

# **Town of Wilton**



## **Employee Handbook**

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**SECTION 1-EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT****ACKNOWLEDGMENT OF RECEIPT**

I am an employee of the Town of Wilton, and by my signature and date below acknowledge my receipt of the Employee Handbook. I understand that the Handbook is not intended to serve as a contract of employment between the Town of Wilton and myself, but as a guide to the policies and practices of the Town. I understand that these policies and practices and all terms and conditions of employment, including my employment status, are subject to change in the Town's sole discretion except as provided by a collective bargaining agreement or otherwise provided for by law.

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Printed Name

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Signature

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Date

## SECTION 2 -MESSAGE FROM THE FIRST SELECTWOMAN

To All Employees of the Town of Wilton:

Welcome! This Employee Handbook has been prepared to assist you in your employment with the Town of Wilton. This Handbook is designed to act as a source of information and to assure that all staff understand the expectations of the Town with regard to their employment.

You will be asked to sign the enclosed *Employee Acknowledgement of Receipt* as an acknowledgement that you received the Handbook *and* that you understand that you are responsible for reading and complying with the contents of this Handbook and any subsequent Handbooks.

Additional information is available on the Town of Wilton Employee Resources page of the Town's website. <https://www.wiltonct.org/human-resources-department/pages/town-wilton-employee-resources>

Local, state and federal government can't function without individuals like you willing to undertake the joys, the frustrations and for some, the risks of serving the public. We are grateful for your service.

Wilton is a Town Meeting form of government with an elected Board of Selectmen and a First Selectman/Selectwoman, who is member and chair of the Board of Selectmen and the Chief Executive Officer and the Chief Administrative Official of the Town. There are other elected and appointed Wilton boards and commissions, details about which are available on the Town's website.

The Town of Wilton Government is committed to:

- Civility, respect and understanding. You are expected to treat your fellow employees and the public with civility, respect and understanding. You should expect the same from fellow employees and the public towards you.
- Fiscal responsibility. You are expected to be prudent in your use of town-owned assets and in the expenditure of town funds.
- Innovation and modernization. You are encouraged to speak to your supervisors about ideas to improve and modernize procedures and customer service.
- Opportunities for advancement from within. We strive to provide an environment where employees can learn and develop in a manner that allows them to advance when opportunities become available.

Thank you,

Lynne A Vanderslice  
First Selectwoman  
Town of Wilton

## **SECTION 3-ABOUT THIS HANDBOOK**

This Handbook is intended to be a basic guide to the policies and practices of Wilton Town management. This Handbook is applicable to all Town employees, both non-union and union, unless the policies and practices are otherwise specified by law or by union contract. If there is any conflict between the terms specified in this Handbook and the terms of any law or applicable collective bargaining agreement, the law and/or the collective bargaining agreement will prevail.

As with all such guides, it is impossible to cover every possible situation or circumstance which may arise during your employment. If a situation or circumstances arise which are not covered, please consult your immediate supervisor for assistance and or interpretation. None of the information provided here should be construed as a guarantee of continued employment or an employment contract.

This Handbook may be revised. Any revised handbook will be emailed to employees and placed on the Human Resources section of the Town's website. Hard copies will be available from the Executive Assistant in the First Selectwoman's Office or from Human Resources.

A signed and dated copy of the Acknowledgement of Receipt Form must be submitted to Human Resources acknowledging your receipt of this Handbook. The signed Acknowledgement of Receipt Form will be placed in your personnel file.

*Note: some of the provisions of this Handbook may not apply to certain non-union employees and union employees who, by prior vote of the Board of Selectmen, receive certain benefits of collective bargaining agreements.*

## **SECTION 4 – EMPLOYMENT LAWS AND WORK RULES**

### **Equal Employment Opportunity**

The Town believes in equal opportunity for all. In furtherance of this policy, we will continue to recruit, employ, train, promote and compensate our employees without regard to religious creed, race (including protective hairstyles), color, national origin, ancestry, marital status, sex, sexual orientation, gender identity or expression, military status, disability (including learning or mental disability), age, genetic information, or any other legally protected characteristics (except where such characteristics constitute a necessary bona fide position qualification) or any other legally protected status protected under applicable federal, state or local law.

The Town makes reasonable accommodations, if requested, in compliance with state and federal law. Any employee who believes he or she may require reasonable accommodation for his/her disability, pregnancy, or religion should contact his/her department head, Human Resources or the First Selectman/Selectwoman.

The Town will provide reasonable accommodation for employees due to pregnancy, which is defined to include pregnancy, childbirth, or a related condition, including but not limited to, lactation. The Town will not limit, segregate, or classify the employee in a way that would deprive her of employment opportunities due to pregnancy or discriminate against an employee

or applicant based on her pregnancy. Unless there is an undue hardship, the Town will make reasonable accommodation for an employee or applicant due to her pregnancy. The Town will not force an employee or applicant affected by pregnancy to accept a reasonable accommodation if she does not have a known limitation related to her pregnancy or does not require a reasonable accommodation to perform the essential duties related to her employment. The Town will not require, although it may permit, an employee to take a leave of absence if reasonable accommodation can be provided in lieu of such leave. The Town will not retaliate against an employee in the terms, conditions, or privileges of her employment based upon her request for reasonable accommodation. Examples of reasonable accommodations may include being permitted to sit while working, more frequent or longer breaks, periodic rest, assistance with manual labor, job restructuring, light duty assignments, modified work schedules, temporary transfers to less strenuous or hazardous work, time off to recover from childbirth or break time and appropriate facilities for expressing breast milk.

The Town believes that equal employment is not only a legal commitment, but a moral one as well. If you feel you have been a victim of discriminatory treatment or harassment of any kind, please speak with your supervisor or department head. If you do not feel comfortable going to your supervisor or department head, you can also go to Human Resources or the First Selectman/Selectwoman. Complaint forms may be obtained from Human Resources.

The Town will fully and promptly investigate any complaint of discriminatory treatment or harassment. The Town considers any such behavior to be a serious matter and will take appropriate remedial action including disciplinary action when warranted.

### **Americans With Disabilities Act**

The Town is committed to comply with all applicable provisions of the Americans With Disabilities Act ("ADA"). It is the Town's policy and practice to comply with the ADA and all related state statutes to ensure equal employment opportunity for all qualified persons with disabilities. The Town does not discriminate against any qualified individual on account of a disability with respect to any term, condition or privilege of employment. Reasonable accommodation will be available to all employees and applicants, including work site accessibility, as long as the accommodation does not cause undue hardship to the Town. This policy statement is only a brief description of the ADA and does not fully explain the employee's rights under this policy. Employees should contact the Human Resources Department for a full explanation and answers to questions concerning ADA eligibility and/or accommodation.

### **Anti-Harassment Policy**

The Town prohibits harassment of any employee, member of the public, visitor, vendor or third-party contractor on the basis of religious creed, race (including protective hairstyles), color, national origin, ancestry, marital status, sex, sexual orientation, gender identity or expression, military status, disability (including learning or mental disability), age, genetic information, or any other legally protected status.

While it is not easy to define harassment, examples include verbal or physical conduct that demeans or shows hostility or aversion towards an individual and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working environment, as defined by law.
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Otherwise adversely affects an individual's employment opportunities.

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors and other physical, verbal or visual conduct based on sex constitute sexual harassment when:

- Submission to the conduct is an explicit or implicit term or condition of employment.
- Submission to or rejection of the conduct is used as the basis for an employment decision; or
- The conduct has the purpose or the effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include, but is not limited to, explicit or implied sexual propositions, sexual innuendo, suggestive comments, sexually oriented kidding or teasing, practical jokes, jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Everyone shares responsibility for avoiding harassment. Any employee who feels that they have experienced or witnessed harassment should immediately notify Human Resources or the First Selectman/Selectwoman. Complaint forms may be obtained from Human Resources.

The Town will promptly and thoroughly investigate the facts and circumstances of any claim of harassment. Confidentiality will be maintained to the extent possible. Anyone, regardless of position or title, who the Town determines has engaged in unlawful harassment of any kind, will be subject to discipline up to and including termination.

The Town prohibits any form of retaliation for reporting incidents of unlawful harassment, pursuing any such claim or cooperating in the investigation of such reports.

### **Anti-Nepotism Policy**

It is the Town's policy that immediate relatives shall not be employed, promoted or transferred to any regular or seasonal full-time or part-time position where:

- One relative would have the authority to supervise, appoint, remove, discipline, or evaluate the performance of the other.
- One relative would be responsible for auditing the work of the other.
- Other circumstances exist that would place the relatives in a situation of actual or reasonably foreseeable favoritism, appearance of favoritism or conflict of interest based upon familial or close personal relationships.

The term “immediate relatives” includes spouse, domestic partner or co-habitant; child, including step, adopted or foster children and children in-law; parent, including step-parent and parent-in-law; grandparent, including step-grandparent; grandchild, including step-grandchildren; sibling, including step or half siblings and siblings-in-law; first cousin; and any other member of the employee’s household whether or not related by blood or marriage.

### **Non-Retaliation and Whistleblower Policy**

The Town is committed to lawful and ethical behavior and requires its employees, officials, volunteers, and contractors to conduct themselves in a manner that complies with all applicable laws and regulations.

For purposes of this policy, “Whistleblowing” means reporting what one reasonably and genuinely believes is wrongdoing by another Town employee, contractor, official or volunteer during his or her employment or service for the Town.

Wrongdoing includes, but is not limited to, actual or suspected mismanagement, dishonesty, unethical practices, fraud, neglect, falsification of records, danger to the public safety or health, malfeasance, bribery, theft of government property, unauthorized use, or other forms of misconduct and/or violation of state or federal law or regulation, or any municipal ordinance, regulation, rule and/or policy.

Any person having knowledge of any wrongdoing occurring in any Town department, Board or Commission of the Town or any contractor must report such matter(s) to Human Resources. If the employee is not comfortable speaking with the Human Resources Department or is not satisfied with the response, the report should be directed to the First Selectman/Selectwoman or Town Administrator, as appropriate.

Whistleblowers have a responsibility to be prepared to be interviewed by, and candid with, those to whom they make a report of alleged improper activities and shall cooperate by setting forth all known information regarding any reported allegations. The Town will make efforts to protect, but cannot guarantee, confidentiality.

Once reported, Human Resources and/or First Selectman/Selectwoman shall commence an investigation, as deemed warranted. In the case of suspected criminal conduct, the Town may elect to refer such allegations to an appropriate public agency for potential investigation before any internal investigation is undertaken by the Town. In such cases, if determined appropriate, the employee(s) suspected of criminal misconduct may be placed on administrative leave.

An employee who makes a report that is known to be false is not a Whistleblower and such false reporting is itself considered an improper governmental activity which may subject the employee to disciplinary action.

Retaliation of any kind toward any employee or applicant who in good faith perceives violations of the Town’s policies or participates in any related proceedings will not be tolerated. In the



event that a Town employee is found to have retaliated against a Whistleblower, he/she will be subject to discipline, up to and including termination of employment.

Any individual who feels he/she has been retaliated against under this policy is encouraged to report such retaliation using the reporting guidelines set forth above. Employees also retain the right to file a complaint as provided by law.

### **Substance Abuse Policy**

The abuse of controlled substances (including alcohol, cannabis, and illegal/prescription drugs) is inconsistent with the behavior expected of employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines the Town's ability to operate effectively and efficiently. It is the Town's intent and obligation to provide a substance-free, healthful, safe and secure work environment. Employees using any medication which may impede work performance must notify their supervisors or Human Resources prior to starting work.

It is strictly forbidden to manufacture, distribute, use, possess, purchase, sell, plan for sale, or transfer illegal drugs, cannabis, drug paraphernalia, or any prescription drugs that have not been properly prescribed on Town property, in Town vehicles, during working hours, while working for the Town, while on breaks or while engaged in Town activities. It is strictly forbidden to manufacture, use, or sell alcohol on Town property, in Town vehicles, during working hours, during the performance of work for the Town, while on breaks, or while engaged in Town activities, except as authorized by the First Selectwoman or her designee. Possessing, distributing, and transferring alcohol are not prohibited, provided these activities do not violate any law or other Town policy and provided they do not result in disruption.

