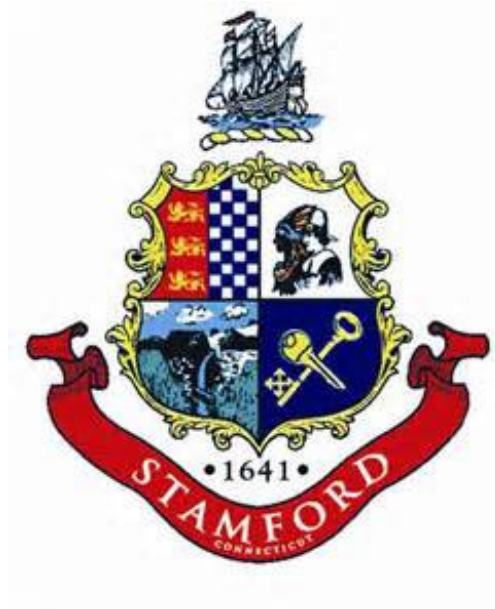


CITY OF STAMFORD CONNECTICUT



EMPLOYMENT GUIDE

Issued December 1, 2022
REVISED NOVEMBER 1, 2023

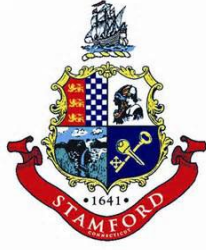
This *Guide* has been developed and updated to supply you with basic information about your employment with the City of Stamford. It is intended to be used for informational purposes and does not represent a contract for employment or an extension of benefits, or legal protections beyond those already supplied in State statute, regulation, City policies and procedures or through the collective bargaining process.

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A MESSAGE FROM THE MAYOR

This *Employment Guide* has been prepared to assist you in your employment with the City of Stamford. Our Human Resources Department, in collaboration with many other City departments and employees, has prepared the following *Guide* of City policies, practices and procedures. This *Guide* is designed to act as a source of information for our employees and to assure that all staff understand the expectations of the City with regard to their employment. You will be asked to sign the attached *Employee Certification of Receipt* as an acknowledgement that you received the *Employment Guide* and that you understand that you are responsible for reading and complying with the contents of this *Employment Guide*, and any subsequent *Guides*.

Obviously, in an organization the size of Stamford and given the number of years that we have served the public we may have overlooked some policy or procedure. As these become known to us this *Guide* will be supplemented and reissued from time to time. Additionally, as new issues or situations arise that require the establishment of a City-wide policy, we will circulate addendums to all employees for their information and guidance.

Government service is one of the most honorable and rewarding forms of employment that is available in our society. Our work on behalf of and for the benefit of the residents of the City of Stamford will bring you many challenges and opportunities. Please make every effort to take advantage of these situations to learn the intricacies of your vocation and to grow as a person. Ultimately, the service that we provide to the residents of the City is the sum of all of our actions.

If you or any of your co-workers have any questions regarding this *Guide*, we will be happy to meet with you and discuss these matters. Please direct your inquiries to the Director of Human Resources or to my office.

Welcome to the City of Stamford!

Mayor Caroline Simmons

PURPOSE OF THIS GUIDE

The purpose of this *Guide* is to compile into one document the practices, policies and procedures of the City of Stamford existing at the time of its publication with respect to matters related to your employment.

In publishing this *Guide*, our intent is to provide every City employee with a central source of information about such current practices, policies, and procedures and, where appropriate, to describe as clearly as we can the City's current expectations of you and your colleagues as City employees. The expectations described in this *Guide* may be supplemented from time to time by the Mayor, Director of Legal Affairs and Director of Human Resources, or the Head of the City Department to which you are assigned or by the supervisor under whose direction you are performing assigned tasks.

The City of Stamford reserves the right to alter, amend, or repeal these policies from time to time in whole or in part. This *Guide* is intended to describe current benefits and policies, subject to change.

We respect each employee's right to individually identify gender as male, female, or nonbinary, and we have made the *Guide* as inclusive as possible to our entire workforce by using the plural pronouns "they," "their" and "them" instead of pronouns associated with gender choices.

While we endeavored to make this *Guide* all-inclusive, it is possible that the sheer volume of practices, policies, procedures, and expectations that have developed in the City over the years has caused us to miss some. If so, we will try to include them with updates to add and/or replace outdated material. The fact that some practices, policies, procedures, or expectations do not appear in this *Guide*, however, does not necessarily mean that they are no longer in effect.

As its name implies, this *Guide* is intended *only* as a guide. It is not and should not be construed as a contract or binding commitment, either express or implied, between the City and any employee for continued employment, for benefit entitlement or for the continuation of any practice, policy or procedure described in it. By describing the various practices, policies, procedures, and expectations in effect on the date of publication of this *Guide*, the City is not guaranteeing that such practices, policies, procedures, and expectations will remain in effect for any specific period or that they will not be changed after the *Guide* is published.

As a vibrant municipal organization, the City of Stamford must and does maintain sufficient flexibility to respond to the needs and desires of its residents and the ever-changing demands on its ability to deliver required services within the limits of the budget funded by the taxpayers. Therefore, the City reserves the right to add to, revise or discontinue any or all practices, policies, procedures, and expectations described in this *Guide*, in whole or in part, with or without notice, prospectively or retroactively, and in any respect, at any time, in order to meet changing needs.

It is your responsibility to check City bulletin boards regularly, read the emails and memos sent to you, heed announcements from City Officials and pay attention to your supervisors for possible notices, memoranda or other communications that can restate, discontinue, expand, modify, or

amend any or all of the practices, policies, procedures or expectations described in this *Guide*. You should also be alert to announcements of policies and procedures that are newly established and new practices that may develop to respond to ever-changing demands after this *Guide* is published.

The material in this *Guide* is intended to apply to every City employee and supersedes all earlier statements of the City's practices, policies, and procedures with respect to the items covered. However, if there is a conflict between this *Guide* and a collective bargaining agreement negotiated between the City and labor representatives, the terms of the collective bargaining agreement will prevail.

Therefore, every City employee should read this *Guide* carefully and completely and become familiar with its provisions.

If you have any questions about anything contained in the *Guide* or about any work-related issue that may not be described in the *Guide*, please direct them to your immediate supervisor or to the Human Resources Department. As a rule, if you have a question, you should ask before you act.

We hope this *Guide* enhances your employment experience with the City and facilitates your opportunities for success.

An electronic version of this *Guide* can be found on the Human Resources web page on the City of Stamford web site under Employee Information. Link to *Guide*:

<https://www.stamfordct.gov/government/human-resources/employee-information>

EMPLOYEE RESPONSIBILITIES

Attendance and Punctuality

The City of Stamford's municipal departments provide a wide range of excellent municipal services to residents, business owners, visitors, and others. The municipal departments play a crucial role in enhancing the quality of life for all in delivering these services. In order to provide these excellent municipal services we rely on our employees to regularly report to work as scheduled. Absenteeism and tardiness detracts from the City's ability to meet quality service standards and to perform our mission. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to their workplace schedule.

All employees are expected to arrive and be prepared to commence work at their scheduled start time. Employees are responsible for notifying their supervisor of absences, tardiness, working through scheduled unpaid meal periods, or early departures, in accordance with their assigned schedule and/or with each Department's call-in procedure and policies for notification.

Attendance and Punctuality as a Factor in Evaluation of Performance: Your attendance and punctuality are considered important factors in evaluating your performance. If your attendance is unsatisfactory, it can result in disciplinary action up to and including discharge from your employment. Also see the section on automated time and attendance system.

Reporting Absences and Lateness: To enable us to plan our work and adjust our work assignments to accommodate our residents' needs, the City expects employees to be reliable and to be punctual in reporting for scheduled work. If you are absent or late, you must promptly notify your supervisor. Such notice should include the reason and the expected duration of your absence or lateness. Under normal circumstances, we would expect you to provide such notice no later than within one (1) hour of your scheduled starting time. You must also notify your supervisor promptly of any changes in your situation.

You may not leave work early for any reason, including, but not limited to, receiving medical treatment or addressing another legitimate need that cannot be addressed outside your scheduled work time, without receiving authorization in advance from your supervisor.

To enable us to make any adjustments that may be required to accommodate your need, you must notify us of your need as far in advance as possible. Therefore, if you need time off, please request authorization from your supervisor as far in advance as possible. All such requests will be given fair consideration, subject to the needs of the Department to which you are regularly assigned.

If you are not scheduled to begin work until later in the day, you must still notify your supervisor as soon as you know you are going to be absent or late so that they can schedule coverage for you.

Verification of Absence: The City reserves the right to verify the reason given for any absence or lateness at any time, including, but not limited to, requiring you to provide documentary verification of the reason given for any absence or lateness, including, for example, a doctor's

certificate with respect to any absence or tardiness for which illness or injury is given as the stated cause.

Building Access

Keys to external building doors are typically not provided to employees. Individual building room keys/fobs and Photo IDs (access control cards) are issued by the Building Security Department and must be returned if an employee is reassigned to a different office or separates employment with the City. If keys/fobs or Photo IDs (access control cards) are lost or stolen, the employee must report it to the supervisor and the Facilities Department immediately.

Confidentiality and Data Privacy

Information employees obtain as the result of their employment with the City may be confidential. Respect for the dignity of employees, and the administration requires that employees discuss any confidential matter only on a need-to-know basis. The City will comply with requests for public information as they are received in accordance with state law and local policy. Any requests which could involve confidential information should be directed to the Director of Human Resources.

City employees *must* protect Personally Identifiable Information (PII) under a variety of federal and state data privacy laws. PII means information capable of being associated with a particular individual through one or more identifiers; but is not limited to, a Social Security number (SSN), a driver's license number, a state identification card number, an account number, a credit or debit card number, a passport number, an alien registration number, a health insurance identification number or any military identification information (or combinations of information that would be PII such as Full Name and Date of Birth). PII does not include publicly available information that is lawfully made available to the general public from federal, state or local government records or widely distributed media.

Unless there is an absolute business necessity to use the SSN (e.g., reports related to taxes or benefits including Workers' Compensation), another identifier must be used, such as First and Last Name, or Employee Number. Furthermore, employees working for the City should not publicly disclose SSN or other PII unless there is a legitimate business need and PII should not be removed, whether in print form or on a laptop or digital storage device, from the physical workplace.

Connecticut General Statutes 42-470, and 42-471, cover the safeguarding of Social Security numbers.

Cultural and Religious Diversity

The City of Stamford values diversity and is committed to a work environment in which all individuals are treated with respect and dignity. Each City employee has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. The City expects that all relationships among persons in the office will be business-like and free of bias, prejudice, and harassment.

Regardless of one's religious or spiritual beliefs, the City encourages all employees to have an appreciation for and tolerance of the many points of view which they may encounter among its employees.

