Ledyard also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The Town matches the amount of Social Security taxes paid by each employee.

The Town offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Finance Director can assist in having your questions answered.

PAY PERIODS

All employees are paid weekly on Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a Town day off, such as a holiday, employees will receive paychecks on the last day of work before the regularly scheduled payday.

Employees are encouraged to have pay directly deposited into their bank accounts. To do so, they must provide advance written authorization to the Town of Ledyard. Employees will receive an itemized statement of wages when the Town makes direct deposits.

Advance Vacation Pay. Employees who wish to receive advance vacation pay should submit a request, in writing, to the Mayor or Town Council via their supervisor, no later than two (2) weeks prior to the beginning of the approved vacation period.

REIMBURSEMENT FOR EXPENSES

Employees required to utilize their personal automobiles for official Town business shall be reimbursed for such travel at the IRS-ESTABLISHED rate. All travel must have prior authorization by their Department Heads. In order to receive reimbursement, the employee must submit a complete record of his/her expenditures to the Director of Finance.

TIMEKEEPING

We want to make sure that you are paid correctly every week. You will be given Time Cards on which to record your work time. It is your responsibility to keep your Time Cards secure. Should you lose your Time Card, please report it immediately to your department head. The Time and Attendance Policy below must be adhered to.

Federal and State labor laws require that you maintain an accurate record of your working hours. You will do this using your Time Card.

1. Record on your own Time Card (and only yours) the days worked and only for the hours worked.
2. You should only sign in at the beginning of a work period when you are ready for work. Time Cards should be signed out at the end of a work period. Lunch and break periods (when an employee is away from his/her office/job assignment on business other than Town business) must be recorded in the same manner. The time away from the office should be listed as "other hours" on your Time Cards with a reference below or a written explanation signed by your Department Head.
3. If you do not turn in your Time Cards, there may be a delay in getting paid until you can prove to your Department Head that you worked.
4. If there is a problem with your timekeeping, have an authorized supervisor correct the error immediately.
5. No one is to work overtime without authorization.

Working Off The Clock. It is the employer's policy that all hourly employees record all time worked. No one is permitted to work unless the work time is recorded on their time and attendance record. No hourly employee is to perform any job tasks "off the clock." It is both unfair and illegal to have an hourly employee performing job tasks without pay.

If you falsify time records for yourself or another employee, continually forget or lose your Time Cards or work "off the clock," you may be subject to disciplinary action up to, and including, termination.

RULES AND REGULATIONS

ATTENDANCE AND PUNCTUALITY

It is understood that employees are responsible for reporting for work on time at the beginning of their normal work shift. However, it is acknowledged that for various reasons, an employee may be tardy. Excusable absences or tardiness such as automobile breakdowns are to be reported at the earliest opportunity to the person's immediate supervisor. For absences which are not excusable or where no calls are made, employees may face counseling or discipline by their supervisor. In appropriate circumstances, the employee may face more severe discipline up to, and including, discharge.

DRESS CODE/APPEARANCE

Appearance is a basic part of the professionalism that we must project in order to inspire the confidence and trust of the residents of our community. Employees should remember that to the

public, they represent the Town of Ledyard. Keeping that in mind, the following guidelines are established for the work week: Casual clothing such as tank tops, tube tops, short shorts, sneakers*, sweatshirts, sweatpants, and mini skirts are not permitted, with the exception of days designated as "dress-down" days. Keep in mind that even on casual day, employees are expected to present a clean, neat and professional appearance. Torn, ragged clothing is inappropriate.

*Unless required for work.

DRUG AND ALCOHOL USE*

It is the policy of the Town of Ledyard that the residents and fellow employees have the absolute right to expect that persons employed by the Town will be free from the effects from drugs and alcohol. The Town, as the employer, has the right to expect its employees to report for work fit and able for duty, and not impaired by alcohol or drugs.

All employees are forbidden from consuming or using illegal drugs at any time during or just prior to the beginning of the work day (including lunch breaks) or anywhere on the Town's premises or sites including site buildings, properties, vehicles and the employee's personal vehicle while engaged in Town business. In addition:

1. Employees are prohibited from selling, purchasing or delivering any illegal drug at any time and at any place.
2. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on Town premises or while conducting Town business off Town premises is absolutely prohibited.
3. Off-the-job illegal drug activity or alcohol abuse that could adversely affect an employee's job performance or that could jeopardize the safety of other employees, the public, Town equipment, or the Town's relations with the public will not be tolerated.

