



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

## Legislation Details (With Text)

**File #:** 23-1494 **Version:** 1 **Name:**  
**Type:** Policy-Procedure **Status:** Passed  
**File created:** 4/5/2023 **In control:** Town Council  
**On agenda:** 4/26/2023 **Final action:** 4/26/2023  
**Title:** MOTION to approve a revised "Town of Ledyard Employee Handbook" as presented in the draft dated March 23, 2023.  
**Attachments:** 1. Ledyard Employee Handbook Final DRAFT 03-23-2023 DON, 2. EMPLOYEE HANDBOOK-Last Update 1990's

Date	Ver.	Action By	Action	Result
4/26/2023	1	Town Council	Approved and so declared	Pass
4/12/2023	1	Administration Committee	Recommended for Approval	Pass

### 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The Employee Handbook was last updated in the late 1990's and was outdated.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)

#### Meeting Action Detail:

**Town Council Meeting 04/26/2023**

File #: [23-1494](#) Version: 1

Type: General Discussion

Title:

Mover: Ingalls      Seconded: Irwin

Action: Approved

Minute Note:

Moved by Councilor Ingalls, seconded by Councilor Irwin

Discussion: Councilor Ingalls stated that the Employee Handbook was last updated in the late 1990's and that some of the content has become outdated. She stated this was a comprehensive rewrite of the *Employee Handbook*, noting that it included 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*.

Councilor Ingalls explained that there were Human Resources Guidance Documents that provided direction as to what belonged in an Employee Handbook versus what belonged in an Employee Contract. She stated if there was a discrepancy between the *Employee Handbook* and a Labor Contract that the Labor Contract would supersede, noting the following statement was included in the *Employee Handbook*:

*"Employees represented by a Labor Union would be governed by the policies in their collective bargaining agreement to the extent that they differ from the policies outlined in the Employee Handbook."*

Councilor Saums commented on the amount of work involved to bring the *Employee Handbook* up to date, and to make sure that it complied with all of the Labor Bargaining Contracts. He stated that he suspected that this was the work of former Administrator of Human Resources Don Steinhoff before he retired earlier this month.

Mayor Allyn stated former Finance Director Marcia Hancock undertook updating the *Employee Handbook*, noting that she worked as a subcontractor during the last six-months, with the oversight of Administrator of Human Resources Don Steinhoff. He stated because the *Employee Handbook* was so old that an electronic version that they could edit was not available. He stated because the *Employee Handbook* had not been updated since the 1990's there were a number of things that needed to be changed and were changed with this edition.

Councilor Saums stated when he first looked at the draft *Employee Handbook* he questioned where the "track changes" were. However, he stated when he saw the 1990 version, which looked like a photograph, he realized that the *Employee Handbook* was totally rewritten.

Chairman Dombrowski stated when the Administration Committee first reviewed the draft *Employee Handbook* they had the same question regarding the "track changes". However, he stated it was difficult to red-line a document that was completely new.

VOTE: 8 - 0 Approved and so declared

Action: Approved

**Administration Committee Meeting 04/12/2023**

File #: [23-1494](#) Version: 1

Type: General Discussion

Title:

Mover: McGrattan                      [Seconded](#): Irwin

Action: Recommend to Approve

**Minute Note:**

Moved by Councilor McGrattan, seconded by Councilor Irwin

Discussion: Councilor Ingalls stated that the Employee Handbook was last updated in the late 1990's and some of the content has become outdated. She stated this was a comprehensive rewrite of the Employee Handbook, noting that included 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.

Councilor Ingalls asked Administrator of Human Resources Marisa Rodriguez whether there was a Human Resources Guidance Document that provided direction as to what belonged in an Employee Handbook versus what belonged in an Employee Contract.

Administrator of Human Resources Marisa Rodriguez explained there were guidance documents that were reviewed in drafting the updated Employee Handbook which included the current Employee Handbook, the Policy Manual, and Collective Bargaining Agreements. She stated these three documents typically include what was needed for the Employee Handbook.

The Administration Committee reviewed the Employee Handbook noting that it looked to be in-order and thorough, noting that it addressed a variety of subjects including but not limited to the following:

- ✓ Sick Time
- ✓ Holiday Pay
- ✓ Vacation Time
- ✓ Bereavement
- ✓ Health Insurance
- ✓ Retirement/Pension Benefits
- ✓ Safety
- ✓ Personal Records
- ✓ Employee Termination/Exit Interview

The Committee noted that the Employee Handbook included the following disclaimer:

- *"Employees represented by a Labor Union would be governed by the policies in their collective bargaining agreement to the extent that they differ from the policies outlined in the Employee Handbook."*

Councilor Ingalls stated much of the new Employee Handbook included the same type of content as the old Employee Handbook with some of the details being updated.

VOTE: 3 - 0 Approved and so declared

Action: Recommend to Approve