Display of Religious Symbols and Decorations

The City of Stamford will neither promote nor discourage any religious belief or non-belief. Instead, all employees are encouraged to have an appreciation for and tolerance of the many points of view which they may encounter among the City's employees.

The City recognizes and respects the right of all employees to engage in private and quiet religious activities, so long as that conduct is not disruptive and does not interfere with the rights of others to not participate in those activities or to have those activities imposed upon them. Employees whose religious beliefs require religious activity during the workday may request of their supervisor a non-disruptive place for such practice. Time for such practice will be during break periods or non-paid time.

In some religious traditions there is an expectation that specific apparel will be worn in the workplace. Moreover, many employees occasionally choose to wear to work clothing that suggests or implies the observance of a religious holiday. The City is committed balancing the rights of employees to express their religious beliefs with the right of their co-workers to not have religious beliefs, customs, or practices imposed upon them. At the same time, the City requires all employees to maintain a professional appearance and to respect the integrity of the workplace. Restraint, tolerance, and respect for the traditions of other employees is both expected and required.

Documentation Accuracy

Integrity is a core value of the City of Stamford. Therefore, intentional inaccuracies on official City documents such as time sheets, job applications, etc. are prohibited and are grounds for disciplinary action, up to and including termination.

Employee Conduct

General Statement: As public employees serving the residents of the Stamford community, employees are expected to conduct themselves in a professional, ethical and respectful manner while carrying out official duties and responsibilities and while engaged in off duty activities which directly reflect on the City.

Employee Responsibility: Employees will act in a professional, ethical and respectful manner while carrying out official duties and responsibilities and while engaged in off-duty activities which directly reflect on the City. Workplace conduct policies as contained in this Employment Guide, individual departmental rules and procedures, and collective bargaining agreements (as all may be amended from time to time) collectively constitute "Employee Conduct Standards." Employees are responsible for understanding and adhering to these Employee Conduct Standards.

Employees who are found to have violated any of the Employee Conduct Standards are subject to disciplinary action.

Reporting Policy and/or Conduct Violations: City employees will report to their supervisor and/or Human Resources any policy violation or breach of professional conduct involving staff, or members of the public.

Employee Meetings

Employee team and other meetings provide an important link between employees, co-workers, and supervisors. Periodically, employee meetings may be held for the purpose of hearing guest speakers, holding open forums, obtaining new information, education/training and/or receiving updates on what is happening in the City. Supervisors are encouraged to meet regularly with employees and inform employees as to the frequency and location of these meetings.

Licenses and Certifications

Each employee who is required to be certified and/or licensed by law, or by virtue of their job description, must maintain a current certificate and/or license with the Human Resources Department. Individuals are expected to know the date of expiration of their license/certification and meet the requirements for licensure or certification renewal in a timely manner in order to remain employed in that capacity.

Renewing certifications and/or licenses is the employee's responsibility. If a certification and/or license are required for the employee's job, the employee must submit proof and any renewal to the Human Resources Department.

Outside Employment

Employees are prohibited from participating in outside work activities that negatively affect the time or quality of their work assigned by the City, create a conflict of interest between such outside work and their employment with the City or otherwise cast discredit upon the City or City government. In general, outside work activities are not allowed when they:

- prevent or impede the employee from fully performing work for which such employee is employed at the City, including overtime assignments;
- involve organizations that are doing or seek to do business with the City, including actual or potential vendors or customers; or
- violate provisions of law or the City's policies or rules.

Therefore, if you are engaged or expect to become engaged in outside work activities that might be in conflict with this policy, it is ***your responsibility*** to notify your department head promptly and request written permission from your department head to engage in such outside activity. The granting of permission to engage in outside work activities is within the discretion of your department head and the Director of Human Resources and may be withdrawn at any time that

your department head and the Director of Human Resources determine that such activity is in conflict with this policy.

Personal Property

The City does not assume responsibility for the loss, theft, or damage to personal property. To minimize risk, employees are advised not to carry unnecessary amounts of cash or other valuables. Employees who bring personal items to work are expected to exercise reasonable care to safeguard them. Employees are generally not allowed to bring personal appliances (e.g., refrigerators), desk and stand-up lamps, unauthorized power strips, and other electrical cords and wires into their workstations or individual offices. While we recognize that there may be a need for certain items to be used in a specific or unique situation, employees must first check with their supervisor who, in turn, will consult with the Director of Operations prior to the above listed items being approved for use in the building.

Professional Appearance

The services that the City of Stamford performs are often delivered in view of the public. Many City employees are required to deal directly with City residents, vendors, and other visitors. All City employees, whether they deal directly with or perform their duties in full view of the public, are ambassadors of the City of Stamford. In order for the City to provide its services effectively, it is essential that all employees project a professional image at all times.

The impression that you create as a City employee is often the impression that the resident, vendor or visitor will have of the City as a whole. We expect in your relations with others, including residents, vendors, visitors, or co-workers that you will always be cooperative, courteous, and tactful.

We expect you to dress and groom in a neat and businesslike manner consistent with your position. This includes your participation in a virtual conference when you may be asked to turn on your camera. For those working in an office setting, t-shirts, jeans, and athletic/exercise wear (e.g., leggings, sweats, etc.) are not permitted. Jeans may be permitted on a day designated by the City as a “jeans” or “casual” day. Additionally, employees are expected to wear appropriate footwear while at work (e.g., no flip flops). Standards may vary from position to position due to such factors as the type of work and amount of public contact involved. If you are required to wear a uniform, it is your responsibility to make sure it is as clean and neat as practicable based on your duties.

Security Inspections

The City maintains a security surveillance program in publicly traversed areas including where money is collected or areas to ensure the safety of employees of City property. Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of the City. An employee’s locker/desk may be inspected by a police officer or the Fire Marshall, the Mayor or the Mayor’s designee at any time, either with or without prior notice. The employee has no expectation of privacy in desks, lockers, and other storage devices.

Staff Identification

Staff should be readily identifiable to other City employees and members of the public. Those employees who are assigned badges or Photo IDs (access control cards) should ensure that they are always visible.

Timekeeping Policy and Procedure¹

The following is an overview of the Time and Attendance Policy. The full policy is available on Dayforce and can also be requested through Time and Attendance.

ACCESS: Employees should clock in only on their assigned floor to ensure badge is read by the system. Employees must not clock in or swipe for other employees.

TIME ENTRY: All hourly-based employees (including hourly-based timekeepers) will clock in when they begin work and clock out when they complete work. All salary (exempt) employees will clock in only on a daily basis. All employees should communicate non-clocked transactions (vacation, sick, personal, offsite meetings, etc.) to the department timekeeper or manager or utilize Time Away from Work in Dayforce. All employees (including salaried employees) will record leave time taken.

Viewing, altering, or adding to a relation's timecard or employee record is strictly forbidden.

1. **HOURLY EMPLOYEES** - All hourly employees are expected to clock in just prior to the beginning of their regular shift. The method for clocking in and out will vary by location. Employees may not clock in earlier than seven (7) minutes before the beginning of their shift, unless authorized by their supervisor. All employees are expected to clock in and be at their work site ready to begin work at the beginning of their shift.

Under applicable wage and hour laws, employees will not be docked for clocking in up to seven (00:07:00) minutes after the beginning of their shift. Hourly employees who are tardy during this seven (00:07:00) minute period will receive pay but may be subject to discipline. Employees who clock-in after this seven (00:07:00) minute period will be docked pay in fifteen (15) minute intervals and may be subject to discipline. Please note that this rule only applies to the employee's set schedule and is not active for hours punched off schedule.

All hourly employees must clock out at the end of their shift. Employees are not permitted to clock out more than seven (00:07:00) minutes past the end of their shift without the prior approval of their supervisor. Overtime must be authorized by the employee's immediate supervisor in advance.

Employees are reminded excessively clocking in up to seven (00:07:00) minutes after their regular workday begins and/or clocking out up to seven (00:07:00) minutes before the end of their regular shift may result in disciplinary action. While the employee will be compensated for this time under

¹ September 1, 2023, Timekeeping Policy and Procedure replaced in its entirety to be current with timekeeping procedures and protocols.

applicable wage and hour laws, they are not in compliance with their contractually scheduled work hours.

Hourly employees who take time off during the workday, above and beyond their contractual breaks, to attend to personal or other non-City/Board business, must clock out when they leave and clock in when they return. Arrangements to be compensated for this time can be made by utilizing sick, vacation and/or personal leave time, as is appropriate. Use of all accrued leave time should be consistent with the departmental policy.

No more than five (5) times per calendar year, hourly employees who are tardy up to thirty (30) minutes, due to circumstances beyond their control, may be permitted, with their supervisor's approval, to work beyond the end of their regularly scheduled workday to make up such time. The ability to make up this time must be in the same workday. Hourly employees in positions that have shift replacements (for example, E-911 and WPCA) are not permitted to work beyond the end of their regular shift.

Under no circumstances are employees permitted to skip or work through lunch and/contractual breaks to make up for tardiness or early departure.

Employees will not be required to clock in and out for contractual lunch and breaks but are reminded to comply with the requirements for taking breaks, as well as the time limits set forth in their respective collective bargaining agreement.

2. *SALARIED EMPLOYEES* - All salaried employees working for the City, and substitute teachers employed by the Board, may only clock in once upon arrival to work. Salaried employees and substitute teachers are directed not to clock out at the end of the workday.

3. *DAYFORCE CARD* Any employee having problems clocking in and/or out should contact their immediate supervisor so the problem may be corrected. Employees, who are issued cards for clocking in and out, are expected to bring the card to work each day. Employees who lose their card or have a damaged card should report this immediately to their supervisor. The employee should request a replacement card by emailing Dayforce Workforce Management at DayforceWFM@stamfordct.gov Employees are not to clock in or clock out for any other employee under any circumstances.

4. *NON-CLOCKED TRANSACTIONS* Employees are expected to follow their current departmental and contractual requirements in effect for the use and reporting of excused absences (sick, vacation and personal leave). All employees should communicate absences (vacation, sick, personal, offsite meetings, etc...) to the department timekeeper or manager for proper entry.

REVIEW/CORRECTION OF TRANSACTIONS

Each department should have its own review process to identify errors unique to their department. This might include using leave schedules, assignment sheets, or other documents to identify errors in clocking transactions.

Any errors discovered by the department manager or timekeeper should be corrected prior to authorization of timecards.

If the employee discovers an error in their paycheck, the employee should notify their manager. This notification should be returned to the timekeeper in adequate time to allow for review.

HISTORICAL ADJUSTMENTS

This procedure provides guidance on processing Historical Adjustments to correct errors discovered after the timekeeping cycle has been closed.

All errors must be relayed by the Timekeeper/Manager/Supervisor. Direct requests from employees cannot be accepted.

