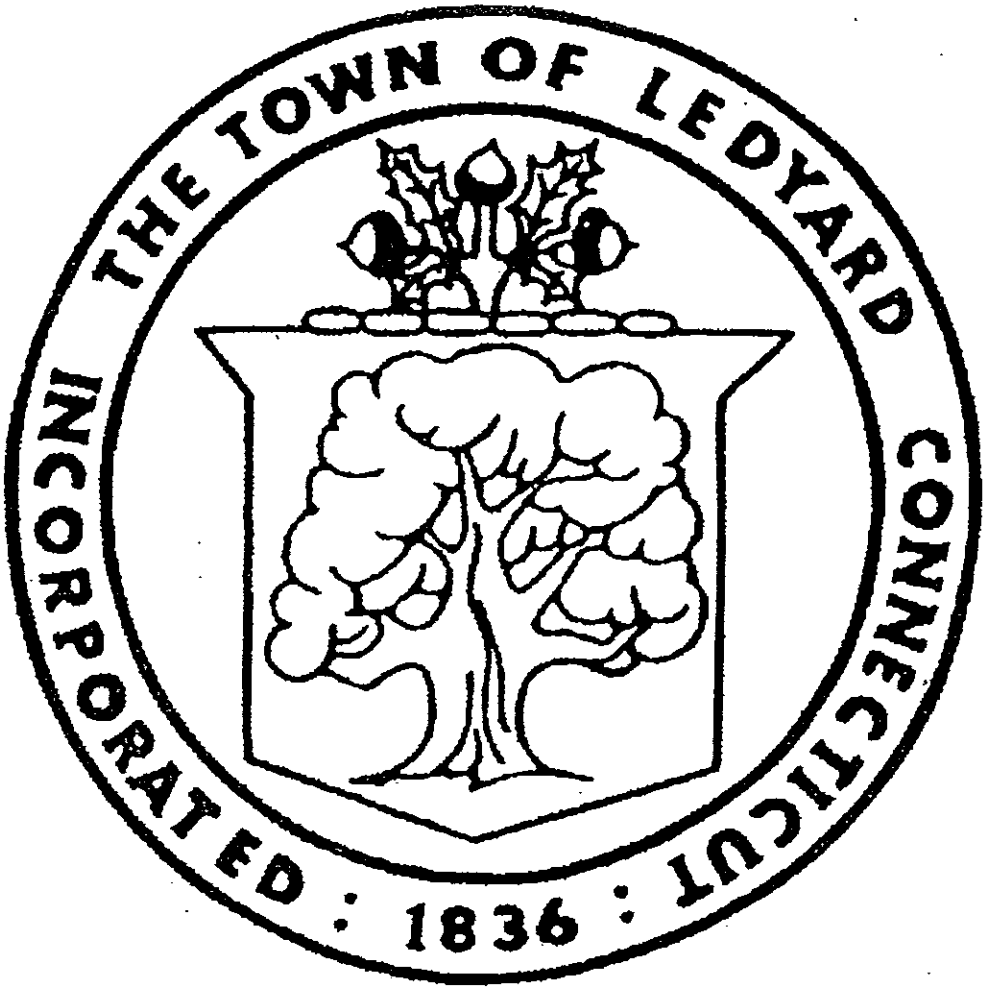

EMPLOYEE HANDBOOK

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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
Martin Luther King Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas 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:

Employment	Leave Entitlement
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
Thirty-seven and one-half (37.5) hour work week	
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
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

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:

Category	Eligibility	Position in Town
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