Prescription Drugs. Employees who use prescription drugs which cause adverse side effects (e.g., drowsiness or impaired reflexes or reaction time) must inform their supervisors that they are taking such medications on the advice of a physician(s). Employees are responsible for informing their supervisors of the possible effects of the drug on performance and expected duration of use. If prescription drug use causes service or safety problems, a supervisor may have to grant the employee sick leave or temporarily assign the worker different duties.

Drug Testing. Where the Town has reasonable suspicion to believe that 1) an employee is under the influence of alcohol; 2) has abused prescribed drugs; or 3) has used illegal drugs, the Town may require the employee to submit to alcohol or drug testing. The Town also may conduct drug tests for individuals seeking employment (prior to the date of their hire) or upon promotion to another position within the Town.

The Town requires that an employee notify the Mayor within five (5) days after a conviction of any criminal drug statute for a violation occurring outside the workplace.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Mayor without fear of reprisal. All inquiries will be held in the strictest confidence.

*Employees who are required by the Town of Ledyard to obtain and retain a Commercial Driver's License ("CDL") are subject to the Town's Alcohol and Drug Testing Policy in accordance with U.S. Department of Transportation regulations, issued under the Omnibus Transportation Employee Testing Act of 1991.

EMPLOYMENT OF RELATIVES

The Town's policy is to hire, promote, and transfer employees on the basis of individual merit and to avoid any favoritism or discrimination when making such decisions. The employment of relatives at certain levels of the Town or in positions where one might have influence over the other's status or job security is regarded as a potential violation of this policy. Even if favoritism or discrimination is not shown, the existence of the situation may create the appearance of impropriety or cause discomfort for the individuals involved.

It is therefore our policy to prohibit the hiring of relatives according to the guidelines below:

1. A "relative" in this context is defined as either a "Group A" or a "Group B" relative.

A "Group A" relative is a father, mother, son, daughter, brother, sister, wife, husband, grandparent, grandchild, or individual who has acquired such a relationship through marriage or who makes his/her home with an employee and is in any way related to that employee.

A "Group B" relative is any of the above, with the addition of niece, nephew, aunt, uncle, and first cousin.

2. The table below summarizes employment eligibility for these groups:

<u>Category</u>	<u>Eligibility</u>	<u>Position in Town</u>
Group A	Not to be employed where relative would be under direct or general supervision or where a relative's status or employment might be influenced as	Supervisor or Department Head
Group B	Not to be employed as.....	Mayor or Department Head

3. The rationale here is that certain positions encompass a sphere of influence that might lead to accusations of favoritism or discrimination in employment or compensation related decisions. By adopting a policy that prohibits relatives from working in positions where they might have such influence over each other's status in the Town, a potentially discriminatory situation is avoided altogether.

When a situation that runs contrary to the above policy arises through promotion, transfer, or marriage, the affected individuals have six months in which to settle the issue voluntarily – that is, by having one of them request a transfer or termination. If the affected parties are unable to resolve the situation on their own, their immediate supervisors will get together and review the case at the end of the six-month period. Their decision concerning which employee is to be transferred or terminated will be binding, unless a special exemption is granted by the Mayor.

NOTE: The Town realizes that there may be existing relationships among current employees that is contrary to this policy. Those relationships are not subject to this policy. It is the purpose of this policy statement to avoid creating any new situations where relatives are employed in "sphere of influence" relationships.

INFORMATION MANAGEMENT

The policies, procedures and protocols below are to insure the integrity of the Town Hall computers and the information which reside on them. Policy is your protection; it confers accountability on individuals and demonstrates municipal responsibility on these issues.

1. The Town of Ledyard has provided computers for the purpose of carrying out the business needs of the Town.
2. The Town of Ledyard retains ownership of, and reserves the right to access, all computer equipment, software programs, data and e-mail data contained and can monitor usage of same within the ordinary course of business.
3. Computers, laptop computers, data and software will remain the property of the Town, regardless of their location.
4. Personal use is prohibited.
5. The Town reserves the right to bypass individual employee passwords at any time.
6. The transmission of proprietary or other sensitive information should not be carried out by "risky" means of communication, e.g. e-mail, the Internet.
7. Transmission of harassing, threatening or intimidating messages is prohibited (and may constitute a crime under Public Act 95-143).