Use of E-Mail and Computer Software, Hardware and Networks and Social Media

The City of Stamford's *Technology Policy* defines appropriate use of the City's computer networks, computers, mobile devices, all related peripherals, software, electronic communications, and internet access. This policy applies to the access of the City's computer network and use of computing technology resources at any location, from any device, via wired or wireless connection. All Users of City computing and network resources will use such resources in an ethical, legal, and responsible manner. All use of technology resources must be consistent with the intent and requirements of all City policies and work rules, as well as Federal and State laws. Technology resources are intended for City business purposes and may not be used for other commercial purposes.

Users are reminded that the City owns all data, files, information, and communications created, stored, transmitted, received or exchanged on its network, communication systems, equipment and devices, including e-mail, voicemail, text messages and internet usage logs even if such communications reside with a third-party provider. City systems and all information contained thereon are City property. Information created, sent, received, accessed, or stored using the City systems is the property of the City. The City has the right to inspect, monitor, intercept, restrict, filter, and evaluate all usage of the City's Technology Systems as permitted by law. No User has any right or expectation of privacy in anything that is created, sent, received, or stored on or by computer (including e-mail), facsimile, cell phone (including text messages) or voice mail.

The City may conduct random and requested audits of Users' accounts (including accounts with commercial or other third-party providers if used while conducting City business) in order to ensure compliance with policies and requirements. Internet, e-mail, voicemail, text message communications and internet usage logs may be subject to public disclosure. Information stored, created, sent or received on City systems may be accessible under the Freedom of Information Act. Pursuant to Public Act 98-142 and the State of Connecticut's "Electronic Monitoring Notice" the State reserves the right to monitor and/or log all activities without notice. This includes but is not limited to correspondence by e-mail and facsimile.

The City of Stamford *Technology Policy* is annexed to this Guide as Appendix D. It can also be accessed at

Personal Use of Social Media

An employee may not access their personal social media accounts (e.g., Facebook, Twitter, Instagram, etc.) during work time or use City of Stamford telecommunications/computing equipment for personal social media communications.

An employee may not use a City email address when using social media in personal capacities (e.g., Do not create a personal Facebook or Twitter account using your City of Stamford email address). If employees identify themselves as a City of Stamford employee when conducting personal social media activities, they should consider stating in their profile that comments are not representative of City of Stamford staff or administration. Examples include:

- *Twitter bio:* Tweets are my own.
- *Blog or website bio:* While I work for the City of Stamford, anything I publish is my personal opinion and not necessarily the opinions or position of City of Stamford staff or administration.

Whether or not employees specify on their personal social media accounts that they work for the City of Stamford, employment with the City is a public record. Employees should be mindful that whenever they discuss issues online, whether in a personal or professional capacity, comments can be tied back to their employment with the City of Stamford.

Nothing provided in this section is intended to prevent employees from exercising their right to make a complaint of discrimination or other workplace misconduct, engage in lawful collective bargaining activity (e.g., discuss such topics as their wages, hours and other terms and conditions of employment under applicable law, including but not limited to labor and employment laws, such as the Municipal Employee Relations Act), or to express an opinion on a matter of public concern that does not unduly disrupt City operations. The City will resolve any conflict between this policy and applicable law in favor of the law.

Use of City Property, Telephones and Other City Equipment

City Property: City of Stamford property is reserved exclusively for use in conducting City business and is made available to City employees only in the performance of their assigned duties. City property such as, but not limited to, vehicles, motorized equipment, tools, facilities, office equipment (e.g., fax machines, mail machines, calculators, computers) is available to employees to use for City business-related purposes only. Unauthorized or personal use of City of Stamford property may result in disciplinary action up to and including possible suspension or termination of employment.

City Telephones: The City's telephones are intended for business use only. Nevertheless, we recognize that there are occasions when you might need to use a City telephone for a personal call. We ask that such use be limited to your non-work time and limited in frequency and duration. The use of City telephones to receive or make personal calls is not permitted except for reasonable

local incidental calls. You may be required to reimburse the City for any long-distance or other extraordinary phone charges that result from your personal use of a City telephone. Excessive or inappropriate personal use of City telephones may result in disciplinary action up to and including termination.

City-owned Acceptable Cell Phone Use: An employee may be issued a cell phone for City of Stamford business-related communications if the City deems that the employee needs to be accessible. Each employee authorized to use such equipment will be required to sign a statement that they understand the acceptable use policy and for the receipt of such equipment. If so designated, the employee must safeguard the equipment and control its use, keep the phone on and charged, and must be responsive unless on vacation. While on vacation, the phone may be temporarily assigned to an alternate employee who is providing coverage for the vacationing employee. That employee is also subject to this policy.

There is no expectation of privacy in the use of City-owned cell phone or other IT resources (e.g., a tablet). The City reserves the right to inspect, monitor and disclose all IT resources including files, data, apps/programs and electronic communication records without the consent of the holder of such records. Please refer to the Technology Policy in this Guide.

Employees are required to comply with all state and local laws regarding the use of cell phones while driving. To be safe while driving, you must use a hands-free device to accept cell phone calls for brief conversations only and no texting is allowed. Cell phone use is prohibited while driving in adverse weather conditions or difficult traffic conditions.

Any personal use of City-owned cell phones must be de minimis or for emergency purposes and not have any detrimental impact on City operations, job performance or City IT resources. City-owned cell phones are subject to state Freedom of Information (FOI) regulations. No apps or devices intended for personal use will be added to the City cell phone. No personal photos or other files will be kept on the City-owned cell phone.

Cellular phone equipment and service plans will be selected by the administration based on price and features required.

Employees who choose to use a personal cell phone to conduct City business should be aware that this may subject their cell phone to Freedom of Information (FOI) requests or other requests in the case of an employment-related inquiry or investigation conducted by the City.

Any violations of this policy will subject employees to disciplinary action, up to and including termination of employment in accordance with applicable policy and collective bargaining agreements.

Use of Personally Owned Vehicle and Insurance

Employees authorized to travel on City business using their personal vehicle must maintain insurance coverage at a level that meets or exceeds the minimum requirements under Connecticut state law. Such employees shall always maintain their vehicle as is required for safe operation and

have with them their up-to-date vehicle registration and proof of insurance. Any accidents that occur while on City business or travel shall be promptly (within 24 hours or by the next business day) reported to the Director of Operations.

APPOINTMENT AND PROMOTION

Accommodations for People with Disabilities

Employees and candidates for employment who require special accommodations, or someone acting on their behalf, should notify immediately the Human Resources Department.

Background Checks

The City of Stamford is committed to providing a safe environment for its employees and for those who interact with City employees. Therefore, in order to ensure the hiring of employees of the highest integrity, the City will conduct pre-employment background investigations on all individuals for whom employment is to be offered. This policy will apply to both external hires and City employees who are being appointed into a position that requires a background check.

Individuals who are less than 18 years old on the date they are appointed shall be exempt from the background check policy. If a seasonal employee returns to the same seasonal position within one (1) year and previously went through the background check process, they will not be required to have another background check.

Background checks shall include:

- Social Security Trace or SSN Validation: CBSV (Consent Based SSN Verification);
- County/Statewide Criminal Search (where lived, worked, attended school – as obtained from disclosure form or Social Security Trace);
- Federal Criminal Search (where lived, worked, attended school – as obtained from disclosure form or Social Security Trace); and
- Multi-Jurisdictional Criminal Search (includes National Sex Offender).

Other screenings may be included that are specific to the position, including but not limited to:

- Motor Vehicle Record;
- State/Federal Civil Litigation;
- Credit Verification (in accordance with state and federal laws); and
- Media Search.

Elimination of a candidate from consideration for hiring on the basis of information revealed by the background investigation must be reviewed and approved by the Director of Human Resources. Access to the background investigation report shall be handled with the strictest confidence and be limited to the Director of Human Resources, Director of Legal Services, or the Mayor.

All federal and state laws shall be followed related to the background check process including but not limited to disclosure, Fair Credit Reporting Act (FCRA), consideration of criminal convictions, and record retention.

Employment Applications and Reference Checks

The City of Stamford relies upon the accuracy of the information that applicants provide us in their employment application, as well as the data provided throughout the hiring process and during employment. Any misrepresentations, falsifications, or material omissions in any of the information or data provided may subject an individual to: (a) exclusion from further consideration for employment if you are an external applicant; and (b) disciplinary action, up to and including termination of employment, if you are an employee.

To ensure that applicants for employment are well qualified for the type of work for which they are being considered the City of Stamford will request and check the applicant's employment references prior to any offer of employment.

Employment Status

Under the Classified Service Rules an employee is defined any person employed by the City who is paid a salary, whose position is in the classified service and who has been duly appointed in accordance with the Charter and Classified Service Rules.

Permanent employees are employees who has been appointed to a position in the classified service in accordance with the Classified Service Rules and the Charter and who has successfully completed the required probationary period.

Full-time employees are individuals working thirty-five (35) or more hours of service each week on a year-round basis.

Part-time employees are individuals working an average of fewer than 20 hours of service each week on a year-round basis.

Permanent part-time employees are individuals working an average of twenty (20) hours or more, but less than thirty-five (35) hours per week on a year-round basis.

Seasonal position is a position that is filled annually on a monthly or seasonal basis for a period not to exceed one hundred and twenty (120) days.

Permanent part-time employees who are hired to work twenty (20) or more hours per week are eligible for benefits on a pro rata basis. These benefits include retirement benefits health insurance.

A part-time employee who works less than twenty (20) hours a week is not entitled to benefits or paid time off except as provided by state statute or local policy. (See Appendix _ for CT Paid Sick Leave Law).

Department Heads are responsible for monitoring the number of hours and days worked by part-time employees and ensuring they do not exceed the limitations set forth above which are regulated by the union contracts and the Connecticut Municipal Employee Relations Act (MERA).

Non-represented employees are those employees who hold a position in City service that is exempt from union representation. This would include certain Department Heads, Directors, Appointed and Elected Officials, seasonal and certain part-time positions. The terms and conditions of employment for non-represented employees are set by the City and its' Charter.

Fair Labor Standards Act Status

Whether regular or temporary/seasonal, full-time, or part-time, City employees are further categorized under the Fair Labor Standards Act (FLSA) 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, professional, or information technology 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, professional or information technology capacities; are paid on the basis of the time they work and are subject to statutory overtime pay requirements.

The employee will be informed of their status as exempt or non-exempt at the time of the offer of employment and at any time the status changes during employment. These distinctions do not alter the "at-will" nature of the employment relationship.