Even in the case of use of cannabis in accordance with Connecticut law for palliative use, employees must not report to work under the influence of cannabis. The Town will not make accommodations for an employee or allow an employee to perform his or her duties while under the influence of cannabis or to possess, use or otherwise consume cannabis while performing such duties or on the premises of the employer, except possession of palliative cannabis by a qualifying patient in accordance with Connecticut law for palliative use. Employees and applicants will not be discharged, penalized, threatened, or not hired based solely on their status as a qualifying patient or primary caregiver in accordance with Connecticut law for palliative use.

Employees convicted of controlled substance-related violations in the workplace (including pleas of nolo contendere) must inform the Town within five (5) days of such conviction or pleas. The Town may impose disciplinary action, up to and including termination, and require employees who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment. Employees may be referred to the Town's Employee Assistance Program to deal with substance abuse issues or other personal problems. If a supervisor has reason to believe that an employee is under the influence of drugs or alcohol which adversely affects or could adversely affect such employee's job performance, the employee may be sent home or may be sent for medical examination that may include a drug and/or alcohol test. Some employees are also subject to random drug testing programs due to their role with the Town. A positive test reading for drugs and/or alcohol (including one that is

solely positive for THC) may result in disciplinary action up to and including termination. Failure to submit to a test may also result in disciplinary action up to and including immediate termination.

If an employee or applicant undergoes a drug test, a positive result, including one that is positive solely for 11-nor-9-carboxy-delta9-tetrahydrocannabinol (a cannabis metabolite known as THC), may form the basis for an adverse employment action.

Employees needing help in dealing with drug and/or alcohol dependency are encouraged to use the Town's EAP and health insurance plans, as appropriate. Employees and applicants may be subject to additional requirements depending on their role within the Town. Such requirements are in addition to the requirements of this policy.

### **No Smoking Policy**

Smoking and the use of smokeless tobacco (including vaping, oils and chewing tobacco) are strictly prohibited in all Town vehicles as well as in and around all Town buildings, except for specifically designated outdoor "smoking areas." Smoking or vaping within 25-feet of any doorway, operable window, or air intake vent is prohibited. This rule will be strictly enforced. Please check with your supervisor or Human Resources for further details regarding these designated areas.

### **Workplace Threats and Violence Policy**

The Town regards the safety and security of its employees as critical. There is a zero-tolerance policy towards any threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals on Town property or in relation to employment with the Town. It is the intent of this Policy to ensure that everyone associated with the Town, including employees and the public, never feel threatened by any employee's action or conduct. In addition to discipline, violations of this policy may be reported to the police and lead to criminal prosecution.

"Violence" includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons (other than as appropriate for police personnel), and threatening or talking of engaging in those activities. The Town specifically prohibits the possession of dangerous or hazardous weapons, devices or substances by employees (other than as appropriate for police personnel) while on Town property or off-site while on Town business or at a Town activity. Town property includes parking lots. Therefore, a dangerous weapon may not be stored in an employee's vehicle while on Town property. Any individual who is uncertain whether an instrument or device is prohibited is obligated to request clarification.

For purposes of this Policy, prohibited conduct includes, but is not limited to, the following behaviors while at the workplace, on Town property, or while conducting Town business:

- Direct or indirect (veiled) threats, acts or gestures of violence or harm.
- Making inappropriate references to firearms, weapons, or any other dangerous or hazardous devices or substances.

- Physical assault or battery, actual or attempted, such as hitting or shoving an individual.
- Aggressive or unwanted contact, including horseplay.
- Threatening to harm an individual or his/her family, friends or associates, or their property.
- The intentional destruction or threat of destruction of property owned, operated, or controlled by the Town; and
- Making harassing or threatening telephone calls, letters, or other forms of electronic or written communications (voice mail, e-mail, etc.).

Any employee who threatens another employee (such as harassment, intimidation, displaying a weapon, etc.), or engages in violent acts on Town property shall be removed from the premises as quickly as safety permits, and shall remain off Town premises pending the outcome of an investigation. The Town will initiate an appropriate response which may include disciplinary action and/or initiating legal proceedings.

All Town personnel are responsible for notifying the Director of Human Resources and/or the First Selectman/Selectwoman's office of any threats or other actions that they believe violate this policy, which they have witnessed, received, or have been told that another employee has witnessed or received. This includes behavior by employees, as well as by visitors or other members of the public. Employees are responsible for making this report regardless of the relationship between the employee or persons who initiated the threat or threatening behavior and the employee or persons who were threatened or were the focus of the threatening behavior. If the designated management representative is not available, the employee should report the threat to their supervisor (or that individual's supervisor if the threat is made by the supervisor). There will be no retaliation against an employee who makes a good faith report under this Policy.

**In an emergency, employees should not hesitate to contact the police by calling 911.**

Employees with personal problems are encouraged to access the Town's Employee Assistance Program (EAP). By working together, EAP may assist in addressing potential violence before it occurs.

### **Safety**

Safe working rules have been designed to protect employees from injury while at work. Your supervisor will explain the safety regulations for your position. While these precautions may seem unnecessary at times, they are there for a reason, and you are expected to learn and observe them. These rules must be followed at all times and failure to do so may lead to discipline up to and including termination. We are all role models for others, and our individual respect for these regulations encourages others to do likewise. You do not have to be engaged in a hazardous occupation to have a stake in the principles and practices of accident prevention. Cooperation on the part of all is required to ensure the greatest safety. Please see the attached safety and emergency protocols (page 24) for more information.

If there are no specific rules for your job, maintain an attitude of safety consciousness. If you should have an accident at work, even if it seems minor, report it to your supervisor immediately. Assist your supervisor in promptly completing any reports and investigations required.

### **Policy on Occupational Safety and Health**

The Town has established a policy of providing a work environment for its employees that is conducive to good health and physical safety. The Town not only adheres to all laws related to employee safety but also goes beyond legal requirements seeking creative approaches to encourage everyone to work injury free. In addition, good communication is encouraged. Supervisors are open to suggestions about how to improve safety on the job.

The Town has created a Safety and Health Committee as required by Conn. Gen. Stat. 31-402 with the following responsibilities:

- To establish procedures for sharing ideas concerning:
  1. Safety inspections.
  2. Investigating safety incidents, accidents, illnesses, and deaths.
  3. Evaluating accident and illness prevention programs.
  4. Establishing training programs for the identification and reduction of hazards in the workplace; and
  5. Establishing training programs to assist committee members in understanding and identifying the effects of employee substance abuse on workplace accidents and safety.
- To review accidents, gather facts, and make recommendations to prevent recurrences.
- To make suggestions to the First Selectman/Selectwoman aimed at controlling the frequency, severity, and costs of on-the-job injuries and diseases; and
- To act as a conduit for flow of ideas between the First Selectman/Selectwoman's office and the Town's employees.

Department heads are expected and encouraged to take full responsibility for administering the Town's safety program. Each department head is expected to take steps necessary to protect the safety and health of the employees assigned to his/her jurisdiction. Questions and concerns should be directed to the Town Administrator or the First Selectman/Selectwoman.

Safety is everyone's job!

### **Workers' Compensation**

The Town complies with the provisions of Connecticut's Workers' Compensation Law and provides benefits consistent with such law in the unfortunate event that you suffer a work-related injury.

It is extremely important that you notify your supervisor immediately of any work-related accident, illness or injury, no matter how slight. Failure to report incidents may result in a delay or a rejection of workers' compensation benefits. Employees have the right to report work-

related injuries and illnesses. Employees must report work-related injuries and/or illnesses. Employees will not be discharged or discriminated against for making such a report.

If you are out of work, upon submission of a medical certification that you are able to return to work, you may be offered the same or a comparable position to the one you held at the time of leaving, depending on the Town's needs.

The Town reserves the right to require an employee to return to work on a light-duty work program in accordance with a doctor's certification if a suitable position is available. Any such assignment is at the discretion of the Town and in compliance with applicable law. Light duty assignments are temporary in nature, generally less than three (3) months.

### **Grievance Procedure**

The purpose of a grievance procedure is to allow an individual who feels unfairly treated by management to seek an objective review of the situation. Any remedy, if appropriate, would be decided upon by the town official ruling on the grievance.

The grievance procedure described below applies to those employees who are not subject to grievance procedures established by the Wilton Police Commission or the Wilton Fire Commission.

#### **a. Employees who are not department heads:**

If at any time you have a grievance concerning your job or working conditions, you should discuss the issue first with your department head within five workdays of the event giving rise to the grievance. If you are still dissatisfied, you may submit the grievance, in writing, to the First Selectman/Selectwoman or designee of the First Selectman/Selectwoman within five workdays of the discussion with your department head. Within ten workdays of receipt of the written grievance, the First Selectman/Selectwoman will notify you in writing of his/her decision. If you believe the grievance is still not resolved, you may appeal in writing to the Board of Selectmen within seven days after receipt of the First Selectman/Selectwoman's decision. The Board of Selectmen will consider the matter at its next regular meeting. You will be invited to attend the meeting and will have the option of discussing the grievance in open or executive session. The Board of Selectmen's decision is final and will be communicated to you within seven days after the meeting.

It is possible that a situation may arise which you feel uncomfortable discussing with your department head. In such a case, the grievance should be submitted directly to the Town Administrator or his/her designee.

#### **b. Department Heads**

Department heads and employees who report directly to the Town Administrator or directly to the First Selectman/Selectwoman shall submit grievances, in

writing, directly to the appropriate supervisor within five workdays of the event giving rise to the grievance. Within ten workdays of receipt, the Town Administrator or First Selectman/Selectwoman shall discuss the matter with the grievant, and, within five workdays of the discussion shall notify the grievant of his/her decision. If the grievant is dissatisfied with the Town Administrator's decision, he/she may appeal, in writing within five workdays, to the First Selectman/Selectwoman. The matter will be discussed with the grievant and a decision rendered within ten workdays of receipt of the appeal. If the grievant remains dissatisfied with the First Selectman/Selectwoman's decision, he/she may appeal, in writing, to the board of Selectmen within seven workdays after receiving the First Selectman/Selectwoman's decision. The Board of Selectmen will consider the grievance at their next regular meeting at which the grievant will be invited to be present and present the grievance in open or executive session. The Board of Selectmen's decision is final and will be communicated to you within seven workdays of the meeting.

### **Causes for Disciplinary Action**

Town management has seldom had to take disciplinary action against an employee. For the most part, employees perform their jobs effectively, and there are no problems. There may be a time, however, when your actions (or inactions) could expose you to disciplinary action. The following provisions are intended to make you aware of the type of conduct which could lead to disciplinary action, but it is not intended to be an all-inclusive list of prohibited or inappropriate conduct.

Inappropriate conduct may subject you to disciplinary action. Examples are: intoxication on the job, illegal use of drugs, insubordination, excessive tardiness; or absenteeism, theft, fraud, refusal to perform assigned job duties, absence during working hours without permission, excessive personal phone calls, use of sick leave for unauthorized purposes other than illness, discourteous treatment of a citizen in the conduct of your duties, inability to get along with co-workers; sexual harassment, and violation of the Code of Ethics.

Disciplinary action may include verbal reprimand, written warning, demotion, salary decrease, suspension without pay, or job termination. The Town reserves the right to terminate an employee immediately for a serious infraction of prescribed practices or behavior, or if the employee poses a threat to co-workers or the general public.

### **Code of Ethics**

All employees are required to certify receipt and their responsibility to abide by the Code. You may be periodically asked to update your certification.

The Code is available online at <https://ecode360.com/8024748> or available from the Town Clerk. The certification form is available online on the Town of Wilton Employee Resources page of the Town's website. You may be periodically asked to update your certification.

If as an employee of the Town, you find yourself in a real or apparent conflict of interest (e.g., you or a member of your immediate family have a substantial financial interest in a decision being made by the Town), it is imperative that you make this situation known to your supervisor immediately. Similarly, Town employees must decline gifts or gratuities from individuals or organizations when those gifts imply an attempt to influence your actions to benefit those individuals or organizations.

### **Solicitation, Distributions and Notifications**

In the interest of maintaining a proper working environment, and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any causes during working time. Employees who are not on working time (e.g., lunch hour or breaks) may not solicit from employees who are on working time.