8. Employees with knowledge of any illegal or improper use of such systems should report the same immediately to a supervisor or other appropriate person.
9. Every person employed by the Town who will require access to a computer will meet with the Management Information Systems Coordinator to be assigned a user name and password. It will be determined at that time, what access levels will be assigned through the combined efforts of the Management Information Systems Coordinator and the new employee's supervisor.
10. The Town strives to provide a safe working environment. Ergonomic concerns should be directed to the Management Information Systems Coordinator.
11. Training needs will be evaluated and a course of training developed around individual requirements.
12. Divulging an individual's password is prohibited, as is the use of another's password.
13. Installation of any software on the network, standalone computer or laptop system without authorization/supervision from the Management Information Systems Coordinator is prohibited.
14. Access to the file servers is restricted to authorized personnel only.
15. Every disk, regardless of its origin, requires a virus check before use. This includes vendor supplied disks, programs, updates, demo's, new disks. This is a responsibility of each individual user. Software will be provided across the network.
16. Hardware proposed for purchase relating to computers, printers, other peripherals and all software must be approved by the Management Information Systems Coordinator and/or Mayor before commitment to purchase is made.
17. All maintenance contracts, warranties, registrations, and support agreements must be reviewed by the Management Information Systems Coordinator before commitment is made.
18. Any program installed on the network must include documentation that the program is a registered networked version. Software installed on standalone computers and/or laptops must have registered documentation for single use. Copies of such documentation shall be submitted and reviewed by the Management Information Systems Coordinator before installation of software. Documentation will be maintained by the Management Information Systems Coordinator.
19. Any duplication of licensed software, except for backup purposes, is a violation of the Federal Copyright Law. Making, acquiring or using software is prohibited without proper documentation. The Town of Ledyard licenses the use of computer software from a variety of outside companies. The Town does not own this software or its related documentation and

- unless authorized by the software developer, does not have the right to reproduce it. With regard to use on local area networks or on multiple machines, standalone computers or laptops, Town employees shall use the software only in accordance with the license agreement. According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages of as much as \$100,000 and criminal penalties, including fines and imprisonment. Town employees who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances.
20. The Town of Ledyard does not condone the illegal duplication of software.
 21. Original software for all programs installed will be submitted for safekeeping to the Management Information Systems Coordinator.
 22. Unauthorized movement of any equipment is prohibited. Permission to move equipment must be obtained from the Management Information Systems Coordinator in advance by submission of a work order.
 23. The unauthorized connection or disconnection of any wires, cables, plugs, routers, or bridges is prohibited.
 24. Access to all computer system components in the Town Hall has been authorized to the Management Information Systems Coordinator. Office supervisors with concerns regarding access control to certain areas should present these concerns to the Mayor for resolution.
 25. Service from the Data Processing (MIS) Department shall be requested by submitting a work order (attached for copying) for the purposes of evaluation requests, estimates for work to be charged to departments, hardware or software changes requested, problems with equipment or software, or training requests.
 26. Sections 1-19a and relevant parts of Section 1-15 of the Connecticut General Statutes govern the provision of copies of public records that are stored in computerized form by public agencies. The basic limitation on the fee to be charged for a copy is the cost of providing the copy, except that the amount charged for names of registered voters may not exceed three (3) cents per name, regardless of actual cost. Section 1-15 permits the following to be included in calculating the costs to be charged:
 - (a) hourly salary of employees attributable to providing the copy, including programming and formatting functions, but not including search or retrieval costs, unless related to obtaining the copy from a different agency or outside contractor that provides storage and retrieval services;
 - (b) cost to the public agency of obtaining necessary copying services from an outside professional electronic copying service;

- (c) cost of the storage devices or media provided in response to the request (e.g. diskette);
and
 - (d) computer time charges incurred in providing the copy when another agency or contractor provides computer storage or retrieval services.
27. Modem use is restricted to the maintenance of software by approved vendors currently under contract to provide support. Vendors must be approved by the Management Information Systems Coordinator before any connection is attempted.
 28. No software is to be downloaded onto either a server or workstation from any source by modem. Software will continue to be installed under the direction of the Management Information Systems Coordinator, with appropriate documentation.
 29. Fire walls have not been established and any connection to the Internet is prohibited.
 30. The electronic mail system is not to be used in ways that are disruptive or offensive to others, or in ways that could be harmful to workplace morale.
 31. There should be no display or transmission of sexually explicit images, messages, or cartoons, or any transmission or use of e-mail communications containing ethnic slurs, racial epithets or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs.
 32. The information systems at the Town are to be used for the business of the Town. The e-mail system should not be used to solicit or address others regarding commercial, religious, political causes, or any other solicitations that are not work-related.
 33. All e-mail messages are records of the Town. The Town reserves the right to access and disclose all messages sent over its electronic mail system for any purpose.
 34. For reasons of privacy, employees should not attempt to gain access to another employee's personal file of e-mail messages without the latter's express permission. However, the Town reserves the right to enter an employee's e-mail files whenever there is a need to do so.
 35. Any violation of the Town's policy on e-mail use will result in appropriate disciplinary action, up to and including, discharge.
 36. Employees should notify their immediate supervisors, the Management Information Systems Coordinator, or any member of management upon learning of violations of these policies.