Hiring Process

The mission of the Human Resources Department is to provide professional human resources administration designed to accomplish the following: to recruit and retain the most qualified employees of the City of Stamford; to provide equal employment opportunities and take affirmative action to employ and advance workers in a non-discriminatory manner; to develop a system to ensure compliance with State and Federal laws and regulations; to provide Human Resources planning in areas of employee development and accountability; and to provide the labor relations function for the City.

In addition, the Human Resources Department functions as the local Civil Service administration for the City of Stamford and the Stamford Board of Education with responsibility of ensuring compliance to Civil Service Rules for the selection, retention, classification, discipline and employment records of all applicable staff.

The Human Resources Department provides consulting and support services to the various City Departments to assist in managing their staff to meet the City's goals and objectives as well as departmental service mandates. Work is performed in coordination with the Office of Legal Affairs in the negotiation and administration of all Labor Agreements, disciplinary procedures and other legal aspects affecting employment.

Classified Service: City of Stamford employees are subject to and must comply with the Classified Service Rules which can be found in their entirety at:

<https://www.stamfordct.gov/home/showpublisheddocument/2379/637546977255600000>

These rules govern a wide-range topics related to your employment including the City's Classification Plan, Selection Process, Classified Service Examinations, Filling Vacancies, including transfers, Appeals, Probationary Period, Discipline, Workforce Reductions, Salaries, and Leave of Absence. Employees should pay particular attention to those sections of the Rules that are relevant to their employment with the City.

The City of Stamford is dedicated to a classified service that will maintain the integrity of classification, recruitment, and selection of the most qualified applicants, treat employees with respect and consideration and, through the quality of our policies and practices, demonstrate management's concern for their welfare.

The administration of the classified service is governed by these rules, and amendments that are approved by the Personnel Commission after public notice and hearing as provided in the Charter of the City of Stamford. In the event of any conflict between these rules and the Charter, state law or collective bargaining agreements, the latter will prevail.

To highlight some of the more common areas of interest, employees in the classified service are required to successfully complete a probationary period which is defined as a trial working period that is part of the selection process during which the work and conduct of the employee is noted by the appointing authority or designee and reported to determine whether such employee merits permanent appointment.

The minimum probationary period for employees will not be less than three (3) months in the case of an appointment from a non-mandatory re-employment and promotional list, and six (6) months duration in the case of appointment from an open competitive eligible list. The maximum length of the probationary period shall be one (1) year or longer if designated by a collective bargaining agreement. Employees who transfer are subject to a three (3) month probationary period.

Upon expiration of the minimum period, the appointment will be permanent unless the appointing authority advises the probationer and the Human Resources Director, in writing, that the probationary period will be continued. An extension of probation must have prior approval of the Director or designee and be executed in writing.

There are also rules that apply to job classification and the possible reclassification of a position. According to the rules, reclassification can only occur if there has been a substantial change in the nature of the position. Further, no person will be regularly assigned to perform any duties that are beyond the reasonable scope of their job title, except in an emergency when the proper authority may make a temporary assignment. It is understood that various job classifications may share similar duties.

As regards performance evaluations, the appointing authority or designee will submit a written evaluation of the employee midway through the probationary period, and another one month before its completion. A copy of the evaluation is given to the employee and the Director of Human Resources.

At any time during the probationary period, the appointing authority, with the approval of the Director of Human Resources, may discharge an employee if it appears that the employee is unwilling or unable to perform the duties of the position satisfactorily. The appointing authority will state the reasons for the discharge in writing to the employee, with a copy to the Director of Human Resources.

To resign in good standing, an employee must give the appointing authority at least fourteen (14) days prior written notice. The appointing authority may agree to permit a shorter period of notice due to extenuating circumstances. In any event, employees resigning from City service should provide as much advanced notice as possible to the appointing authority to ensure for a smooth transition of service to the public.

It is also important for employees to remember that when an employee is absent without authorized leave for a period of five (5) working days, the absence will be considered a resignation not in good standing effective on the first day of the unauthorized absence. Notification of acceptance of resignation shall be sent by registered letter and regular mail to the last known address of the employee.

In terms of appointment, unless otherwise provided for by collective bargaining agreement, the minimum rate of pay for a class will normally be paid upon appointment to a classification. Exceptions may be considered consistent with the provisions of the Classified Service Rules.

Unless otherwise provided by collective bargaining agreement, employees promoted in accordance with these rules will be placed in the salary grade for the new position according to the following step: 1) Placement in the step in the new grade will be closest to but at least 10% more than the step rate in the former grade, not to exceed the maximum step for the new grade. 2) Unless otherwise provided by collective bargaining agreement, the anniversary date for future step increases within the new grade will be based upon the effective date of the promotion.

Veterans Credit: The City of Stamford follows Connecticut General Statutes Section 5-224 (2015) - Credit for military service on examinations held for original appointments and Connecticut General Statutes Section 7-415 (2013) - Credit allowances to veterans in examinations for original appointment and awards points accordingly.

Unclassified Service: All vacancies in the Unclassified Service are filled by appointment from candidates deemed qualified and approved by the Director of Human Resources as having met the minimum qualifications of the class. All vacancies in the Unclassified Service are excluded from the Civil Service merit system testing.

Job Vacancies

It is the policy of the City of Stamford to hire, promote or otherwise assign the most qualified individuals to available positions. Employees are encouraged to apply for available positions in the City for which they are qualified. The Department of Human Resources posts all city job opportunities on its web site at <https://www.stamfordct.gov/government/human-resources/city-jobs>

The Human Resources Department distributes postings for job opportunities at City buildings for a period of ten (10) working days and as a may be required by collective bargaining agreements.

New Employee Orientation

All new employees to the City of Stamford are required to attend a new employee orientation session. Orientation is designed to welcome new employees, acquaint them with policies and information important to working at the City and ensure that each employee is properly registered for payroll and benefits.

Performance Management

The City of Stamford maintains high standards for employee job performance. It is the City's goal to support employees in the achievement of their full potential. The City's performance management system focuses on the individual employee's contribution to the City services, as well as the abilities the employee demonstrates in doing so. The City of Stamford formally evaluates employees during their initial and promotional probationary periods, as applicable, and, at a minimum. In addition, supervisors may evaluate an employee's work performance throughout the year through direct meetings and in writing as necessary.

Personnel Records

Maintenance of Employee Records

The Department of Human Resources is responsible for the retention and maintenance of all personnel records of current and former city employees. The employee's personnel file maintained by the Department of Human Resources is the official personnel file for all city employees and may consist of both paper and digital records. The personnel file may contain papers, documents and reports, including electronic mail and facsimiles, pertaining to a particular employee that are used or have been used by an employer to determine such employee's eligibility for employment, promotion, additional compensation, transfer, termination, discipline, sustained complaints or other adverse personnel action, as well as employee evaluations or reports relating to such employee's character, credit and work habits.

As required by law, some records such as medical and benefit records, I-9 forms, and documents concerning ongoing internal investigations, and complaints that are not sustained, are maintained in separate files within the Department of Human Resources. Payroll records are maintained by

the Payroll Department. Certain pre-employment records may be retained by testing companies and medical providers and not made part of the personnel record.

Access to Personnel Records and Medical Records

An employee or former employee shall have the right, by appointment, to review and copy, but not remove, the contents of their own personnel file and/or medical records file. The City may limit such review to two occasions per calendar year. All requests to inspect and/or copy an employee's personnel file and/or medical record file shall be made in writing and submitted to the Human Resources Department. Upon receipt of the written request, Human Resources will schedule an appointment for the employee to view their personnel file and/or medical record file during normal business hours and in the Human Resources Department. In all instances, an HR representative will accompany individuals reviewing their personnel files and/or medical files.

If, upon inspection of his or her personnel file and/or medical records file, an employee disagrees with any of the information contained in the file, a request to add or remove information should be directed to the Director of Human Resources. If an agreement cannot be reached on the removal or correction, then the employee may submit a written statement explaining his or her position. The statement will be maintained as part of the employee's personnel file and/or medical record file.

Department managers may have access to an employee's personnel file for business-related purposes only. Except as otherwise required by law, only the employee, and for business-related purposes, certain designated employees in the Human Resources department may have access to other employee records.

Release of Personnel Records

The Department of Human Resources maintains the confidentiality of the contents of employee personnel files subject to and consistent with Freedom of Information Act requirements as set forth in Connecticut General Statutes Sec.1-214. The City will provide limited disclosure of employee information of the employee's dates of hire, title, wage or salary when the request is made: (1) by a third party that maintains or prepares employment records or performs other employment-related services for the City of Stamford; (2) pursuant to a lawfully issued administrative summons or judicial order, including a search warrant or subpoena, or in response to a government audit or the investigation or defense of personnel-related complaints against the City of Stamford; (3) pursuant to a request by a law enforcement agency for an employee's home address and dates of attendance at work; (4) in response to an apparent medical emergency or to apprise the employee's physician of a medical condition of which the employee may not be aware; (5) to comply with federal, state or local laws or regulations; or (6) where the information is disseminated pursuant to the terms of a collective bargaining agreement.

Employee information may be released to a third party pursuant to the directions provided on a release signed by the employee with appropriate supporting employee identification.

The City reserves the right to access a reasonable charge for copies requested by the employee or other party

Personnel Records are subject to retention requirements as published by the State Office of Public Records Administrator (schedule M2).

SALARY AND DEDUCTIONS

Compensation

Compensation for work performed for the City includes more than the pay you receive in your paycheck. In addition, the total employment benefits package for a regular full-time employee includes: Paid Holidays; Paid Vacations; Earned Sick Leave; the City's contribution to your: group medical insurance, dental insurance, and vision insurance; Group term life insurance; the City's contribution to the Pension Plans or 401-a/457 deferred compensation plans; Workers' Compensation coverage; Unemployment Compensation insurance; and the City's contribution to your federal Social Security account and Medicare. The additional components to the compensation package will be described later in this *Guide*.

Compensatory Time

In *lieu* of paying full-time non-exempt employees at an overtime rate, as described above, the City of Stamford and the employee's bargaining representative may have a provision in the applicable collective bargaining agreement that permits the employee to receive compensatory time off for all or a portion of such "overtime" work the employee performs. Compensatory time will be credited with the equivalent of one and one-half hours for each authorized hour of overtime worked. The compensatory time off must be requested by the employee and is subject to approval by the employee's supervisor. Employees should refer to their collective bargaining agreement for conditions on earning and using compensatory time.

An employee who separates from employment with the City of Stamford will receive cash payment for unused compensatory time to which the employee is properly entitled at the employee's then current rate of pay.

Part-time employees are not entitled to compensatory time and must be paid for all hours worked each pay period.