Employees may not solicit contributions on behalf of, or for the benefit of, any candidate for state, district, or municipal office, a political committee, or any political party from those they supervise or the spouse/dependent child of those they supervise.

From time to time, the Town will post important information such as safety materials, policy updates, job postings, upcoming events and notices required by law on bulletin boards. Only authorized personnel are permitted to post, remove or alter any notice on these bulletin boards, and only notices authorized by the Town and pertaining to Town business are permitted to be posted. It is your responsibility to check the bulletin boards regularly for information.

### **Technology Policy**

**Purpose:** To establish a policy regarding the proper use of the computer, electronic and other computing and telecommunication technology systems, including but not limited to, desktops, laptops, netbooks, notebooks, palmtops, tablets, PDAs, and mobile computers; wireless and wired networking; phones and mobile devices including but not limited to Blackberrys® and iPhones®; Internet, intranet, satellite, broadband, cable and similar platforms, (collectively the "Technology Systems") of the Town of Wilton, Connecticut (the "Town") by each Town officer, employee or any other person or entity authorized by the Town to use the Technology Systems (hereafter referred to as a "User"). This Technology Policy applies to all departments and agencies of the Town of Wilton, excluding the Board of Education.

**Policy:** The Town's Technology Systems, including email, are Town property and are intended for Town business purposes, and may not be used for other commercial purposes. Incidental personal use of the Technology Systems which is not inconsistent with this policy is permitted. Any such personal use must be occasional and shall not interfere with the User's performance of his or her job duties. Such use must not make unreasonable use of Internet bandwidth or other Town resources.

The Town has the right to monitor, intercept and evaluate any and all usage of the Town's Technology Systems as permitted by law. No User has any right or expectation of privacy in

anything which is created, sent, received or stored by Town computer (including email), fax or voice mail.

Each User is responsible for using the Town's Technology Systems, resources and services in an efficient, effective, ethical and lawful manner and in accordance with applicable statutes, ordinances and this policy. This policy applies to all Users of the Town's Technology Systems, wherever the Users or Technology Systems are located.

More specifically, the following rules apply to the use of the Town's Technology Systems:

### **Appropriate Use**

1. No employee shall:
  - a. Use Town's Technology Systems in a way that violates copyrights, trademarks, patent protections or license agreements, including the unauthorized downloading of copyrighted music, videos or software.
  - b. Gain unauthorized access to information that is confidential or protected, or attempt to do so.
  - c. Disclose data which is confidential.
  - d. Install or modify software on individual computers or the network.
  - e. Run programs that attempt to identify passwords or codes.
  - f. Interrupt programs that protect data or secure systems, or attempt to do so;
  - g. Attempt to connect to any Town Technology System without authorization.
  - h. Read, copy, change or delete another person's work without authorization.
  - i. Use another person's password or allow others to use their password.
  - j. Use the Town's Technology Systems to violate any provision of federal, state, or local law; or
  - k. Use Town's Technology Systems for personal gain.
2. The Town's Technology Systems, including access to networks, shall be used by Users in connection with the recognized public purposes of the Town and shall not be used for activities not related to the official business of the Town, including, but not limited to, private advertisements, solicitations, promotions, selling or other business activities, destructive programs (viruses and/or self-replicating codes), fundraising, political activities, gambling, pornography, or any unauthorized use. The Town's Technology Systems may not be used for the benefit of outside businesses or organizations.
3. Users shall not use the Town's Technology Systems, including access to the Internet, to disseminate indecent information, material or messages including, but not limited to, sexual innuendo, chain letters, harassing or threatening statements. Additionally, Users shall not disseminate information, material or messages which may be hostile or offensive to another on the basis of sex, race, religion, color, national origin, sexual orientation, disability, or other protected status. Indecent, vulgar, harassing, fraudulent, intimidating or other unlawful material may not be sent by email, voice mail, fax or other form of electronic communication, or displayed on or stored in the Town's Technology Systems except by law enforcement officials during official investigations.



4. While Users cannot always control what material they receive, Users who do receive any material that violates State or Federal laws or the Town's policies must not retransmit or forward such material to any other person and shall immediately notify the Town's Information Systems Director if such material continues to be received.
5. Access to and use of the Internet is restricted to business use of the Town only, by authorized employees, with the exception of incidental personal use, as defined in the Policy section above. A User's Internet activities is logged by a surveillance system and reviewed by the Director of Information Systems. Users may not use the Internet for indecent, vulgar, harassing, fraudulent, intimidating or other unlawful purposes, or to intentionally visit web sites that contain such material.

### **Disclosure and Retention**

1. Users should use the same care in drafting email and other electronic documents as they would for any written communication. Except as permitted or required by law, anything transmitted electronically, by facsimile or email, is not confidential, and may be reviewed by others.
2. Information or electronic communications using the Town's Technology Systems are subject to the Freedom of Information Act of the State of Connecticut and may also be subject to disclosure in legal proceedings. Personal devices or account should not be used for conducting the Town's business. Doing so may render those devices or accounts subject to inspection under the Freedom of Information Act.
3. The Town has an obligation to retain certain information stored on the Technology Systems in accordance with the "Management and Retention of E-mail" memo issued by the State of Connecticut Office of the Public Records Administrator as it may be amended from time to time. (<https://ctstatelibrary.org/wp-content/uploads/2015/05/Email-Management-Municipal.pdf>)

While many email messages are temporary communications which are non-vital and may be routinely discarded, email messages that are more formal or substantive must be retained by the Town's employees in accordance with State standards. Examples of such messages include, but are not limited to, messages related to policies, decision making, material connected to a specific case or business matter, contracts, part of a larger record, or business functions.

With regard to record retention and record destruction, including electronic documents, Users must follow State policies, as set forth in the following documents, which are included in this policy by reference: *General Records Retention Schedule for Municipalities* (<https://ctstatelibrary.org/publicrecords/general-schedules-municipal/>) and *State Records Management Program* (<https://ctstatelibrary.org/publicrecords/state>).

4. Users who are uncertain whether a specific email message must be retained should err on the side of caution and retain it. Users should be aware, however, that when they have

deleted a message from their mailbox, it may not have been deleted from the Town's back-up system.

## **Operating the Town's Technology Systems**

1. Users must follow all regulations and procedures established by the Information Systems Director for the operation and use of the Town's Technology Systems.
2. The following actions require authorization by the Information Systems Director:
  - a. Installing or modifying software on individual computers or the network.
  - b. Purchasing hardware or software (not limited by the cost of the item).
  - c. Connecting any Technology Device to the Town's network or to the Town's computers. Such devices include but are not limited to: desktop computers, laptop computers, mobile computing devices, printers, copiers, faxes, storage devices (including external hard drives and memory sticks), monitors, keyboards, mice, computer accessories, hubs, routers, wireless access points and telephones. This regulation applies to both wired and wireless connections. Special precautions will be taken with devices not owned by the Town.
  - d. Establishing agreements with technology vendors for products, support or services.
  - e. Allowing outside parties to access the Town's Technology Systems, including vendors providing support.
  - f. Devising in-house systems for maintaining information or performing operations.
  - g. Entering the server rooms.
  - h. Making any changes to the network, or authorizing others to do so.
  - i. Establishing any Internet service in the name of the Town of Wilton, even if the service is hosted outside the Town's network.
  - j. Hosting any service on Town computers or establishing peer-to-peer file sharing connections.
  - k. Connecting Town computers to any other outside network.
3. The Town and its employees are entrusted with safeguarding sensitive and valuable information as part of their responsibilities. All Town business and all department operations shall be carried out using software systems and applications approved by the Information Systems Director. Procedures must be put in place to ensure data integrity, accuracy, documentation, backup and security. All information systems shall be accessible by appropriate Town authorities.
4. Users will be issued a standard User identification, which is to be used only by that User. Users should regularly change their password for security purposes. Users are responsible for safeguarding their passwords. Users must follow the Town's procedures for selecting

passwords that are difficult to break. Users are responsible for all transactions made using their passwords.

No one is to be allowed to use the Town's Technology Systems without being issued an account in his or her own name. This includes part-time and temporary employees.

Passwords must not be shared, even among employees in the same department. If there is a need to share files, email, or a common computer, arrangements should be made with the Information Systems Department so that sharing of a common password is not required. If a user finds out that his or her password has become known by any other person, the user must immediately change that password. The compromised password must not be reused in the future.

5. A User's ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.

### **Wireless Telephones**

1. The Town may acquire and place wireless telephones (including pagers and two-way radios) into service in those instances where such technology will enhance the ability of Town employees to deliver services more effectively and/or economically to the public; to promote operational efficiency during workday; and /or to protect or otherwise secure public safety and well-being.
2. The approval of a request for a cell phone must be made by the employee's Director before the department may proceed to acquiring equipment and service. All purchases of cellular telephones and service, or modifications to existing services, will be made by the Information Systems Department through the vendor selected by the Town.
3. Like all other Town assets, technology and resources, wireless telephones are acquired with public funds and are so acquired to enable Town employees and officials to transact the public's business in the most efficient and cost-effective method possible. Accordingly, employees who are assigned a Town wireless telephone shall use the phone in the same manner, and with the same care and discretion, as do employees who have conventional telephones. The use of wireless telephones should be limited to the transaction of Town government business and must be in compliance with all applicable laws, regulations as well as the agreement with the technology vendor.

Through a review of monthly bills of wireless telephone activity, immediate supervisors will be responsible for monitoring the use of wireless telephones by their employees, ensuring that they are being used appropriately and in accordance with this policy. Only Town employees are authorized to use Town-owned wireless telephones. Employees are responsible for calls placed and received or any other charges incurred on wireless telephones assigned to them. It shall be the responsibility of each Town employee assigned a Town wireless telephone to comply with these regulations. Any inappropriate

use of a wireless telephone shall be reported by the employee or supervisor to their Director.

### **Mandated Reporting Policy**

#### **I. PURPOSE**

The purpose of this policy is to make clear the statutory requirements of the Town of Wilton (the "Town") employees to report suspected abuse or neglect of a child.

#### **II. GENERAL STATEMENT OF POLICY**

It is the policy of the Town to fully comply with Sections 17a-101 through 17a-103a inclusive of the Connecticut General Statutes and the regulations promulgated thereunder.

#### **III. DEFINITIONS**

- A. "Child" means any person under eighteen years of age. (Conn. Gen. Stat. §17a-101a).
- B. "Mandated Reporter" means: (1) Any physician or surgeon licensed under the provisions of chapter 370, (2) any resident physician or intern in any hospital in this state, whether or not so licensed, (3) any registered nurse, (4) any licensed practical nurse, (5) any medical examiner, (6) any dentist, (7) any dental hygienist, (8) any psychologist, (9) any school employee, as defined in section 53a-65, (10) any social worker, (11) any person who holds or is issued a coaching permit by the State Board of Education, is a coach of intramural or interscholastic athletics and is eighteen years of age or older, (12) any individual who is employed as a coach or director of youth athletics and is eighteen years of age or older, (13) any individual who is employed as a coach or director of a private youth sports organization, league or team and is eighteen years of age or older, (14) any paid administrator, faculty, staff, athletic director, athletic coach or athletic trainer employed by a public or private institution of higher education who is eighteen years of age or older, excluding student employees, (15) any police officer, (16) any juvenile or adult probation officer, (17) any juvenile or adult parole officer, (18) any member of the clergy, (19) any pharmacist, (20) any physical therapist, (21) any optometrist, (22) any chiropractor, (23) any podiatrist, (24) any mental health professional, (25) any physician assistant, (26) any person who is a licensed or certified emergency medical services provider, (27) any person who is a licensed or certified alcohol and drug counselor, (28) any person who is a licensed marital and family therapist, (29) any person who is a sexual assault counselor or a domestic violence counselor, as defined in section 52-146k, (30) any person who is a licensed professional counselor, (31) any person who is a licensed foster parent, (32) any person paid to care for a child in any public or private facility, child care center, group child care home or family child care home licensed by the state, (33) any employee of the Department of Children and

Families, (34) any employee of the Department of Public Health, (35) any employee of the Office of Early Childhood who is responsible for the licensing of child care centers, group child care homes, family child care homes or youth camps, (36) any paid youth camp director or assistant director, (37) the Child Advocate and any employee of the Office of the Child Advocate, (38) any person who is a licensed behavior analyst, and (39) any family relations counselor, family relations counselor trainee or family services supervisor employed by the Judicial Department. (Conn. Gen. Stat. § 17a-101). It also includes any person added to this statutory definition.