MAIL, COMPUTER AND PHONE SYSTEMS

Computers. Computers, computer files and software furnished to employees are the Town of Ledyard's property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization.

The Town of Ledyard purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Town does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. The Town prohibits the illegal duplication of software and its related documentation.

E-mail. Employees should be aware that e-mail is not private and messages may be retrieved even after they are "deleted". Most e-mail systems instantly make backup copies of files, and copies may be easily retrieved by computer experts. Nonetheless, lengthy and/or significant documents should be created/stored in the word-processing system as the Town's internal network system currently does not have the capability to back up e-mail messages.

The following are guidelines to follow when utilizing e-mail:

1. The electronic mail system is not to be used in ways that are disruptive or offensive to others or in ways that could be harmful to workplace morale.
2. There should be no display or transmission of sexually explicit images, messages, or cartoons, or any transmission or use of e-mail communications containing ethnic slurs, racial epithets or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs.
3. The information systems at the Town are to be used for the business of the Town. The e-mail system should not be used to solicit or address others regarding commercial, religious, political causes, or for any other solicitations that are not work-related.
4. All e-mail messages are records of the Town. The Town reserves the right to access and disclose all messages sent over its electronic mail system for any purpose.
5. For reasons of privacy, employees should not attempt to gain access to another employee's personal file of e-mail messages without the latter's express permission. However, the Town reserves the right to enter an employee's e-mail files whenever there is a need to do so.
6. Any violation of the Town's policy on e-mail use will result in appropriate disciplinary action, up to and including, discharge.

Internet Access. The Town may implement software and/or systems that can monitor and record all Internet usage. Security systems are capable of recording (for each and every user) each World Wide Web site visit, each chat, news group or E-Mail message, and each file transfer into and out of our internal networks, and we reserve the right to do so at any time. Additionally, the Town may utilize independently supplied software and data to identify inappropriate or sexually explicit internet sites. We may block access from within our networks to all such sites known to us.

We reserve the right to inspect any and all files stored in private areas of our network in order to assure compliance with policy.

The Town's Internet facilities and computing resources must not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any material way.

Any software or files downloaded via the Internet into the Town network become the property of the Town.

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

Telephones. Employees should practice discretion in using Town telephones when making local personal calls. Personal use of telephones for long-distance and toll calls is not permitted, unless the employee utilizes his or her personal calling card number. In cases of actual emergencies, employees may place long distance calls. However, the employee will be responsible for all the long distance charges and the Town must be notified immediately.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner.

SAFETY

It is the policy of the Town to provide safe working conditions for all employees, to provide instructions concerning safe working methods, and to make available the necessary equipment required to protect employees against particular hazards. It is the obligation of each employee to observe the safety regulations, to use the safety equipment provided and to practice safety at all times. Each department head shall enforce the safety regulations and use of the safety equipment. Employees who refuse to use the safety equipment provided or fail to practice safety at all times will be subject to disciplinary action.

Safety can only be achieved through teamwork. Each employee, supervisor and management personnel must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify your supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately. An accident report must be completed and forwarded to the Mayor's Administrative Assistant within twenty-four (24) hours of an injury or accident.
2. The use of alcoholic beverages or illegal drug substances, or the abuse of legal prescription drugs during working hours will not be tolerated. The possession of alcoholic beverages or illegal drug substances on the Town's property is forbidden.
3. Use, adjust and repair machines and equipment only if you are trained and qualified.
4. Get help when lifting or pushing heavy objects.
5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; ask your supervisor.
6. Know the locations, contents and the use of first aid and fire fighting equipment.
7. Wear personal protective equipment in accordance with the job you are performing.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including termination.

SMOKING

In keeping with the Town's intent to provide a safe and healthful work environment, **tobacco use is prohibited in all buildings, Town vehicles and within 25 feet around all buildings throughout the workplace.** This policy applies equally to all employees and visitors.

SOLICITATIONS

The Town does not allow collections or solicitations for raffles, gifts or support for any purpose without the permission of the Mayor. Distribution of literature, notices or publications other than Town literature is not permitted any time.

Unauthorized persons are not permitted on the property at any time for the purposes of selling, distributing literature, campaigning or otherwise seeking support.

No business relationship may be used for personal gain.