Supervisory, professional, administrative and all other exempt personnel are required to work as many hours and as such times as necessary to satisfactorily perform their job duties and generally are not entitled to compensatory time. The fact that an employee may be routinely required to work on weekends or after normal work hours to perform their job responsibilities does not, in and of itself, warrant compensatory time. However, in exceptional circumstances (such as snowstorms or general emergencies which cannot be reasonably anticipated to be part of the employee's normal job responsibilities and work schedule) an employee may be provided with one hour of compensatory time for every one hour worked in excess of forty hours in a single work week subject to the following criteria:

1. The employee must be authorized in advance to work the extra time by the Department Head or Mayor.
2. The amount of extra time worked must be significant in terms of amount and duration.

3. The number of hours worked, and the compensatory time taken must be recorded on the appropriate time sheet(s) approved by the supervisor and submitted to payroll for entry into Kronos.
4. Compensatory time earned must be used within a reasonable time frame (normally a month) but in no event to exceed one year from the date earned.
5. Unused compensatory time has no cash value.

Credit Union

All regular employees are eligible for membership in the Sound Federal Credit Union located on the 6th floor of the Stamford Government Center, 888 Washington Blvd., Stamford, CT 06902. Phone: (203) 977-4701.

Direct Deposit

For convenience and efficiency for both the employee and the City of Stamford, all newly hired employees are required to enroll in direct deposit for their pay into a bank or other financial institutional account, such as a credit union account. Direct deposit forms are available through the Payroll Office.

Garnishments

The City of Stamford is required by law to accept legal assessment and garnishments and other wage orders. The City will withhold part of an employee's salary in accordance with legal requirements until the assignment is satisfied or released.

Overtime Work and Pay

Overtime Work: From time to time, you may be required to work beyond your normally scheduled hours and on days on which you are not regularly scheduled to work (such as Saturday and Sunday). All such work is referred to as "overtime work."

Overtime Pay: If you are classified as a FLSA exempt employee, the City of Stamford is not required by law to pay you anything extra for work you perform in excess of your normal hours of work (even if you work more than forty (40) hours in a payroll week), or on days on which you are normally not scheduled to work (even on Saturday and Sunday).

If you are classified as a FLSA non-exempt employee, the City is required by law to pay you at a rate equal to one and one-half (1½) times your regular straight-time hourly rate of pay for all time you work in excess of your regular workweek (i.e. 35, 37.5 or 40 hours).

In addition, the City has agreed to pay its non-exempt, non-seasonal, employees at a rate equal to one and one-half (1½) times their regular straight-time hourly rates of pay for all time they work in excess of eight (8) contiguous hours on a regular shift if they are normally scheduled to work eight (8) or fewer hours per shift. For non-exempt employees normally scheduled to work more than eight (8) hours per shift, they will be eligible for overtime pay or compensatory time after

having worked one hour beyond their normal shift. The City of Stamford also pays various non-exempt employees at pre-determined overtime rates for time they work on a Sunday or a day that the City of Stamford recognizes as a paid holiday or between midnight and 7:00 a.m. However, the supervisor must authorize any overtime before it is worked in order to be paid.

No Pyramiding: Because there is no pyramiding of overtime pay or benefits, you will not be paid at an overtime rate for time you work that is both in excess of eight (8) hours a day (or for employees normally scheduled to work more than eight (8) hours per shift, when having worked one hour beyond their normal shift) and work in excess forty (40) hours in the same week.

Pay Grade and Step

Employees' job classifications determine their salary grade and step level. Classifications are assigned to a salary group based on the amount and type of required experience and training, technical importance, difficulty, and level of responsibility. Pay rates for exempt and non-exempt jobs are determined based on the principles of internal equity and comparison with external market data.

Payroll Deductions

The City of Stamford will deduct from your pay your share of the premium cost for any group insurance coverage in which you have enrolled. The City of Stamford will not make other deductions from your pay except as required by state or federal law or local ordinance or unless you authorize the City in writing to make a deduction for other items permitted by law and acceptable to the City. The City is required by law to withhold from your pay predetermined amounts due for state and federal income taxes and Social Security taxes (if applicable) and your required contributions to the City's Retirement Plan as applicable.

Regular Pay Day

Employees are generally paid on a weekly basis each Friday. Subject to the terms of the collective bargaining agreement the City reserves the right to move to bi-weekly pay periods.

State and Federal Income Tax

State and federal income tax will be deducted from paychecks in accordance with Connecticut State law and Federal law.

Workweek and Hours of Work

The regular workweek and regular hours of work vary based on your collective bargaining agreement, operational and business requirements of the department. Employees should review regular workweek and work-hour requirements with their supervisor, and the appropriate provisions of their collective bargaining agreement for specific workweek and work-hour requirements if applicable. Meal periods are to be scheduled close to the middle of a shift consistent with the operating needs of the Department and City.

All full-time non-exempt employees receive meal breaks each workday as provided by contract or the Department Head in consultation with the Human Resources Department. Employees will be relieved of all active responsibilities during meal periods. Discretion should be exercised as to allowing employees to eat lunch at their desk, particularly in those cases in which an employee is in public view of customers.

EMPLOYEE BENEFITS

In addition to mandated benefits such as Social Security, Medicare, unemployment insurance, and Workers' Compensation insurance, the City of Stamford offers a competitive benefits package for its permanent full-time employees. Permanent employees who are normally scheduled to work at least twenty (20) hours per week may select coverage from the following group insurance plans for themselves and their eligible dependents:

Initial Enrollment: An eligible employee may sign up for medical, prescription drugs, dental and vision coverage and such benefits are effective on the first of the month following the individual's first day of employment. The first time you enroll in any of these City of Stamford's benefit plans or add new dependents to an insurance plan, verification of your dependents is required. Verification includes but is not limited to a marriage license, birth certificate or adoption papers. Employees waiving the City's health plan are required to complete a Waiver and Certificate of Alternative Medical Insurance Form.

Dental Plan: Dental coverage is available for eligible employees and for their eligible dependents. Dental coverage includes routine preventive care, oral surgery and similar procedures, as well as orthodontic care for dependent children. An eligible employee may sign up for dental coverage on the first of the month following the employee's first day of employment. Employees who elect dental coverage are required to pay a portion of the monthly premium cost for the coverage they select, and the dental premium is included in the bundles health care premiums deducted from their pay. The City of Stamford will make such deductions on a pretax basis to the extent permitted by law.

Dependents are covered until they reach age twenty-six (26).

Employees should contact the Human Resources Department for additional details about coverage and eligibility information.

Vision Plan: The City provides an optical plan with benefits for eligible employees and their dependents.

Premium Cost Share: As a pre-condition to your obtaining coverage under any group insurance plan that the City makes available and for which you are eligible, you will be responsible for contributing toward the premium cost, where required, and the City will deduct your share of the premium cost from your pay. The City of Stamford will deduct your contributions to premium costs from your pay on a pre-tax basis to the extent permitted by applicable law.

In situations where a paycheck is not generated, for example, when you are on an unpaid leave of absence or a leave covered by Workers' Compensation, you will be required to pay your share of the premium contribution and other benefit contributions in advance in order to ensure your continued participation in such benefit programs during your absence to the extent you are eligible to continue such coverage.

Changes to Coverage: Employees will have the opportunity once a year, during the annual open enrollment period, to make changes to their medical, dental, and vision coverage. Changes are permitted at any time for a qualified family status change, which includes such events as marriage, divorce, death, birth or adoption of a child, or a spouse's loss of coverage. Proper documentation and notification within thirty-one (31) days of the qualifying event must be presented to the Human Resources Department to process the change.

Employees must notify the Human Resources Department within thirty-one (31) days when any dependent is no longer eligible for coverage. This would occur in the case of death, divorce or legal separation, in the case of guardianship when the child is no longer residing with or in the legal custody of the employee or reaches the age of twenty-six (26) years old for medical benefits.

Group Life Insurance: The City of Stamford pays a portion of a life insurance policy for each active employee and provides for an opportunity for eligible employees to purchase additional life insurance solely at the employee's expense or as otherwise provided by the applicable collective bargaining agreement. Employees are taxed based on imputed income for life insurance policies in an amount that exceeds established Internal Revenue Service's limit.

Health and Dependent Care Reimbursement Accounts (Section 125): Regular, full-time and permanent part-time employees may elect to participate in the City's Section 125 Health and Dependent Care Reimbursement Account. This account allows employees to automatically deduct from their pay, on a pre-tax basis, an amount they elect to cover certain health and childcare expenses as permitted by law. The plan is designed to help employees save money by lowering their taxable income. The Internal Revenue Service has strict guidelines on this money because of the tax advantages and this is a "use-it-or-lose-it" type of account. Employees should consult the Human Resources Department for detailed information.

Commuter Tax Benefit Plan: The City of Stamford permits employees to set aside a certain amount of pre-tax dollars to pay for their transit expenses. Contact the Human Resources Department to find out the amount permitted and the process for participating in this tax benefit.

Employee Assistance Program (EAP): To assist employees in preserving their well-being, the City has established an Employee Assistance Program (EAP). The EAP provides professional expertise to employees and their family members when problems of a personal nature arise that may have an effect on the personal life of employees, as well as their job performance. Through early intervention, many of these issues can be resolved and the impact on job performance and general health minimized. Employees are encouraged to utilize the program on a self-referral basis for a wide range of personal problems including but not limited to substance abuse, marriage and family issues, stress (emotional or psychological), interpersonal relationships and other personal or family matters. The program is strictly confidential, and the City of Stamford does not receive any information regarding usage from the EAP provider.

Detailed information on the City's EAP can be obtained on the Human Resources Department website or by contacting the Department of Human Resources.

Pensions/Retirement Plans

Eligible employees who are not public safety employees may participate in either the Classified Employees Retirement Fund, the Custodian Retirement Fund, or other City sponsored retirement plans including deferred compensation plans as provided by the applicable bargaining agreement. Police Officers and Firefighters also have Retirement Plans. These Retirement Plans provide retirement benefits to eligible employees for normal and early retirement, as well as for those eligible employees who retire due to a qualifying disability. Retirement benefits and eligibility requirements are described in the specific Plan Document.

The City and eligible employees share in the cost of the Plans through qualified employee contributions, which are deducted from your pay, on a pre-tax basis. Employees hired after a specific date as outlined in their collective bargaining unit may not be eligible for a defined pension plan but may participate in the City's sponsored 401a and 457 programs.

As eligibility requirements and plans may vary based on bargaining unit assignment, hiring date, and other factors, please refer to the applicable collective bargaining agreement or contact the Human Resources Department for details.

Social Security/Medicare

All employees, except for sworn police officers, firefighters, custodians, and school crossing guards, are eligible and obligated to participate in the Social Security program (Federal Insurance Contributions Act/FICA). Social Security pays benefits if an employee retires, becomes disabled, or dies, if eligibility requirements are met. Spouses and children may also be eligible for benefits when an employee becomes eligible or dies. Both the employee and the City are required to make payments toward Social Security.