- C. A child may be found “neglected” who, for reasons other than being impoverished, (A) has been abandoned, (B) is being denied proper care and attention, physically, educationally, emotionally or morally, or (C) is being permitted to live under conditions, circumstances or associations injurious to the well-being of the child. (Conn. Gen. Stat. § 46b-120).
- D. A child may be found “abused” who (A) has been inflicted with physical injury or injuries other than by accidental means, (B) has injuries that are at variance with the history given of them, or (C) is in a condition that is the result of maltreatment, including, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment (Conn. Gen. Stat. § 46b-120).

#### IV. REPORTING PROCEDURES

- A. **When to Report:** Any Mandated Reporter, who in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any child (1) has been abused or neglected, (2) has had non-accidental physical injury, or injury which is at variance with the history given of such injury, inflicted upon such child, or (3) is placed at imminent risk of serious harm, shall report or cause a report to be made in accordance with Section IV C.
- B. **What to Report:** When making a report, a Mandated Reporter is required to provide the following information, if known:
  1. The names and addresses of the child and his parents or responsible caregiver(s).
  2. The child's age and gender.
  3. The nature and extent of injury, maltreatment or neglect.
  4. The approximate date and time the injury, maltreatment or neglect occurred.
  5. The circumstances in which the injuries, maltreatment or neglect became known to the reporter.

6. Any previous injury, maltreatment or neglect of the child or siblings.
7. The name of the person suspected to have caused the injury, maltreatment or neglect.
8. The reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect.
9. Any action taken to treat or help the child.
10. Any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child.

C. **How to Report:**

1. **Oral Reports:**

- a. An oral report shall be made by a Mandated Reporter as soon as practicable but not later than twelve hours after the Mandated Reporter has reasonable cause to suspect or believe that a child has been abused or neglected or placed in imminent risk of serious harm, by telephone or in person to the Connecticut Commissioner of Children and Families or a law enforcement agency. (Conn. Gen. Stat. § 17a-101b).
- i. In the event that the Mandated Reporter is a member of the staff of the Town's Parks and Recreation Department, in addition to the oral report required in subsection a of this section, the Mandated Reporter shall also make an oral report, as soon as practicable but not later than twelve hours after the Mandated Reporter has reasonable cause to suspect or believe that a child has been abused or neglected or placed in imminent risk of serious harm, by telephone or in person to the Town's Parks and Recreation Department director or his/her designee.
- b. If a law enforcement agency receives an oral report, it shall immediately notify the Commissioner of Children and Families. (Conn. Gen. Stat. § 17a-101b).
- c. Whenever a Mandated Reporter has reasonable cause to suspect or believe that any child has been abused or neglected by a member of the staff of a public or private institution or facility that provides care for such child or a public or private school, the Mandated Reporter shall report as required in subsections (a) and if applicable (a)(i) of this section. (Conn. Gen. Stat. § 17a-101b).

## 2. Written Reports

- a. Within forty-eight hours of making an oral report, a Mandated Reporter shall submit a written or electronic report to the Connecticut Commissioner of Children and Families or his designee. Such reports shall be made in a manner prescribed by the Commissioner. (Conn. Gen. Stat. § 17a-101c).
- b. When a Mandated Reporter is a member of the staff of a public or private institution or facility that provides care for such child or public or private school he shall also submit a copy of the written or electronic report to the person in charge of such institution, school or facility or the person's designee. In the case of a report concerning a school employee holding a certificate, authorization or permit issued by the State Board of Education under the provisions of sections 10-144o to 10-146b, inclusive, and Section 10-149 of the Connecticut General Statutes, a copy of the written or electronic report shall also be sent by the person in charge of such institution, school or facility to the Connecticut Commissioner of Education or his representative. (Conn. Gen. Stat. § 17a-101c).
- c. In the case of an employee of a facility or institution that provides care for a child which is licensed by the state, a copy of the written or electronic report shall also be sent by the Mandated Reporter to the executive head of the state licensing agency. (Conn. Gen. Stat. § 17a-101c).

### **D. Anonymity**

1. Mandated Reporters are required to give their name when they make a report to the Connecticut Department of Children and Families ("DCF"). However, reporters may request anonymity to protect their privacy. This means that DCF would not disclose their name or identity unless mandated to do so by law. (Conn. Gen. Stat. §§ 17a-28; 17a-101).

### **E. Immunity and Penalty**

1. Immunity from civil or criminal liability is granted to people who make required reports in good faith.
2. The Town may not discharge, discriminate or retaliate against an employee for making a good faith report or testifying in an abuse or neglect proceeding.
3. A person mandated by Connecticut law and this policy to report, who fails to report shall be guilty of a class A misdemeanor or a class E felony.

(Conn. Gen. Stat. § 17a-101a). Additionally, Mandated Reporters could also be sued for damages if further injury is caused to the child because they did not act.

4. If DCF suspects or knows that the Mandated Reporter knowingly makes a false report, his or her identity shall be disclosed to the appropriate law enforcement agency and to the perpetrator of the alleged abuse. the person may be subject to a statutory penalty and may also be criminally liable. (Conn. Gen. Stat. § 17a-101b; § 17a-101e).

## **V. Suspected Abuse by a Member of An Institution or Facility Providing Child Care**

- A. Mandated Reporters are also required to report when they have reasonable cause to suspect or believe that any child has been abused or neglected by a member of the staff of a public or private institution or facility that provides care for children. DCF must notify the head of the institution or facility providing child care that a report has been made, except in circumstances when such person is the alleged perpetrator.
- B. Whenever DCF, based on the results of an investigation, has reasonable cause to believe that that a child has been abused or at an institution or facility providing childcare and is subject to licensure by the state for the caring of children, DCF shall notify the employer and the state agency that licenses it.
- C. When the employer is the Town, the Town may suspend the employee. The suspension must be with pay, not diminish or terminate the employee's benefits and remain in effect until resolved by the person's employer.

## **Pandemic Policy**

First and foremost, we want to maintain a safe workplace and encourage and /or adopt practices protecting the health of employees, customers, visitors or others. We also want to ensure the continuity of business operations in the event of a severe influenza or other communicable disease pandemic. The policies described below are intended to achieve these objectives. As always, our efforts will be guided by and in accordance with all applicable federal, state and local laws. We will continue to monitor information and advice on this important issue and modify or supplement these policies as necessary. If you have questions or concerns, please contact the Director, Human Resources, Labor Relations, and Administrative Services.

### **Preventing the Spread of Communicable Diseases in the Workplace**

We ask all employees to cooperate in taking steps to reduce the transmission of seasonal influenza or any other communicable disease in the workplace. By all reports, the best strategy for reducing the transmission of such diseases remains the most obvious-frequent hand washing with warm, soapy water, covering mouths with tissues whenever



you sneeze, discarding tissues used when sneezing. We also will install alcohol-based hand sanitizers throughout the workplace and in common areas. Masks or other measures may also be required.

### **Staying Home When Ill**

Many times, with the best of intentions, employees report to work when they feel ill. We provide employees with paid sick time and other benefits to compensate employees who are unable to work due to illness. During flu season and/or a communicable disease pandemic, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue or any other symptoms of a pandemic communicable disease. People with influenza-like illness must remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

### **Reporting to Work When Not Ill**

A pandemic could result in a significant level of absenteeism. Some employees may be unable to work if they become ill due to the virus while others may need to remain home to care for ill family members or simply to provide care for children during school closings. During this time, unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during a severe influenza pandemic should take steps now to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of childcare should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

### **Requests for Medical Information and/or Documentation**

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your healthcare provider. In general, we would request medical information to confirm your need to be absent, whether and how it relates to the pandemic infection, and that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

### **Confidentiality of Medical Information**

Our policy is to treat any medical information obtained from a disability-related inquiry or medical examination, as well as any medical information voluntarily disclosed by an employee, such as contracting a communicable disease, as a confidential medical record. In furtherance of this policy, any discloser of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

## **Safety and Emergency Protocols**

Any group of people working together must have rules and standards of conduct in order to provide for the orderly, safe, and efficient operation of the organization. It is impossible to state, in writing, all such rules and standards that could apply. Therefore, the following list represents

only those practices which are particularly serious in nature and adherence to which is a condition of your successful employment with the Town.

1. All personnel are required to utilize all of the safety equipment provided by the Town (safety glasses, back safety belts, rain gear, gloves, ear protection equipment, etc.) while performing work for the Town. The safety equipment that is supplied should be appropriate for the particular hazard being addressed. The Town will provide adequate training in the proper use of the supplied safety equipment.
2. All personnel are expected to make a safety check of the equipment and vehicle(s) they will be utilizing during the daily operations prior to the actual use of the equipment in the work operations. Report any problems to your supervisor immediately.
3. All personnel shall operate the Town's equipment in a safe manner. The Town will provide adequate training and instruction in safe equipment operation.
4. All work areas shall be kept clear of storage materials, debris, and equipment that could cause hazardous conditions. The Town will endeavor to have the work areas constructed and maintained so that these potential hazardous conditions may be avoided.
5. All personnel must immediately report any unsafe conditions or practices observed during work to their immediate Supervisor. If your immediate Supervisor is not available, the report should be made to the Department Head. If neither the Supervisor nor the Department Head is available, the report should be made to a member of the Town's Safety & Health Committee.
6. All personnel injured during work should immediately report the incident to their immediate Supervisor who should make sure that the injured worker receives the necessary first aid and/or medical treatment immediately. Employees must report all work-related injuries and incidences regardless of severity. As quickly as possible following the incident, the Supervisor must complete the necessary reporting and investigation documentation required by the Town.
7. Conduct which could be considered "pranks" or "horseplay" is strictly forbidden.
8. Behavior which endangers the safety and health of other employees is strictly forbidden.
9. Threatening, intimidating, or striking another employee is strictly forbidden.

It is each employee's responsibility to comply with safety and health standards, rules, regulations, and orders. It is the Supervisor's responsibility to enforce compliance. Employees found to have violated these rules will be subject to disciplinary action.

### **Medical Emergency Procedures**

If you believe an employee or visitor to a Town facility is experiencing a medical emergency, please take the steps listed below. If you are ever in doubt as to whether a situation constitutes a medical emergency, it is always best to err on the side of caution and call 911.

1. **CALL 911.** Please do not call the Police or Fire main numbers or physically go to one of the locations. The quickest, most effective report is through the 911 system as the dispatchers are equipped to ask the necessary questions and dispatch the appropriate personnel.
2. If you believe the ailing individual is having a heart attack, and if you have been trained in the use of CPR and/or the AED, you should ask another employee to call 911 so that you can follow your training protocols and apply and use the AED and/or perform CPR.
3. If the individual experiencing the medical emergency is a Town employee, please notify the supervisor and the Director, Human Resources, Labor Relations, and Administrative Services after emergency services personnel have arrived on the scene to care for the employee. If both the supervisor and Director are unavailable, please notify the First Selectman/Selectwoman's Office. Please note that emergency contact information is confidential. Either the supervisor or Director will make the appropriate calls.
4. When emergency personnel arrive at the scene, they are in charge. They will take over care of the patient and may or may not ask other personnel to assist. Please follow their directions with respect to your presence at the scene.
5. Under State and Federal law, emergency services personnel are not permitted to divulge personal medical information to anyone other than the patient and a few select individuals. Please do not contact the emergency services personnel seeking personal medical information about a co-worker or a visitor who has experienced a medical emergency.

## **SECTION 5 – EMPLOYEE RESPONSIBILITIES**

### **Attendance and Punctuality**

As an employee, your regular attendance and punctuality are crucial to the operations of the Town. Failure to meet this obligation jeopardizes the ability of the Town to fulfill its function. Therefore, to the extent permitted by law, excessive absenteeism or tardiness may result in disciplinary action, up to and including termination of employment.