USE OF EQUIPMENT AND VEHICLES

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

The following rules apply to usage of all vehicles owned by the Town of Ledyard: (1) No vehicle will be used for personal business; (2) No vehicle will be driven to or from work to the employee's personal residence, except as otherwise stated in bargaining unit contracts; (3) To comply with the Town Council approved "Smoke Free Workplace Policy," there will be no smoking in any Town vehicle. 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. The supervisor can answer any questions about your responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or 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.

MISCELLANEOUS

EMERGENCY CLOSINGS

The Town will make every effort to remain open to serve the public in spite of adverse weather conditions. As a result, employees are expected to make a good faith effort to get to work during inclement weather conditions if the Town offices are operating and an emergency closing has not been declared.

In the event of an emergency situation, the Mayor will be responsible for the decision to open or close the offices. In the event that such an emergency occurs during nonworking hours, the Mayor, after consultation with other Town officials, will decide whether to open the Town or to delay opening. Should the Mayor be absent, the Deputy Mayor will make the decision.

When operations are officially closed due to emergency conditions, leave from scheduled work will be paid for full-time employees. Part-time employees are eligible for pay when the Town is closed due to emergency conditions, for only those hours that they were scheduled to work.

If an employee is unable to work due to inclement weather when the Town is open, the employee will not be paid. An employee may elect to use vacation or personal time for the time missed.

Employees in essential operations may be asked to work on a day when the Town is officially closed. In these circumstances, employees who work will receive regular pay at their respective straight time rates.

When the Town is closed, all employees designated as essential personnel are to report to work as scheduled, or in the case of an early closing, the Supervisor/Department Head may require essential personnel to stay. Essential personnel are defined as:

Highway/Public Works/Maintenance /Dispatch/LVES/Police/Fire - All personnel must report as scheduled or as directed by their Supervisor.

Other Employees - Any employee may be designated as an essential employee by his/her Supervisor.

Switchboard - Because calls from concerned residents may come in asking about the status of the Town, it may be necessary to keep the switchboard open for a period after the Town is closed.

TERMINATION OF EMPLOYMENT

EXIT INTERVIEWS

The Town 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, repayment of outstanding debts to the Town, or return of Town-owned property. Suggestions, complaints and questions can also be voiced.

Employees who are discharged by the Town will have their wages paid in full not later than the next succeeding business day after the employee's last day of employment.

Employees who retire or resign will have their wages paid in full not later than the next regular pay day.

RETURN OF PROPERTY

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all Town property immediately upon request or upon termination of employment.

RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with the Town of Ledyard. The Town requests at least two (2) weeks written resignation notice from all employees to be in good standing.

Prior to an employee's departure, an exit interview shall be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

When an employee leaves Town employment, unused, accumulated vacation days may not be used to extend the termination date. The last day worked is the date of termination, and the dollar value of any unused vacation time is paid to the employee in a lump-sum payment.

RECEIPT OF EMPLOYEE HANDBOOK

I have this day received a copy of the Town of Ledyard's Employee Handbook, and I understand that I am responsible for reading the personnel policies and practices described within it. I understand that this Handbook replaces any and all prior Handbooks, policies and practices of the Town.

Since the information, policies and benefits described herein are necessarily subject to change, the Town may amend or terminate at any time the practices, policies, plans and benefits described in this Handbook as the need arises and experience dictates. Any changes will supersede the contents of this Handbook. The practices, policies, plans and benefits in this Handbook apply to all employees including those whose conditions of employment are covered by a separate agreement or the terms of a collective bargaining agreement. However, if the policies of this Handbook differ from the terms of a separate agreement or collective bargaining agreement, the provisions and terms of the separate agreement or collective bargaining agreement shall apply exclusively.

Furthermore, I acknowledge that this Handbook is intended for my information and guidance. It is not an employment contract; it does not guarantee any fixed terms or conditions of employment.

If I have any questions regarding the content or interpretation of this Handbook, I will bring them to the attention of my Department Head.

I UNDERSTAND THAT UNLESS MY EMPLOYMENT IS COVERED BY A SEPARATE AGREEMENT OR THE TERMS OF A COLLECTIVE BARGAINING AGREEMENT PROVIDING FOR THE CONTRARY, MY EMPLOYMENT CAN BE TERMINATED WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT EITHER MY OPTION, OR THE OPTION OF THE TOWN OF LEDYARD. Only the Mayor and the Town Council have the authority to enter into agreements for employment for any specified period of time.

Please sign and return this form to the Finance Department.

EMPLOYEE'S NAME

DATE

EMPLOYEE'S SIGNATURE



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-090

Agenda Date: 4/12/2023

Agenda #: 3.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Any other New Business proper to come before the Committee.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)