All employees hired after March 31, 1986, are required to participate in Medicare, a federal health insurance program for retired people, age sixty-five (65) and over, and certain disabled persons. Medicare has four parts: Part A (Hospitalization) – At no cost to the retiree (paid for by contributions when you were working); Part B (Outpatient Services). Monthly premium payments beginning at retirement.; Part C (Medicare Advantage HMO) – This is optional coverage with a cost associated with it; Part D (Prescription) – Monthly premium payments beginning at retirement; and Optional Supplemental Plan – Some individuals purchase this to cover what Medicare doesn't cover and there is a monthly premium.

Training and Staff Development

Tuition Assistance: The City provides tuition assistance for completion of a Baccalaureate degree to all permanent full-time union employees for work-related courses sponsored by an accredited college or university. Reimbursement will apply only to tuition cost and other materials. To be eligible the employee must provide the department head and the Director of Human Resources with the course information. Pre-Approval is required by the Tuition Committee. As long as the City employs the employee at the time of payout, a transcript indicating the grade received and the invoice must be submitted to the Director of Human Resources for approval. A grade of B or better

will receive reimbursement.

Educational and Certification Trainings: With approval from and at the discretion of the Mayor or designee, a full-time employee may be granted administrative leave with pay to attend a work-related conference, seminar or training course or an official meeting, that enhances the employee's value to the City or fulfills a City-mandated certification within the job description. Employees, with the approval of the mayor, may be hired prior to fulfilling educational requirements within a job description, as long as a letter of intent to complete those requirements is signed by both the mayor or designee and the employee, and the employee completes the educational requirements within the time frames prescribed.

Leadership and Training Institute

The Department of Human Resources has established the City of Stamford Leadership and Training Institute. The Institute is designed as the central entity in City government for developing educational programs for city employees to develop work-related skills and abilities for future leadership roles in city government and to enhance the skills and abilities of current leaders.

The programs offered through the Institute will be developed based on needs analysis conducted by HR staff by surveying department heads and managers, and from evaluations completed by employees who complete the training activities conducted by the Institute. A core five-seminar leadership program has been created which will be initially offered to department heads. This five-seminar program will be tailored to be offered to managers, supervisors, foreman and employees seeking to improve their skills and abilities for future leadership roles in city government. The Institute will also offer stand-alone programs to include the state required sexual harassment program, unconscious bias and workplace inclusion, Lean Six Sigma training, ethics training among other training opportunities as determined by our ongoing need analysis.

The course programs for the current fiscal year can be found at:

<https://www.stamfordct.gov/home/showpublisheddocument/17271/637914091551030000>

PAID TIME OFF AND LEAVES OF ABSENCE

Employees may need to be absent for several reasons:

1. Those beyond their control, such as personal sickness or injury, jury duty, military service or emergencies.
2. Those governed by compassion or benevolence, such as family illness, bereavement, and other personal reasons.
3. Those stemming from occupational status such as attendance at meetings, conventions, in-service courses and seminars, and other patterns of additional study.

The City recognizes that absences for such reasons are justifiable and will provide for employee absences as authorized by law and negotiated agreements with bargaining units.

Vacations

Employees either accrue vacation monthly or receive their entire year's vacation allotment in advance. Employees must consult their union or personal contract to determine the amount of vacation time they are entitled to receive and when they can use it. Vacation time off may not be taken until the employee has successfully completed their probationary period. Vacation time off may not be taken by any employee unless approved in advance by the employee's department head or designee. Requests for vacation time off must be submitted to your supervisor as far in advance as practicable. All vacation requests are subject to approval based on the demand of the operations of the department.

Earned vacation time must generally be taken in the fiscal year in which it is earned. Employees are limited in the amount of unused vacation they can carry over from one fiscal year to the next, determined by collective bargaining agreement or union contract, and in the amount of unused accrued vacation they can be paid upon termination of employment. In special circumstances, an employee may, with the prior approval of the Department Head and Director of Human Resources be permitted to carryover over unused vacation more than the limit provided it is used within a specific timeframe.

If an employee has used all accrued vacation time or needs vacation time more than such employee's accrued balance the employee should check with the Department Head about the possibility of taking time off without pay.

Bereavement Leave

Bereavement leave must be proximal to the death of the family member and is for the following purposes: to make final arrangements, attend a service, or to attend to obligations directly related to the death of a family member. Except as otherwise specified by union contract, employees are entitled to up to five (5) working days funeral leave with pay from the day of death of a spouse, or partner in a Civil Union as defined in Connecticut Public Act, parent, child, grandparent, grandchild, brother or sister, and three (3) working days funeral leave with pay from the day of the death of a mother-in-law, father-in-law, brother-in-law, sister-in-law or any relative permanently

domiciled in the employee's household. At the discretion of the department head, where unusual circumstances and equity dictate, one (1) working day may be granted with pay in the event of the death of any other relative not described in this section to attend the funeral of that person.

Jury Duty

State law requires that each full-time employed juror be paid regular wages by the juror's employer for the first five (5) days, or part thereof, of jury service. The City of Stamford's policy provides those eligible employees who report for jury duty on their scheduled workday in response to a summons issued by a state or federal court will not lose their regular pay for such day or for succeeding days on which they are required to report or serve as a juror, even if the applicable jury service extends for more than five (5) workdays. For each day of jury service under the statute, the City will pay the difference between the per diem that the employee receives from the state for such jury service and the employee's regular day's pay for each day of such service. An employee must provide proof of jury service attendance to the Director of Human Resources upon return to work.

Military Leave

The City of Stamford is covered under the federal Uniformed Services Employment and Reemployment Rights Act (USERRA), which protects service members' reemployment rights when returning from a period of service in the uniformed services, including those called up from the reserves or National Guard, and prohibits employer discrimination based on military service or obligation. The City of Stamford complies with all USERRA requirements. An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service will be granted a Military Leave of Absence (a "Military Leave") for military service, training, or related obligations in accordance with applicable state and federal law. The employee is required to provide a copy of their military leave orders.

During any period of involuntary military service, employees will be paid the difference between their regular pay immediately prior to the Military Leave and their military pay for a period of up to twelve (12) months. Supplemental pay will only occur when the military pay is less than the employee's regular pay immediately prior to the start of their Military Leave. The City's pay supplement will be based solely on the employee's regular base pay and will not include items of additional pay such as, holiday pay, shift differential or scheduled overtime. The employee must provide proof of the military pay received to the Human Resources Department.

Employees on Military Leave may continue to participate in the Pension Plans during their period of active military service by making the appropriate contributions to the Plan. Employees will be allowed the maximum statutory period in which to comply with this contribution requirement upon their return from Military Leaves.

For purposes of employment service, the time spent on involuntary active duty will be credited to such employees as though they remained actively employed with the City during the period of their Military Leave.

Employees ordered to involuntary military service and their enrolled dependents will continue to participate in the City's medical, dental and prescription drug plans for the thirty (30) days after the Military Leave commences. After the thirty (30) day period expires, employees on Military Leave and their enrolled dependents may continue to participate in the plan at their own expense for a period of up to eighteen (18) months, inclusive of the initial thirty (30) day period.

The City's employee life insurance coverage will remain in effect for the duration of the employee's involuntary tour of military duty in accordance with the terms of the policy. During the involuntary tour of duty, employees will not accrue vacation or sick time. However, they will continue to receive service credit toward higher increments of vacation and sick time accruals upon their return to employment with the City. Employees on involuntary active military duty will continue to be considered for promotion consistent with all requisite procedures established for the promotion being sought.

At the conclusion of military service, employees who apply for reactivation of their employment with the City in accordance with the applicable provisions of State and federal law will be returned to the same position they held prior to the leave or to a position with like seniority, status and pay that the employees are qualified to perform, in accordance with and subject to the applicable provisions of State and federal law.

Any employee who misrepresents such employee's absence due to military obligations is subject to immediate termination of employment and may be subject to criminal charges.

Personal Leave

A regular full-time employee who has successfully completed at least six (6) months employment will be eligible for a personal leave day without loss of regular pay to attend to a compelling personal need that cannot be addressed during non-work time, provided the employee requests the leave within a reasonable time of learning of the need to be out of work. Unused personal leave cannot be carried over from year to year and any remaining accrued time is not paid out at the time of separation. (Personal leave will be prorated accordingly for employees who work other than a full-time work week.) (Employees covered by a collective bargaining agreement are to refer to their agreement for additional details concerning the use of Personal Leave.)

Sick Leave

The City of Stamford's sick leave program provides a level of pay protection for eligible employees who cannot work because they become ill, have been injured, have a medical or dental appointment that cannot be scheduled outside of work hours, or when their presence at work will expose others to contagious disease.

Regular full-time employees will be eligible to use their accrued sick leave without loss of regular pay each time they are too medically incapacitated (sick, injured or contagious) to report to work as scheduled. Union employees should see their contract for sick leave accrual rates and other details related to sick leave usage.

All other employees (part-time) are eligible for up to forty (40) hours a year of sick leave without loss of regular pay in accordance with Connecticut General Statute 31-57r (P.A. 11-52, revised 1/1/15). Pursuant to the Connecticut Paid Sick Leave law, sick leave is accrued at a rate of 1 hour per every 40 hours worked. The 40 hours worked means hours actually worked and does not include any time off. Employees cannot use accrued paid sick leave until they have worked 680 hours of employment. The 680 hours must be hours actually worked and does not include any time off. Employees covered by the Connecticut Paid Sick Leave shall be entitled to carry over up to (forty) 40 unused accrued hours of paid sick leave from the current year period to the following year period (See Appendix _ for additional details on the Connecticut Paid Sick Leave Law).

The City reserves the right to require you to provide documented verification of your illness or injury each time you apply for sick leave pay. During any period of absence, including, but not limited to, absences for medical reasons, you must keep your supervisor apprised of any changes in your condition that might affect the anticipated date of your return to work.

The City requires a physician's certificate, as a basis for pay during leave after an absence of three (3) days for personal illness, or as determined by the collective bargaining agreement. In addition, the City may require the employee to submit a fitness for duty certification from the employee's health care provider stating that the employee is able to resume work. Supervisors should inform the Director of Human Resources, as soon as possible, if they have an employee who have been out sick for three (3) or more days.

Medical and dental appointments should be scheduled before or after work. In the rare case where an employee cannot schedule a medical or dental appointment before or after work, the use of sick time is limited to the time actually spent traveling to and from the appointment and the duration of the appointment. An employee can only use a full day of sick time for a doctor's appointment during a normal workday when the type of examination justifies it or when the employee is out of work for the entire day due to an illness or injury. An employee who does not wish to report to work before or after a medical or dental appointment must use vacation or personal time for any time not spent in connection with the doctor's appointment. This policy also applies to medical or dental appointments in connection with work-related illness or injuries.