If it should become necessary for you to be late or absent, you are required to contact your supervisor not later than one (1) hour before the start of your regular workday or as soon as possible under the circumstances. When you call, you should inform your supervisor of the reason for failure to report to work as scheduled and when you expect to return to work, so that your supervisor is able to arrange scheduling of workloads during your absence. If your supervisor is not available, you should leave a message for him/her, but you must also keep trying to reach your supervisor personally. Simply leaving a message is not sufficient. If your supervisor continues to be unavailable, you must contact the Town Administrator's or First Selectman/Selectwoman's Office, as appropriate to report that you will be absent or late.

The Town does not tolerate excessive absenteeism. An "excused absence" means that you have requested and received your supervisor's permission in writing to be absent on a certain day. An

"unexcused absence" is defined as all other absences where your supervisor has not approved the time off, or where you have failed to make appropriate attempts to contact your supervisor as outlined in the procedure above.

If you are absent from work for three (3) consecutive workdays and fail to properly call your supervisor, you will be considered to have voluntarily resigned your employment with the Town.

If you cannot get to work because of illness, or any other reason, you must notify your supervisor prior to the start of the workday (except in cases of proven inability to furnish such notice). This is to allow your supervisor to more easily arrange for coverage of your duties during your absence.

### **Customer Relations**

Customer relations refers to the contacts we have with the public during the course of our work. You are expected to interact in a civil, respectful, understanding and helpful manner.

If a member of the public is dissatisfied and you cannot solve their problem yourself, refer them to someone who can help, such as your supervisor.

### **Address and Personal Information**

In order for employment information, paychecks and W-2 forms to be delivered to you expeditiously, the Town must have an accurate record of your current home address and telephone number or another number where you can be reached. It is also important that we have the same information for a person to contact on your behalf in case of an emergency.

The Town will not be held responsible for not having a current address and phone number if you have not provided the information to Human Resources in writing or through the online employee portal, as applicable. Please also notify Human Resources in writing or through the online employee portal, as applicable, within 30 days of any change in marital or family status, such as marriage, divorce, separation, birth, change in number of dependents, etc. These changes could affect income tax withholding, insurance and other benefits.

### **Confidentiality**

As part of your responsibilities as a Town employee, you may learn of or be entrusted with sensitive information of a confidential nature. During your employment, any information, including but not limited to information relating to residents, land use matters, tax data or personnel history or actions, shall be considered and kept as the private and privileged information of the Town and must not be divulged to any firm, individual or institution except on the direct written authorization of the First Selectman/Selectwoman. Your failure to honor this confidentiality requirement may result in disciplinary action, including discharge.

If you leave employment with the Town for any reason, we ask that you continue to treat as private and privileged any sensitive information. Except as required by law, you should not release any such information to any person, firm, or institution without the express written

approval of the Board of Selectmen. The Town may pursue legal remedies for unauthorized disclosure of sensitive, confidential information.

### **Clean Workspace**

Neatness and good housekeeping are signs of efficiency, and Town employees are expected to keep their work area neat and orderly at all times. In addition, in case of emergency, it is necessary that all hallways and passageways be clear of boxes, chairs or other obstacles that might hinder an escape route. Always be aware of good health and safety standards, including fire and loss prevention. Please report anything that needs repair or replacement to your supervisor immediately.

### **Dress Code**

As an employee you are also a representative of the Town in the eyes of the public. Therefore, it is important that you report to work properly groomed and wearing appropriate attire. It is expected and a necessary part of your job duties that you dress neatly and in a manner consistent with the nature of the work you are performing. Any employee who reports to work inappropriately dressed may be asked to leave and return properly groomed and attired.

Acceptable attire includes slacks with shirts and sweaters or jackets, dresses and skirts. Tee-shirts, tank or halter tops, and worn or tattered shoes or sneakers are not acceptable. All clothing should be clean and without rips or holes. You must present a neat and appropriate appearance at all times.

Employees who are provided with a uniform are required to wear such uniform. Attire for employees that work outside or have safety sensitive positions will be directed by the department head.

### **Personal Property and Inspection Thereof**

Your personal belongings are your responsibility. The Town assumes no responsibility for an employee's personal property including, but not limited to, money, articles of clothing, and vehicles. Please ensure that personal articles of value are secure.

The Town mandates a work environment that is free of firearms, weapons, explosives, and controlled substances or other improper materials. To this end, the Town prohibits the possession, storage, transfer, sale, solicitation or use of such materials on its premises and expects and requires your cooperation in administering this policy.

The Town reserves the right to inspect any packages which may be carried onto or off of its premises. Desks, lockers and other storage devices may be provided for the convenience of the Town, and employees should have no reasonable expectation of privacy in these areas.

**Flex Time**

Flex time may be utilized if there is adequate coverage in your department and if it does not affect the functioning of the department. In accordance with applicable Federal and State laws, employees will be allowed to make up lost time due to late arrivals, early departures, doctor appointments, or personal business appointments, by reporting to work early, leaving past regular quitting time, working through a portion of or the whole lunch hour, etc., as long as time is made up in the week in which it is missed, and such arrangement is approved by your supervisor.

**Resignation by Employee**

Employees are requested to submit a written letter of resignation at least two (2) weeks in advance of their last day of employment. Employees who do not report to work for three (3) consecutive workdays without contacting a supervisor will be deemed to have voluntarily resigned.

**Return of Equipment/Supplies**

Prior to the end of the last day of work, the employee must return all Town equipment and property to his/her supervisor or to Human Resources. This includes, but is not limited to, all passes, identification cards and keys.

**Conferences**

Requests for participation in national or regional conferences or conventions must be made as part of the budget process. Department heads and other employees may be authorized to attend a reasonable number of regional and state conferences provided they are directly related to the employee's professional field and position with the Town.

**Travel Expenses**

Expenses for approved travel must be supported by receipts. Mileage will be reimbursed at the rates established by the Internal Revenue Service. The cost of travel between your home and the principal location of your job, whether for daily duties, related evening meeting, or a sixth (6<sup>th</sup>) or seven (7<sup>th</sup>) day of work, will not be considered a valid business expense. Travel of this nature is considered to be a necessary part of your job.

Pursuant to the IRS Code and Regulations, the use of a Town-supplied vehicle for commuting to and from work is considered personal use of the vehicle. The value of that commuting, computed at the applicable IRS mileage rate, must be reported as income and is subject to withholding tax. Law enforcement and certain other emergency vehicles are exempt from this requirement.

## SECTION 6 – APPOINTMENT AND PROMOTION

### Categories of Employees

Town employees are either regular employees or temporary/seasonal employees, and either full-time or part-time, as assigned by the Town.

**Regular employees** are those hired on a regular basis for an indefinite period of time. A regular employee may initially be hired on a probationary status. See below.

**Temporary or seasonal employees** are those hired in a specific Town Department for a defined period of time. Temporary employees may not exceed 6 months. Seasonal employees may not exceed 120 days.

**Full-time employees** are employees who are regularly scheduled to work at least 35 or more hours per week.

**Part-time employees** are employees who are scheduled to work less than 35 hours per week.

#### **Regular Part-time Employees are eligible for benefits as follows:**

- Part-time employees who regularly work thirty (30) or more hours per week are eligible for full employee benefits, including health insurance.
- Part-time employees who regularly work at least twenty (20) hours, but less than 30 hours, are eligible for pro-rated vacation, sick, and holiday pay.
- Part-time employees who were employed as of April 16, 2018 and at the time were benefit eligible and regularly work at least fourteen (14) hours but less than twenty (20) hours per week are eligible for pro-rated vacation, sick, and holiday pay.

A regular employee may be hired on a **probationary status** for the first six (6) months of employment. If so, the Town reserves the right to extend the probationary period for up to an additional six (6) months. The probationary period is provided so that the employee and the Town can evaluate the match between the employee's capabilities and the requirements of the job. Failure of the employee to meet any job standards during the probationary period, or violation of any of the Town's rules or regulations, could result in immediate termination of employment. During the probationary period, employment can be terminated by the Town without notice. A successful completion of the probationary period will result in the employee obtaining regular full-time or regular part-time status, subject to any and all rules and regulations of the Town.

### Exempt and Non-exempt

Whether regular or temporary/seasonal, full-time or part-time, Town employees are further categorized by law as either **(a) exempt** from the overtime pay requirements of state and federal law or **(b) not exempt** ("non-exempt") from the overtime pay requirements of state and federal law.

Exempt employees are employed in an executive, administrative, or professional capacity, are paid on a salary basis and are not eligible for overtime pay. Non-Exempt employees are employed in jobs other than executive, administrative or professional capacities, are paid on the basis of the time they work and are subject to statutory overtime pay requirements.

### **Performance Evaluations**

To ensure that you perform your job to the best of your abilities, it is important that you be recognized for good performance and that you receive appropriate suggestions for improvement when necessary. One of the important roles of your supervisor is to help each employee perform his/her work at the highest level of performance, without losing sight that the ultimate measurement of our success is the quality of service provided to our citizenry. Accordingly, your performance will be evaluated by your supervisor on an ongoing basis.

In addition to the ongoing performance evaluation by your supervisor, you will also receive periodic written evaluations of your performance. The formal evaluations will include a mid-year review to inform you of your job performance and the areas where improvement is needed. A formal annual written performance review will also take place and will assess your performance in relation to your job responsibilities, considering such factors as your conduct, demeanor, record of attendance, etc. In addition to the regular performance evaluations described above, special written performance evaluations may be conducted by your supervisor at any time to advise you of performance or disciplinary problems.

The performance evaluation process should be interactive. You may be asked to prepare self-evaluations prior to the formal review process to assist in developing a more useful and mutually beneficial evaluation. Furthermore, after your supervisor reviews your performance with you, you will have an opportunity to record your comments regarding the evaluation.

Completed performance evaluations become a part of your personnel records.

### **Hiring Procedures**

Unless Federal and State law or local ordinance otherwise provide, these are the procedures followed in the hiring of Town employees:

- The Town of Wilton is an equal opportunity employer, and complies with all statutes regarding employment. A copy of Wilton's policy on non-discrimination is on file in the office of the Director, Human Resources, Labor Relations, and Administrative Services.
- Each prospective employee submits a complete, written application for employment.
- Background investigations may be conducted on applicants who are being actively considered for employment. This step follows an initial application review and interview.



- Following an offer of employment, but prior to actual hiring, the applicant may be required to submit medical records and to take a pre-employment physical, which includes a drug screen, by a physician selected by the Town.
- Applications submitted by individuals who are related by blood or marriage to a current Town employee will be considered along with other applicants, provided there will be no direct reporting or supervisory relationships on the job. Neither relatives nor spouses are permitted to work in the same department or in any other positions which the Town believes provide for an inherent conflict of interest. Employees who marry while employed by the Town will be treated in accordance with this policy.

## **SECTION 7 – SALARY AND WAGES**

### **Compensation**

All salaries and hourly wage rates in Wilton are set in recognition that Wilton must compete for its employees with other Towns in the area. Rates of pay are re-examined annually by the Board of Selectmen, and changed when appropriate.

All non-union employees receive their pay via direct deposit.

### **Overtime**

For the purposes of determining which hours constitute overtime, only actual hours worked in a given workday or workweek will be counted. This means that if you are on vacation or out of work for some other reason during a week, those hours that are not actually worked will not be counted towards your overtime calculation.

Overtime is paid to any non-exempt employee who works in excess of 40 hours in any given week. Overtime is paid at a rate of one and one-half (1 ½) times the employee's regular hourly rate of pay. Your supervisor must pre-approve overtime. Working unauthorized overtime is grounds for discipline, up to and including termination.

For the purpose of calculating overtime, holidays, sick leave and other authorized leaves are considered time worked during that week.

### **Wage Assignments and Garnishments**

The Town is obligated to comply with any court-ordered wage assignments or garnishments against your wages. These amounts will be deducted from your wages until the Town is notified to do otherwise by a court order or other legal process.

### **Paychecks and Pay Schedules**

For payroll purposes, the pay period is biweekly, with payday no later than the Friday following completion of the preceding pay period.

When a weekend or holiday makes it impossible to be paid on the scheduled payday, employees will receive their paychecks on the last workday prior to the weekend or holiday.