Sick Leave Bank

A sick leave bank for each employee group has been established for extreme hardship cases of non-work-related injury or employee illnesses. Each sick leave bank has established procedures for submitting requests for sick leave from the bank. See the provision of your union contract for details on whether you are eligible for sick leave from the sick leave bank, how to apply for sick time from the sick leave bank and the approval process.

Family Sick Leave

Each Employee may use up to forty (40) hours of paid sick leave a year (July 1 - June 30) for a child's or spouse's: illness, injury or health condition; the medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or preventative medical care. For purposes of this Section, "child" is defined as under the age of eighteen (18), or eighteen (18) or older if incapable of self-care because of mental or physical disability. For purposes of this Section,

“spouse” is defined as husband or wife. The City shall reduce the employee’s sick leave accumulation for all such Family Sick Leave at the time of such use.

Unpaid Leave of Absence

The Classified Services Rules (Rule 12), as may be amended by collective bargaining agreements, provides for an employee to request an unpaid leave of absence in writing to their appointing authority. The appointing authority may grant such request for a period not to exceed three (3) months. The Personnel Commission may approve an extension beyond the initial three (3) months but not to exceed two (2) years.

EMPLOYMENT LAWS AND WORK RULES

Affirmative Action Policy Statement

The City of Stamford acknowledges the purpose and need for affirmative action and establishes both affirmative action and equal employment opportunity as immediate and necessary objectives of the City.

The City of Stamford is an Equal Employment Opportunity/Affirmative Action employer, and the City fully intends to overcome all barriers to equal employment to achieve the full and fair participation of all protected groups, regardless of age, race, ancestry, religious creed, color, gender (including pregnancy and sexual harassment), genetic information, gender identity and expression, marital status, sexual orientation, mental disability (past and present), national origin, intellectual impairment, learning disability or physical disability, criminal record and veteran status.

Accordingly, for each protected class of persons subject to equal employment opportunity, the City's policies and objectives shall be in direct compliance with all federal and state constitutional provisions, laws, regulations, guidelines, and executive orders that prohibit or outlaw discrimination and shall be considered to be part of this policy statement.

The City of Stamford fully endorses both the letter and spirit of these laws, regulations, guidelines, and executive orders and pledges to faithfully implement an aggressive policy of affirmative action and equal employment opportunity to provide services and implement programs impartially and fairly in all phases of the employment process, by ensuring that:

- Employment specifications require only necessary and legal information.
- Job specifications are reviewed periodically to ensure that they reflect only bona fide job qualifications.
- Efforts are made (wherever possible) to provide experience-based alternatives to the standard education-based minimum qualifications.
- Qualified persons from protected groups are actively recruited through a wide-range of recruitment sources that may include DOL Job Center offices, and by enlisting the assistance of community-based organizations, and colleges and universities.
- Personnel policies follow the letter and the spirit of all affirmative action and equal employment opportunity mandates, and in no way discriminate against any person or groups of persons. Job classifications are continuously evaluated and restructured when applicable to make sure they do not present artificial barriers to any protected group. All new employees receive orientation in all phases of their job, the department and its policies.
- Training is designed to further the skills and knowledge necessary for all members of the City's workforce to achieve higher level positions. All staff is fully informed of their rights and benefits during diversity training sessions and during individual consultations with the Inclusion, Diversity, Equity & Accessibility Strategies (IDEAS) Officer and/or a Human Resources representative. These rights and benefits include, but are not limited to, the right to equal terms and conditions of employment; equal opportunity for promotion and training; the right to a fair and impartial performance evaluation; the right to reasonable accommodation of a disability; the right to receive individual counseling from the IDEAS

Officer and/or HR representative; the right to file a complaint, including the processes and procedures to do so; and the right to expect that layoffs and terminations are effectuated in accordance with established guidelines of affirmative action and equal employment opportunity within the structures of collective bargaining agreements.

In keeping with this policy, the City of Stamford recognizes the hiring difficulties experienced by individuals with disabilities, minority, women, and other protected groups, and shall continue to place special emphasis on the elimination of barriers not related to business necessities to assure the full and fair utilization of such individuals in our workforce.

Affirmative action and equal employment opportunity are Citywide priorities and will remain so until our goals are met for all categories of employees, regardless of classification. The City is equally committed to ensuring that all programs, services or activities administered are rendered on an equal employment opportunity basis. This Affirmative Action Policy Statement re-affirms the City's commitment to the principles of Equal Employment Opportunity.

To these ends, the Inclusion, Diversity, Equity, & Accessibility Strategies (IDEAS) Officer, City of Stamford, 888 Washington Boulevard, 10th Floor, Stamford, CT 06901, E: chughes1@stamfordCT.gov; O: 203-977-7993, M: 203-989-6916 has been designated to help ensure that this policy is implemented.

See related policy – Equal Employment Opportunity Policy Statement in this Employment Guide.

Americans with Disabilities Policy Statement

The City of Stamford does not discriminate based on disability in the administration of, or access to, its programs, services or activities. Under this policy, a person with a disability is defined as “a person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having an impairment.”

The Director of Human Resources has been designated by the Mayor to coordinate the City's compliance with the non-discrimination requirements of Section 35.1067 of the Department of Justice regulations.

Should you wish to notify us of barriers that may exist in equal access to any program, service, or activity offered by the City or to obtain information regarding the provisions of the Americans with Disabilities Act and your rights, you are encouraged to contact the Director of Human Resources. If you feel that you need a reasonable accommodation because of your disability to allow you to perform the essential functions of your position, please follow the ADA procedure for requesting a reasonable accommodation.

The City's Procedure for Requesting Reasonable Accommodations under the Americans with Disabilities Act (ADA) is on the Human Resources Department website and is also available by contacting the Director of Human Resources.

Anti-Harassment and Discrimination Policy

The City of Stamford is committed to providing a work environment free of unlawful harassment. Therefore, the City prohibits and will not tolerate any type of harassment, including sexual harassment anywhere in or related to the workplace. The City's prohibition against sexual harassment applies equally to all offenses whether they are between same sex individuals or not.

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, offensive remarks about a person's sex, or any conduct of a sexual nature when:

- The submission to such conduct is made either explicitly or implicitly a term or a condition of employment;
- The submission to or rejection of such conduct by anyone is used as a basis for an employment decision;
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance; or
- Such conduct creates an intimidating, hostile or offensive working environment.

If you believe that you have been subjected to sexual harassment, you should immediately report your concerns to your immediate supervisor or, if you feel uncomfortable reporting it to your supervisor, report it to the Director of Human Resources. In the event that you feel uncomfortable reporting your concerns to either of these people, you should report your concerns to any other person within the City's management who has supervisory authority. You need not report your concerns to any person who you believe may have participated in or condoned the harassment.

Any incident of sexual harassment should be immediately documented, including the date, time, and place of each alleged incident of harassment. The City of Stamford will conduct an investigation as promptly as appropriate for the circumstances. The City will protect the confidential nature of the inquiry to the extent possible, and will take the necessary measures to ensure that you are not retaliated against in any way for having reported your concerns. The City has the right to track and monitor the conduct of supervisors in order to enable the City to exercise reasonable care to prevent sexual harassment by supervisors. Any individual found to have sexually harassed any employee, resident, visitor, or vendor of the City will be subject to disciplinary action, up to and including termination.

Sexual Harassment Prevention Training: Connecticut Public Acts 19-16 and 19-93, together constitute the Time's Up Act. Among other changes to the Commission on Human Rights & Opportunities (CHRO) process, this legislation establishes rules and requirements regarding sexual harassment training and education. All new employees will be required to complete this training within six (6) months of being hired. Periodically, the City will ask employees to participate in supplemental training on Sexual Harassment Prevention not less than every ten (10) years.

Other Harassment/Discrimination: The City of Stamford expressly prohibits any form of harassment or discrimination in the workplace based on race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation,

genetic information, criminal record, and hair texture or protective hairstyle or other traits protected by law.

The City of Stamford expressly prohibits any form of harassment that interferes with the ability of employees to perform their job duties. Such harassment can include, but is not limited to, the following behavior:

- Verbal conduct such as name calling, inappropriate jokes, slurs, unwanted sexual advances, invitations or comments;
- Visual conduct such as derogatory, objectionable and/or sexually oriented posters, photography, cartoons, drawings, or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement or otherwise interfering with work.

Any employee who believes that there has been the subject of harassment should complete and submit a City of Stamford Complaint Form which can be found at the following link:

<https://www.stamfordct.gov/home/showpublisheddocument/16495/637878625979270000>

An employee who harasses any other City employee or who harasses any resident, visitor, or vendor of the City of Stamford will be subject to disciplinary action up to and including termination of employment.

COLLECTIVE BARGAINING - MUNICIPAL EMPLOYEES RELATIONS ACT

The Connecticut Municipal Employees Relations Act (MERA) (C.G.S. Sec 7-407 et seq.) protects employees in the exercise of their right to form and join labor organizations for the purpose of negotiating wages and other terms and conditions of employment with their employer. MERA requires municipal employers to enter into collective negotiations with recognized or certified employee organizations for such purposes. As a city municipal employee, it is likely that your classification will be recognized to one of the following labor organizations. However, there are certain employees hired in classifications such as department heads, unclassified, part-time, and seasonal classifications that are not subject to collective bargaining. Employees will be advised during employee orientation as to their collective bargaining status and provided an electronic copy of the appropriate collective bargaining agreement covering their classification. Labor organization officials will be provided with an opportunity to address employees during employee orientation and at other times permitted by the employer. Although an employee may be in a classification included in a bargaining unit, the employee is not required to become a member of such bargaining unit in order to receive the benefits of the collective bargaining agreement.

City classifications are recognized to one of the following collective bargaining units (labor organization representing such positions):

- Sworn uniform police officers (Stamford Police Association)
- Sworn uniform firefighters (Local 786 International Association of Firefighters, AFL-CIO)
- Administrative non-supervisory classifications (Local 2377 United Auto Workers, AFL-CIO)

- Administrative supervisory classifications (Local 2657 Council 4 AFSCME, AFL-CIO)
- Assistant Corporation Councils (Local 1303-191 Council 4 AFSCME, AFL-CIO)
- Public Health Nurses (Stamford Municipal Nurses Association)
- Dental Hygienists (Local 1303-273, Council 4 AFSCME, AFL-CIO)
- Operations blue collar classifications (Local 30 International Union of Operating Engineers, AFL-CIO)
- Wastewater Treatment Plant blue collar classifications (Local 30 International Union of Operating Engineers, AFL-CIO)
- Board of Education custodian, maintenance, and trade classifications (Stamford Board of Education Employee Association)

Collective bargaining agreements can be found at the following link:

<https://www.stamfordct.gov/government/human-resources/employee-information>

Communicable and Chronic Infectious Disease

The City of Stamford will comply with all State and federal law, Connecticut Department of Public Health rules and special advisories, and local policies for managing known or suspected cases of a communicable and chronic infectious disease involving employees.