There are certain deductions that are required by law. In addition, there may be deductions for items that you authorize. Your payroll stub itemizes the deductions made from your gross earnings. If there is an error in your paycheck, please report it immediately to the Payroll Department.

It is the policy of the Town that exempt employees' pay will not be "docked," or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable; however, the Town may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Thus, exempt employees may be subject to the following partial-week salary deductions, except where prohibited by law, but only for the following reasons:

- Absences of one or more full days for personal reasons, other than sickness or accident;
- Absences of one or more full days due to sickness or disability after your paid time off has been exhausted;
- Absences (including partial-day absences) taken pursuant to the Family and Medical Leave Act;
- Suspensions for violations of safety rules of major significance;
- Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary;
- Negative paid time off balances, in whole day increments only.

Any questions that you may have about your paycheck or the deductions made should be addressed to Payroll.

### **Time Reporting**

It is necessary to maintain accurate and complete records of hours worked.

- All employees are required to report Sick, Personal and Vacation time.
- Non-Exempt staff are required to complete a timesheet for each shift worked.
- All employees are required to obtain approval before working overtime.
- Any adjustments to hours must be approved by both the employee and their supervisor in writing.

Non-exempt employees should never work "off the clock." If you believe you have not been paid for all hours worked, that you were asked to work off the clock, or that you were not paid overtime to which you were entitled, please speak with Human Resources.

Falsification of time reporting/records is basis for disciplinary action, up to and including termination of employment.

### **Longevity**

Recognizing that length of service fosters stability and continuity of the workforce, the Town offers a longevity benefit, in the form of a longevity bonus, to Regular Full-Time Employees and Regular Part-Time Employees who work an average of 20 hours or more per week. Part-time employees who were employed as of April 16, 2018 and at the time were benefit eligible and regularly work at least fourteen (14) hours but less than twenty (20) hours per week are eligible for pro-rated longevity payments. Eligible employees who have completed ten years of service quality for this benefit. Eligible Regular Part-Time Employees will earn a pro-rated benefit calculated by multiplying their full-time equivalent percentage times the longevity benefit provided to Regular Full-Time Employees. The payment is made on the next regular pay date following the anniversary of your employment.

## **SECTION 8 – LEAVES OF ABSENCE**

All employees are required to submit a Time Off Request to their supervisor. The request form is available on the Town of Wilton Employees Resource page of the Town's website.

### **Sick Leave**

Paid sick leave is granted to all regular full-time employees on the basis of one day of sick leave for each full month of completed employment and may be accumulated if not used.

Regular part-time employees eligible for sick leave, as described in Section 6, are eligible for prorated sick leave based on the average hours worked in the prior year.

Part-time employees who do not work enough hours on a weekly basis to be characterized as regular part-time employees will receive sick leave benefits, if any, in accordance with applicable State law.

To be eligible to use sick leave, employees must have worked at least 680 hours starting from their hire date. Additionally, to be eligible to use any accrued time, an employee must have averaged at least 10 hours per week during the most recently completed calendar quarter. Employees are permitted to use accrued time for the following reasons:

- (A) an employee's illness, injury or health condition;
- (B) the medical diagnosis, care or treatment of an employee's mental illness or physical illness, injury or health condition;
- (C) preventative medical care for an employee;
- (D) to care for an employee's child or spouse's illness, injury or health condition;
- (E) the medical diagnosis, care or treatment of an employee's child or spouse's mental or physical illness, injury or health condition;

- (F) preventive medical care for a child or spouse of an employee;
- (G) where an employee is victim of a family violence or sexual assault
  - (i) for medical care or psychological or other counseling for physical or psychological injury or disability;
  - (ii) to obtain services from a victim services organization;
  - (iii) to relocate due to such family violence or sexual assault; or
  - (vi) to participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.

The Town may request verification from a health care provider in the event of an absence of more than three (3) consecutive days or where there is other reason to confirm the cause of an employee's sick leave, for example where there is a questionable pattern of absences such as repeatedly using sick days on a Friday or Monday. Employees may be required to submit a physician's certification or participate in a fitness for duty examination in order to be eligible to return to work following illness. In the event of leave related to family violence or sexual assault, certification must be provided from a court, a victim services organization, an attorney, a police officer, or a counselor to support the need for leave.

Upon retirement or death, any unused accumulated sick leave (up to a maximum of 180 days and 120 days for employees hired, rehired, or newly benefit eligible after October 4, 2016) will be paid to the employee or employee's estate, as the case may be at a rate of ½ of regular pay. This limits payments to dollar equivalent of 90 days of regular pay and 60 days of regular pay for employees hired, rehired, or newly benefit eligible after October 4, 2016. Any unused sick leave is forfeited on termination prior to retirement or death.

For long term disability insurance coverage, see Section 9.

### **Funerals**

In the event of the death of a member of your immediate family, you will be granted funeral leave for a period up to three (3) days. This leave may be extended by the First Selectman/Selectwoman. A member of the immediate family is defined as your husband, wife, child, mother, father, mother-in-law, father-in-law, sister, brother, sister-in-law, brother-in-law, grandparent, grandchild, aunt, uncle, or any relative who resides with you. In the event of the death of a niece or nephew, you will be granted funeral leave for a period of two (2) days. At the discretion of the First Selectman, or his/her designee, where unusual circumstances and equity dictate, one (1) working day may be granted with pay at the time of death of any other person not described in the section in order to attend the funeral of that person.

### **Jury Duty**

The Town recognizes your civic responsibility to perform jury duty when called upon. While you are serving on jury duty, the Town will continue your salary. You are required, however, to reimburse the Town for any jury duty compensation you receive, except reimbursement for travel expenses.

### **Military Service**

Leaves of absence for military or Reserve duty are granted to regular full-time and regular part-time employees. If you are called to active military duty or to Reserve or National Guard training, or if you volunteer for the same, you should submit copies of your military orders to your supervisor as soon as is practicable. You will be granted a military leave of absence for the period of military service in accordance with applicable Federal and State laws. If you are a Reservist or a member of the National Guard, you are granted time off for required field training.

The Town will pay to a regular full-time and regular part-time employee with Reserve or National Guard duty obligations the difference between his regular straight time pay and his military pay during his required field training for up to a maximum of 30 days in any calendar year or as otherwise set forth by applicable Federal and State laws.

Your eligibility for reinstatement after your military duty or training is determined in accordance with applicable Federal and State laws.

### **Family and Medical Leave**

In accordance with the Federal Family and Medical Leave Act of 1993 (“FMLA”), and in order to accommodate the needs of our employees, the Town has adopted the following Family and Medical Leave Policy. Should a portion of this policy be found to be inconsistent with the law, as amended, the language of the law shall prevail.

#### **Eligibility for and Duration of Leave:**

To be eligible for a leave of absence under this policy, you must have completed at least 12 months of employment and have worked at least 1,250 hours during the 12-month period immediately prior to the commencement of the leave. Previous periods of employment with the Town may be counted to meet the 12-month service requirement under certain conditions. You must also work at a location that has 50 employees within a 75-mile radius, based on the number of employees maintained on the payroll.

Except as otherwise expressly stated herein, the maximum duration of a leave of absence under this policy is 12 weeks during the 12-month period measuring forward from the date the employee’s first FMLA leave begins.

FMLA leave can be taken all at once or, under certain circumstances, on an intermittent or reduced leave schedule. Employees who request intermittent leave or a reduced leave schedule for planned medical treatment must arrange medical treatments and appointments to minimize work disruptions. The Town can transfer such employees temporarily to positions that permit them to take intermittent leave or reduced leave schedules with limited work interruptions.

#### **Reasons for Leave:**

If you are eligible to take a leave, you may do so for any of the following reasons:

- The birth of your child and to care for that child. Leave for this purpose must conclude within 12 months following the child's date of birth.
- The placement of a child with you for adoption or foster care. Leave for this purpose must conclude within 12 months of the placement of the child.
- To care for your spouse, child or parent who has a serious health condition.
- Your own serious health condition which causes you to be unable to perform one or more of the essential functions of your position.
- For qualifying exigencies (e.g., short-term notice deployment, military events, childcare and school activities, financial and legal arrangements, counseling, post-deployment activities) arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation ("qualifying exigency leave").

Eligible employees can take up to 26 weeks (calculated from the first day of the leave for this reason) of unpaid FMLA leave in a single 12-month period:

- To care for your spouse, son, daughter, or next of kin who is in the armed services and is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness ("military caregiver leave").
- 26 weeks in a single 12-month period may be used for military caregiver leave only. Qualifying exigency leave is limited to 12 weeks in a 12-month period.

Additional provisions and requirements concerning military leave apply and should be addressed with Human Resources.

Employees can take FMLA leave for their biological children; adopted children; foster children; stepchildren; legal wards; or children for whom employees have day-to-day responsibilities to care for or financially support. Children must be under age 18 unless they are incapable of self-care because of a physical or mental disability (as defined under the Federal Americans with Disabilities Act) at the time that FMLA leave begins.

Employees cannot take FMLA leave for parents-in-law.

If two spouses work for the Town, they are limited to a combined total of 12 weeks (or 26 weeks if eligible) of FMLA leave because of the birth, adoption, or foster care placement of a child, to care for a parent with a serious health condition, or to care for a covered service member with a serious injury or illness. Spouses remain eligible to take FMLA leave individually for other FMLA-qualifying reasons from the time that remains out of the original 12-week leave designation.

### **Notice and Information Required**

If you desire a leave of absence under this policy, you must submit a request in writing to Human Resources at least 30 days prior to the start of the leave when the need for such leave is reasonably foreseeable (as in the case of a birth, placement or adoption of a child, or a planned medical treatment for a serious health condition.) Otherwise, you must provide as much advance notice as possible. Failure to provide timely notice may result in a delay in gaining approval for the leave of absence.

If FMLA leave is taken because of employees' or their family members' serious health condition, employees must provide a completed Certification of Health Care Provider form which can be obtained from Human Resources. If leave is foreseeable, employees must provide at least 30 days in advance of the leave. Failure to provide certification, when foreseeable, will result in a denial of leave until such certification is obtained. If the need for leave is not foreseeable, employees must complete and submit medical certifications to the Town within 15 calendar days from the date of the Town's request or as soon thereafter as practicable under the circumstances.

The Town may require employees to obtain a second medical certification from a health care provider that is selected and paid for by Town. If the Town receives a medical opinion from the second health care provider that is different from employees' health care provider, the Town may require employees to obtain a third medical certification from a third health care provider also paid for by the Town. The third health care provider's medical opinion is considered to be the final medical opinion.

Under certain circumstances, the Town can require recertification of employees' or their family members' medical conditions. The Town will not require second or third opinions or recertification of a covered service member's serious injury or illness or qualifying exigency.

### **Pay and Benefits During FMLA Leave**

FMLA leave is unpaid. However, the Town requires employees to substitute all accrued vacation, sick and personal time for FMLA unpaid leave, when such leave is otherwise available to be used for the reason that is the basis for the FMLA leave. Employees must comply with the Town's policies on accrued paid leave when such leave is substituted for unpaid FMLA leave. FMLA leave taken after employees' accrued vacation, personal, and sick time is exhausted, is unpaid.

The Town maintains group health plan benefits for eligible employees on FMLA leave. Employees must continue to pay their portion of the premium while they are on FMLA leave and are notified how to make the payments for their share of their group health plan premiums during leave. Employees can be required to reimburse the Town for any group health insurance premiums paid during leave if employees do not return to work from leave.

### **Notification of Eligibility and Key Employee Status**

Once an employee submits a request for FMLA leave, the Town will notify the employee within 5 business days of his or her eligibility for FMLA or, the reason for a denial. The Town will also notify the requesting employee if he or she is considered a “Key employee,” and as such, restoration of employment may be denied at the end of the FMLA leave period.

A “Key employee” is a salaried, FMLA-eligible employee who is among the highest paid 10% of all Town employees within 75 miles of the employee’s worksite. **Key employees are allowed to take FMLA leave, but may be denied restoration to employment if such restoration would cause substantial and grievous economic injury.**

### **Reinstatement**

- 1) If you return to work at the conclusion of an approved leave under this policy, you will be restored to the same or an equivalent position, with equivalent pay, benefits, and other terms and conditions of employment.
- 2) If you do not return to work at the conclusion of an approved leave under this policy, to the extent permitted by law, you will be considered to have voluntarily resigned from employment with the Town.

Employees returning from leave who were on leave because of their own serious health condition may be required to submit proof of their ability to return to work in the form of a medical certification.

### **Discrimination Prohibited**

It is the Town’s policy not to discriminate against an employee who has requested a leave or for otherwise exercising rights pursuant to this policy. Any complaints in this regard should be brought to the attention of Human Resources.

Please contact Human Resources if you would like further information pertaining to this policy. This policy is subject to change at any time within the provisions of the Family and Medical Leave Act.

### **Organ and Bone Marrow Donor Leave**

Pursuant to state law, employees who have worked for the Town for at least 1,250 hours during the previous 12-month period may request leave in order to serve as an organ or bone marrow donor, provided such employee may be required, prior to the inception of such leave, to provide sufficient written certification from the physician of such employee or an advanced practice registered nurse of the proposed organ or bone marrow donation and the probable duration of the employee's recovery from such donation.

### **Crime/Family Violence Witness or Victim Leave**



Employees who are witnesses or victims of a crime may take unpaid leave to attend or participate in legal proceedings pertaining to a crime. In addition, employees who are subpoenaed to a court, legislative, or administrative proceeding may take unpaid leave to attend such proceedings. Also, victims of family violence may take an unpaid leave of up to 12 days to (1) seek medical care or counseling for physical or psychological injury or disability, (2) obtain services from a victim services organization, (3) relocate due to the family violence, or (4) participate in any civil or criminal proceeding related to or resulting from such family violence. If you need leave under this policy, please notify Human Resources as soon as possible.

### **Personal Days**

With the approval of the department head, you may be granted up to 3 days personal leave with pay in a fiscal year. Up to 2 additional days personal leave in a fiscal year may be granted by the First Selectman/Selectwoman or designee. The purpose of personal leave is to attend to justifiable personal business which requires your attention during working hours. Personal days are not to be construed as additional vacation.

### **Leaves of Absence Without Pay**

Extraordinary and unusual circumstances may require your absence from work for an extended period of time and for reasons for which the paid or unpaid leaves described above are either unavailable or inappropriate. A request for such leave must be made in writing to the First Selectman and must state the reasons in detail. If granted, the extended leave will be without pay. Through the end of the month in which your leave commences, the Town will pay the full cost of health and life insurance coverage. Thereafter, and for the duration of the leave, you may remain in the Town group insurance plans provided you pay the full cost of coverage. If you choose to discontinue group insurance coverage during the leave, upon returning to work your re-enrollment will be subject to the terms of the group policies. During the leave you cannot accrue vacation or sick time and your job may not be held open for you. Failure to return to work at the end of the leave without good cause will be considered a resignation.

## **SECTION 9 –EMPLOYEE BENEFITS**

### **Vacation**

Vacation time is provided for all employees according to the procedures outlined below. The intent is to give employees a break from the routine of their work. Vacation does not serve its purpose when it is not taken, and the Town expects employees to schedule and take vacation time due them each. Every reasonable attempt will be made to honor your requested dates. If scheduling conflicts arise, these will be resolved by your supervisor based on such factors as individual requests and priorities, seniority and needs of the department.

A non-union employee may request to carry over up to five days of earned vacation from one fiscal year to the next, to the extent the accumulated carryover does not exceed the employee's annual vacation allowance. Any carryover recommended by the department manager must be approved by the First Selectman/Selectwoman.

Your vacation time is earned on the basis of the length of time you have worked for the Town and if applicable, your status as a department manager. Vacation is awarded as a lump sum on July 1. Although vacation is awarded as a lump sum, vacation is earned on a prorated monthly basis from July 1<sup>st</sup> and vacation payout at the time of separation is prorated monthly from July 1<sup>st</sup>.

During your first of year employment, vacation is earned and accrued on a prorated basis until July 1. Thereafter, vacation is awarded in a lump sum on July 1, as above. You are eligible to take earned vacation after six months of employment.

New hires with previous work experience may be awarded additional weeks of vacation at their time of hire at the discretion of the First Selectman/Selectwoman. Newly promoted employees may be awarded additional weeks of vacation at the time of their promotion at the discretion of the First Selectman/Selectwoman.

Regular employees who complete their first (1<sup>st</sup>) or second (2<sup>nd</sup>) service anniversary during a fiscal year (July 1-June 30) are entitled to two (2) weeks of vacation which may be taken at any time during that fiscal year (subject to your supervisor's approval). Regular employees completing service anniversaries three (3) through ten (10) during a fiscal year will receive three (3) weeks of vacation on July 1 of that fiscal year, which can be taken (with your supervisor's approval) at any time during that fiscal year. Regular employees completing service anniversaries eleven (11) or greater in a fiscal year will receive four (4) weeks of vacation on July 1 of that fiscal year.

Regular Part-Time Employees are granted vacation time in the same manner as full-time employees except that for part-time employees a week of vacation is defined as the average number of hours worked per week during the previous fiscal year.

In determining the time value of taking less than a full week of vacation, the following procedure will be followed:

- For Regular Part-Time Employees who work a set number of hours per week, the time value of taking less than a full week of vacation will be the difference between the number of hours normally scheduled to be worked in a week minus the number of hours actually worked during the week in which vacation time was taken.
- For Regular Part-Time Employees who do not work a set number of hours per week, the time value of taking less than a full week of vacation will be the average number of hours worked per week during the previous fiscal year minus the number of hours actually worked during the week in which vacation time was taken.

Eligible employees on vacation during a week in which an approved Holiday occurs will not be charged a vacation day on the day of the Holiday.

### **Holidays**

The Board of Selectmen has authorized twelve (12) days per year to be designated as paid holidays. The following are typically observed by the Town of Wilton as paid holidays:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

The list of specific holidays to be observed in any calendar year is established by the Board of Selectmen and posted on the Town of Wilton Employee Resources page on the Town's website. <https://www.wiltonct.org/human-resources-department/pages/town-wilton-employee-resources>

Eligible employees on vacation during a week in which one (1) of the approved holidays occurs will receive an extra day of vacation with pay. If any non-exempt employee is required to work on a holiday, that person will receive pay at one and one half (1 ½) times regular base pay for the hours worked in addition to the regular compensation. Exempt employees who are required to work on a holiday will be compensated at regular straight time for hours worked.

### **Medical Insurance**

Medical insurance is provided for full-time employees and their eligible dependents. At the time of issuance of this handbook, the Town is participating in the State's Partnership 2.0 medical insurance plan. Details of the plan are available online here: <https://www.oscct.gov/ctpartner/index.html>. The Town reserves the right to review and change providers from time to time, subject to the collective bargaining process where applicable.

All employees participating in the Town's medical insurance pay a premium cost share amount that may change from time to time.

### **Dental Care**

All employees, and their eligible dependents, who are eligible for medical insurance, regardless of the plan, may receive dental care coverage under a separate policy, currently insured by the Delta Dental Plan of New Jersey, Inc. Coverage is limited to \$1,500 per calendar year per individual. Costs are reimbursable at eighty percent (80%) for general services and fifty percent (50%) for major services.

All employees participating in the Town's dental plan contribute toward the cost of their dental insurance that may change from time to time.

### **Vision Care**

All employees, and their eligible dependents, who are eligible for medical insurance, regardless of the plan, may receive vision care coverage through Blue View Vision Plan

offered by Anthem. The plan provides coverage for routine eye exams and corrective eyewear.

All employees participating in the Town vision plan contribute toward the cost of the plan that may change from time to time.

### **Medical Insurance – Retired Employees**

Effective July 1, 2022, retiree health insurance benefits for non-union employees shall be as follows:

**Active non-union employees who retire in accordance with the terms of the Town's retirement plan without Medicare eligibility** may choose to continue to receive the health insurance provided to the employee and the employee's enrolled dependents by the Town conditioned upon the retiring employee assuming the full premium cost of the insurance, until such time as the employee becomes Medicare eligible. Upon obtaining Medicare eligibility, the retiree must leave the Town's health insurance plan for active, non-union employees and may enroll in a State-sponsored Medicare Group Advantage Plan available to eligible participants. The retiree must be entitled to Medicare Part A and enrolled in Part B of Medicare in order to be eligible to join the State-sponsored Medicare Group Advantage Plan. The retiree will be responsible for the full premium cost of the plan.

The retiree's spouse will be permitted to continue to participate in the Town's health insurance plan for active employees, assuming the full premium cost of the insurance, until such time as he/she becomes Medicare eligible, at which point, the spouse may join the State-sponsored Medicare Group Advantage Plan with the same conditions associated with said benefit as apply to the retiree. The retiree's dependent children may continue to participate in the Town's health insurance plan, assuming the full premium cost of the insurance, until age 26.

**Active, non-union employees who retire in accordance with the terms of the Town's retirement plan with Medicare eligibility** must leave the Town's health insurance plan for active, non-union employees and may enroll in a State-sponsored Medicare Group Advantage Plan. The retiree must be entitled to Medicare Part A and enrolled in Part B of Medicare in order to be eligible to join the State-sponsored Medicare Group Advantage Plan. The retiree will be responsible for the full premium cost of the plan.

The retiree's spouse will be permitted to continue to participate in the Town's health insurance plan for active employees, assuming the full premium cost of the insurance, until such time as he/she becomes Medicare eligible, at which point, the spouse may join the State-sponsored Medicare Group Advantage Plan with the same conditions associated with said benefit as apply to the retiree. The retiree's dependent children may continue to participate in the Town's health insurance plan, assuming the full premium cost of the insurance, until age 26.

Non-union employees who terminated their employment from the Town on or after January 1, 2020 when they were not yet Medicare eligible and continued participating in the State Partnership Plan will have the opportunity to join the State-sponsored Medicare Group Advantage Plan when they become Medicare eligible as long as they meet the eligibility requirements of the plan, including the time period during which this one-time opportunity is available as set by the State-sponsored Medicare Group Advantage Plan.

Billing for the premium cost of the State-sponsored Medicare Group Advantage Plan will be done by the plan provider if offered.

**An active, non-union employee who retires in accordance with the terms of the Town's retirement plan and his/her eligible dependents** may choose to continue to participate in the Town's dental and vision insurance provided the retiring employee assumes the full premium cost of the insurance.

For purposes of eligibility for the retiree health insurance provisions of this section, employees who are participants in the Town's defined benefit and defined contribution retirement plans will meet the requirements of retirement as they are set forth in the Town's defined benefit retirement plan.

### **Benefits Continuation (COBRA)**

The Federal Consolidated Omnibus Budget Reconciliation Act ("COBRA") and State continuation of coverage provisions may allow employees and their dependents who are covered by our health insurance program to temporarily continue that coverage following certain qualifying events (such as termination of employment), when health coverage would otherwise end. COBRA continuation rights are described in greater detail in the information you receive when you enroll in our health insurance program and will be provided after a terminating or other qualifying event occurs. If you need additional information, please contact Human Resources.

### **Other Insurance Benefits**

Life insurance coverage is provided for the employee only. The face value of the insurance will vary by the plan in which you are enrolled. Accidental Death and Dismemberment insurance is also provided. Insurance benefits are reduced fifty percent (50%) at age seventy (70).

Most employees are covered by long-term disability insurance which is designed to provide some income for employees totally disabled by accidental injury or sickness. Total disablement means that you are unable to work for an extended time period and coverage is subject to certain limitations specified in the policy. It currently pays fifty percent (50%) of your basic monthly income to a maximum of \$1,500 per month, reduced by the amount of any other income benefits available to you for such monthly period. Benefits continue until your total disability ceases, or the date your Maximum Benefit Period ends, whichever occurs first. There is a six (6) month waiting period

before an employee is eligible to participate in the coverage as well as a six (6) month elimination period before payments commence. Coverage is for employees only, and ceases if employment is terminated.

### **Retirement Plan**

The Town of Wilton maintains a contributory, defined benefit retirement plan for employees of the Town of Wilton, (the “Plan”) effective July 1, 1960, amended from time to time, and amended and restated effective as of July 1, 2015. The amount of the employee contribution varies by the part of the Plan under which you are covered. The Plan is composed of five (5) parts as follows: **Part I** – Police Officers; **Part II** – Employees covered by the pre-1970 Plan and not electing to join **Part III**. **Part III** – the Plan for the majority of employees; **Part IV** – Firefighters; and **Part V** – Administrative and other miscellaneous matters applicable to all parts of the Plan. The complete Plan is available in the office of the Director of Human Resources, Labor Relations, and Administrative Services.

The Town shall establish and maintain a defined contribution retirement plan for all non-union employees and employees who are members of Local 1303-160 of Connecticut Council #4, AFSCME who are hired or re-hired after July 1, 2007, employees who are members of Wilton Police Union 1429 who are hired or re-hired after April 2, 2015, and employees who are members of Teamsters Union Local No. 145. These employee groups will not be eligible for participation in the Plan. The non-union employees shall contribute five percent (5%) and the Town shall contribute nine percent (9%) of the employee’s base pay to the defined contribution plan. For non-union employees hired, rehired, or newly benefit eligible after October 4, 2016, the Town shall contribute five percent (5%) of the employee’s base pay to the defined contribution plan. Vesting shall be five (5) years.

### **Deferred Compensation Plan and Roth Individual Retirement Accounts**

The Town agrees to provide a tax-sheltered annuity plan for all employees who choose to participate. The plan shall conform to guidelines set forth for a Governmental Deferred Compensation Plan (26 USC Section 457). Effective by or before July 1, 2014, the Town will amend its Section 457 Deferred Compensation Plan so that it permits Roth deferrals, and it will offer Roth individual retirement accounts through its Section 457 Deferred Compensation Plan provider.

### **Employee Assistance Program**

The Town offers an Employee Assistance Program (“EAP”) which provides confidential assistance to employees and their families. You are given the opportunity to resolve problems in a confidential environment. The program is designed to assist in the identification and resolution of personal and behavioral issues that may adversely affect employee well-being and on-the-job performance.

### **Tuition Reimbursement Program**

Employees meeting the following criteria will be eligible for partial tuition reimbursement upon successful completion of pre-authorized courses:

1. Candidates must be Regular Full-time Employees of the Town and have at least one (1) year's prior service;
2. Courses must be job related.
3. Enrollment in such courses must be approved in advance by the First Selectman or Town Administrator;
4. At the time of course completion and application for reimbursement, you must be an employee of the Town;
5. The reimbursement rate for tuition, fees, and textbooks is seventy percent (70%) for courses completed with a C-, C or C+ grade, seventy-five percent (75%) for courses completed with a B-, B or B+ grade, and eighty percent (80%) for courses completed with an A-, A, or A+ grade; and

The Board of Selectman, at its discretion, may grant a monetary award for completion of certification or an advanced degree. Such monetary award does not become part of that individual's regular salary.

### **Use of Recreation Facilities**

Town employees are able to use Merwin Meadows at no charge in-season and Parks and Recreation summer camps will be available to the children of Town employees at discounted rates. If you are interested, please register in-person at Wilton Parks and Recreation office at Comstock Community Center, 180 School Road or contact the Parks and Recreation office at (203) 834-6234. For more information on these amenities, please visit the Parks and Recreation Department website: [Parks & Recreation Department | Wilton CT](#)

### **SECTION 10 – IN CONCLUSION**

This Handbook is only a summary of the policies, programs, benefits, and procedures which affect your relationship with the Town of Wilton and its citizens. Because any summary is necessarily brief and general, this booklet will not contain all the information you need on a particular subject. Your supervisor or Human Resources will help you obtain complete information on specific areas of interest.

As conditions and circumstances warrant, this Handbook will be revised as necessary, and new pages will be distributed. Each page will show the month and year of issue. Old pages should be immediately discarded.

## **ADDENDUMS**

### **Emergency Evacuation Procedures**

At each Town facility, two employees (one “primary and one “backup”) will be assigned to coordinate emergency planning and oversee evacuation of the facility in the event of an emergency. The individuals named in the following appendix were assigned to those roles at the time of publication of this manual. These assignments may change over time. Please review and be familiar with all emergency procedures for your facility and be prepared to evacuate quickly in case of an emergency.

#### **Emergency Evacuation Plan for Town Hall and the Town Hall Annex**

In the event of an emergency necessitating the evacuation of Town Hall and/or the Town Hall Annex, the Wilton Fire Department and/or First Selectman/Selectwoman or his/her designee shall activate the building's alarm, thereby indicating that an emergency exists and that all personnel should evacuate the building in an orderly manner.

Upon hearing the alarm, all personnel (except those designated to assure accountability for all personnel) shall observe the following procedures:

1. Quickly leave the building (do not run), using the exit door closest to you at the time of the alarm.
2. Annex employees should gather in the parking lot area located directly in front of the Wilton Police Department and await further instruction from emergency services personnel and/or First Selectman/Selectwoman or his/her designee.
3. Town Hall employees should gather in the parking lot area located directly behind the Town Hall and await further instruction from emergency services personnel and/or First Selectman/Selectwoman or his/her designee.
4. Do not stop to gather personal belongings other than what may be immediately beside you at the time of the alarm.
5. The last person out of each Department should close the main door to the suite of offices in the Department.

When orders are given to evacuate, all Department Heads present will render assistance to those persons evacuating the building and shall begin an immediate check of each room or office to make sure that everyone has left the building. In the absence of a Department Head, the next



most senior Department member shall assume the Department Head's responsibilities. The restrooms shall be checked by the Human Resources Director (Town Hall) and DPW Administrative Director (Annex). Back-ups to the HR Director is Executive Assistant from the First Select office (town hall) and DPW Clerk (annex). Once they have ascertained that all personnel and visitors have been accounted for, the Department Heads or those acting in their stead shall follow the exit procedures outlined above.

After being assured that a work area has been completely evacuated, the Department Head shall report same to the Director of Health to confirm evacuation from both buildings.

If evacuation occurs at night, any Department Heads present will perform the duties outlined above, including checking the restrooms, and will report that the building(s) have been evacuated to the most senior employee present at the time.

911 is the emergency telephone number for all fire, medical, and police related emergencies. IT IS ESSENTIAL THAT EMERGENCY SERVICES BE CALLED IMMEDIATELY. If the emergency occurs during office hours, the First Selectman/Selectwoman or his designee will make the emergency telephone call. When the emergency exists after office hours, the most senior employee present at the time will make the call.

An emergency escape route chart is posted in each office of the Town Hall and the Annex buildings.

Major workplace fire hazards and control will be discussed with the Wilton Fire Department. This information along with the aforementioned procedure will be discussed with all personnel in a safety meeting.

Emergency escape procedures from the Town Hall and Annex will be verbally discussed with all new personnel at the start of employment.

Practice emergency evacuation drills will be conducted every six months.

This plan will be revised when there are any physical changes to the Town Hall and/or Annex or changes in evacuation assistance personnel, and all employees will be informed of any plan revisions.

## **Emergency Evacuation Plan for DPW Garage**

In the event of an emergency necessitating the evacuation of the Public Works Garage, the Wilton Fire Department and/or designated personnel shall activate the building's alarm, thereby indicating that an emergency exists and that all personnel should evacuate the building in an orderly manner.

Upon hearing the alarm, all personnel shall observe the following procedures:

1. Quickly leave the building (do not run), using the exit door closest to you at the time of the alarm and gather outside by the northwest corner of the Public Works Garage.
2. Do not stop to gather personal belongings other than what may be immediately beside you at the time of the alarm.

As soon as an evacuation signal is given, personnel designated in advance by the DPW Director will assume a station in the vicinity of the northwest corner of the Public Works Garage to ensure that all occupants in the building have been evacuated and accounted for.

911 is the emergency telephone number for all fire, medical, and police related emergencies. IT IS ESSENTIAL THAT EMERGENCY SERVICES BE CALLED IMMEDIATELY. If the emergency occurs during office hours, senior personnel as designated by management will make the emergency telephone call. When the emergency exists after office hours, the most senior employee present at the time will make the call.

Major workplace fire hazards and control will be discussed with the Wilton Fire Department. This information along with the aforementioned procedure will be discussed with all personnel in a safety meeting.

Emergency escape procedures from the Public Works Garage will be verbally discussed with all new personnel at the start of employment.

This plan will be revised when there are any physical changes to the Public Works Garage or changes in evacuation assistance personnel, and all employees will be informed of any plan revisions.

For further information about this Plan or explanation of duties under the plan, please contact Director of Public Works Frank Smeriglio.

## **Emergency Evacuation Plan for Merwin Meadows Barn**

In the event of an emergency necessitating the evacuation of the Merwin Meadows barn, personnel designated by the Parks & Recreation Director shall notify all present that an emergency exists and that all personnel should evacuate the building in an orderly manner.

Upon hearing the order to evacuate, all personnel shall observe the following procedures:

1. Quickly leave the building (do not run), using the exit door closest to you at the time of the order to evacuate and gather outside in the parking lot in front of the Merwin Meadows barn and await further instruction from emergency services personnel.
2. Do not stop to gather personal belongings other than what may be immediately beside you at the time of the order to evacuate.

As soon as an evacuation signal is given, designated emergency personnel will assume a station in the vicinity of the base of the walkway to the front entrance to the barn to ensure that all occupants in the building have been evacuated and accounted for.

911 is the emergency telephone number for all fire, medical, and police related emergencies. IT IS ESSENTIAL THAT EMERGENCY SERVICES BE CALLED IMMEDIATELY. If the emergency occurs during office hours, individuals so designated by the Parks & Recreation Director will make the emergency telephone call. When the emergency exists after office hours, the most senior employee present at the time will make the call.

Major workplace fire hazards and control will be discussed with the Wilton Fire Department. This information along with the aforementioned procedure will be discussed with all personnel in a safety meeting.

Emergency escape procedures from the Merwin Meadows barn will be verbally discussed with all new personnel at the start of employment.

This plan will be revised when there are any physical changes to the Merwin Meadows barn or changes in evacuation assistance personnel, and all employees will be informed of any plan revisions.

For further information about this Plan or explanation of duties under the plan, please contact the Parks & Grounds Superintendent.

## **Emergency Evacuation Plan for Parks & Recreation and Social Services Departments Comstock Community Center**

In the event of an emergency necessitating the evacuation of the Parks & Recreation and Social Services Departments at Comstock Community Center, the Director of Parks & Recreation (or Director of Social Services as backup) shall activate the building's alarm, thereby indicating that an emergency exists and that all personnel should evacuate the building in an orderly manner.

Upon hearing the order to evacuate, all personnel shall observe the following procedures:

1. Quickly leave the building (do not run), using the exit door closest to you at the time of the alarm and gather outside at the flagpole in the parking lot in front of Comstock Community Center and await further instruction from emergency services personnel or facility managers.
2. Do not stop to gather personal belongings other than what may be immediately beside you at the time of the order to evacuate.

As soon as an evacuation signal is given, the appropriate management personnel will assume a station in the vicinity of the front entrance to Comstock Community Center to ensure that all occupants in Parks & Recreation and Social Services have been evacuated and accounted for.

When orders are given to evacuate, the Directors of Parks & Recreation and Social Services will render assistance to those persons evacuating the building and shall begin an immediate check of each room or office to make sure that everyone, including visitors, has left the building. Once they have ascertained that all personnel and visitors have been accounted for, Sarah and Steve shall follow the exit procedures outlined above and inform emergency management personnel that all occupants have been accounted for.

911 is the emergency telephone number for all fire, medical, and police related emergencies. IT IS ESSENTIAL THAT EMERGENCY SERVICES BE CALLED IMMEDIATELY. If the emergency occurs during office hours, the Parks & Recreation or Social Services Director will make the emergency telephone call. When the emergency exists after office hours, the most senior employee present at the time will make the call.

Major workplace fire hazards and control will be discussed with the Wilton Fire Department. This information along with the aforementioned procedure will be discussed with all personnel in a safety meeting.

Emergency escape procedures from the Parks & Recreation and Social Services Departments will be verbally discussed with all new personnel at the start of employment.

This plan will be revised when there are any physical changes to Comstock Community Center or changes in evacuation assistance personnel, and all employees will be informed of any plan revisions.