An employee with a communicable or chronic infectious disease will be permitted to retain their position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. An employee with a communicable and chronic infectious disease remains subject to the City's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination.

Discipline Procedure - Employees

General Statement: The employee disciplinary procedure will be administered in a fair and consistent manner among all covered employees.

Covered Employees: Non probationary full-time and part-time employees in the classified service are covered by this disciplinary procedure.

Excluded Employees: All employees not included as covered employees including but not limited to probationary full-time and part-time, unclassified employees, seasonal, temporary and per diem employees.

Supervisor Responsibilities: It is the responsibility of each department head and supervisor in enforcing City policies and procedures and ensuring that subordinate employees are fulfilling their daily duties and responsibilities in a satisfactory manner. It is the supervisor's responsibility to initiate the disciplinary procedure when an employee is suspected of violating City policies and/or procedures. Department heads and supervisors should consult with Human Resources prior to initiating any formal disciplinary action.

Grounds for Discipline: An employee may be disciplined for violations of Employee Conduct Standards (see Employee Conduct), unsatisfactorily work performance, failure to maintain job qualifications and certain off-duty conduct that directly reflect on the City.

Disciplinary Penalties: Generally, disciplinary penalties may consist of the following:

- Verbal Warning
- Written Reprimand
- Unpaid Suspension
- Demotion
- Termination

All discipline shall be filed in the employee's employment file maintained by the Human Resources Department.

Disciplinary Procedure: The disciplinary procedure shall generally follow the following steps:

- Preliminary Investigation: The supervisor conducts an investigation into the circumstances surrounding the alleged employee's misconduct or performance issue.
- Pre-Disciplinary Meeting: The supervisor schedules a pre-disciplinary meeting with the employee. The employee may request union representation at such meeting and, if so requested, a union representative shall attend the meeting. The purpose of the pre-disciplinary meeting is to notify the employee with as much specificity as possible as to the reason(s) for initiating discipline and providing the employee with an opportunity to address the issues.
- Investigation: The supervisor gives consideration to the employee's responses made at the pre-disciplinary meeting and conducts any further follow-up investigation as may be necessary.
- Imposition of Discipline: The supervisor will determine whether employee engaged in the alleged misconduct or exhibited poor performance and, if the supervisor finds that the allegations are substantiated, the supervisor will notify the employee of their findings and determination and impose disciplinary penalty.

Review of Discipline: The employee may challenge the supervisors' findings, including the discipline imposed, pursuant to the procedures set forth in the applicable collective bargaining agreement.

Drug-Free Workplace Policy

The City of Stamford recognizes that abuse of drugs and alcohol is a national problem. Further, the City is committed to providing a drug-free workplace for its employees. The City is equally committed to providing rehabilitation for those employees addicted to drugs and alcohol. This Drug-Free Workplace Policy (Policy) reflects the City's intent to maintain a drug-free workplace in order to promote the safety of all employees, customers, and the public and to comply with the federal requirements of The Drug-Free Workplace Act of 1988.

1. This Policy includes the following prohibitions:
 - a. While on City property and/or while conducting City duties, no employee may use, consume, possess, manufacture, distribute, dispense, sell, or be under the influence alcohol, drugs, or any controlled substance. The lawful use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform their job effectively and in a safe manner.
 - b. The off-duty use, possession, manufacture, distribution, dispensation, or sale of marijuana, drugs, or any controlled substance that is inconsistent or in conflict with the employee's job or duties, is also prohibited, except for the lawful use of prescription drugs and medical marijuana as long as it does not result in intoxication or impairment on the job.
 - c. Reporting to work under the influence of alcohol, drugs, or any controlled substance is prohibited.

An employee in violations of this policy shall be subject to discipline up to termination.

2. As used in this Policy, "Marijuana" means all parts of any plant, or species of the genus cannabis containing more than 0.3 % Tetrahydrocannabinol (THC) by dry weight. "Marijuana" does not include hemp or products derived from hemp. For the purposes of this Policy, the term "drugs" includes, but is not limited to, any form of marijuana.
3. Employees must inform the Director of Human Resources or designee within five (5) days of any conviction for violation of a state or federal drug statute. A conviction means a finding of guilty, including a plea of nolo contendere (legal term for "I do not wish to contest"), or the imposition of a sentence by a judge or jury in any federal or state court.
4. For the avoidance of doubt, the City of Stamford prohibits the possession, use or other consumption of marijuana by an employee while on duty, subject to certain exceptions as set forth in Public Act No. 21-1, An Act Concerning Responsible and Equitable Regulation of Adult-Use Cannabis (RERACA).
5. The City may take appropriate adverse or other employment action based upon, (i) a reasonable suspicion of an employee's use of any intoxicating substances or being impaired by alcohol, marijuana, drugs, or any controlled substance while engaged in the performance of an employee's work responsibilities at the workplace, including remote workplace, or while on-call or (ii) if the City determines that an employee manifests specific, articulable symptoms of impairment in the workplace, including the remote workplace, while conducting City duties, or while on-call that decreases or lessen the employee's performance of the duties or tasks of the employee's position. "Articulable symptoms" include, but are not limited to: (i) symptoms of the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery, (ii) disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property, (iii) disruption of a production or manufacturing process, or (iv) carelessness that results in any injury to the employee or others.

6. Nothing in this policy will prohibit the possession of medical marijuana by a qualifying patient in accordance with RERACA.
7. All employees must agree to fully comply with the terms of this Policy as a condition of employment.
8. Failure to adhere to the conditions outlined above will result in disciplinary action, up to and including termination of employment.

Electronic Monitoring Notice

Pursuant to the authority of CGS § 31-48d, the City of Stamford and the Board of Education hereby gives notice to all its employees of the potential use of electronic monitoring in its workplace. While the City and/or the Board of Education may not actually engage in the use of electronic monitoring, it reserves the right to do so when determined by the City and/or the Board of Education in its discretion.

“Electronic monitoring,” as defined by CGS § 31-48d, means the collection of information on the City’s and/or Board of Education’s premises concerning employees’ activities or communications, by any means other than direct observation of the employees. Electronic monitoring includes the use of a computer, telephone, wire, radio, camera, electromagnetic, photo electronic or photo-optical systems. The law does not cover the collection of information (A) for security purposes in any common areas of the City and/or Board of Education premises which are open to the public, or (B) which is prohibited under other state or federal law.

The following examples of electronic monitoring may be used by the City and/or Board of Education in its workplace:

- Monitoring of e-mail and other components of the City and/or Board of Education’s computer system for compliance with policies.
- Video surveillance of employee parking areas for security purposes.
- Telephone monitoring (customer service only) for quality control and performance assessment.
- Monitoring of electromagnetic card access system for security purposes.

The law also provides that; where electronic monitoring may produce evidence of misconduct, the City and/or Board of Education may use electronic monitoring without any prior notice when the City and/or Board of Education has reasonable grounds to believe employees are engaged in conduct that (i) violates the law, (ii) violates the legal rights of the City and/or Board of Education or other employees, or (iii) creates a hostile work environment.

Questions about electronic monitoring in the workplace should be directed to Director of Human Resources, City of Stamford, at 203-977-4073, or Director of Human Resources, Board of Education, at 203-977-4097.

Emergency Closings – Weather Conditions

City of Stamford offices will be open for business during snowstorms and snow emergencies. While a number of employees are permitted to work remotely during the pandemic, there are many employees who are required to report to work and may be required to do so during inclement weather events.

Please note that an “Emergency Employee” (Employee in a position that is vital to public health, safety and welfare as designated by their department head), is expected to report for work as scheduled. Such an employee should make plans in advance of the inclement weather event as so to be able to report to work as scheduled.

If an employee, who is not designated as an “Emergency Employee” reasonably believes that it is unsafe to commute to work due to road conditions, the employee is allowed to use “personal” or “vacation” leave for such absence. If an employee determines not to report work, the employee is required to notify their supervisor pursuant to the departmental notification procedures. A Department Head may permit an employee to work remotely during an inclement weather event provided the employee can fulfill their work responsibilities effectively while working remotely.

Employees are reminded that they will not be permitted to have negative balances for personal and/or vacation leave time. Any employee who has insufficient leave time for an absence will not receive pay for such absence.

If there are any questions regarding your reporting responsibilities during an inclement weather event, please do not hesitate to speak with your immediate supervisor.

Employment of Minors

No one under 18 years of age may be employed without providing proper proof of their age in an age certificate, birth certificate, or driver’s license. Minors will be employed only in accordance with child labor laws and City policies. No one under 16 years of age will be employed in any capacity except in recreation for summer employment.

Employment of Relatives (Nepotism Policy)

The City of Stamford is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives.

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, The City of Stamford will hire relatives of persons currently employed only if: a) candidates for employment will not be working directly for or supervising a relative, and b) candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages and leave requests.

This policy applies to all current employees and candidates for employment.

Equal Employment Opportunity Policy Statement

The City of Stamford is an equal opportunity employer. The City of Stamford makes employment decisions based on an individual's qualifications, demonstrated ability to do the work assigned and performance without regard to race, color, religion, sex, national origin, age, marital status, real or perceived disability or handicap, status as a veteran, sexual orientation, or any other status protected by applicable laws. In addition, the City of Stamford complies with all applicable federal, state, and local laws, regulations or ordinances governing non-discrimination in employment. This policy applies to all terms and conditions of employment including policies and procedures relating to recruitment and hiring, compensation, working conditions, benefits, and termination from employment. Anyone violating this Policy will be subject to disciplinary action, up to and including termination of employment.

Persons who believe they have not received equal employment opportunities should report their claims to the Mayor, Director of Human Resources or IDEAS Officer. No employee(s) or applicant(s) will be discriminated or retaliated against because they initiated a complaint, were a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules, or regulations, provided the employee(s) or applicant(s) did not make a knowingly false accusation nor provide knowingly false information.

See related policy - Affirmative Action Policy Statement in this Employment Guide.

Equal Pay Act

It is the policy of the City to comply with the Equal Pay Act. The Equal Pay Act of 1963 amended the Fair Labor Standards Act and protects against wage discrimination based on sex. The Act prohibits employers from paying unequal wages based on sex to individuals doing the same or substantially similar work, requiring equal skill, effort and responsibility, under similar working conditions for the same employer in the same county. Exceptions to this rule apply if the wage difference is based upon a seniority system, a merit system, a system measuring earnings by quantity or quality of production or factors other than gender.

The City of Stamford also prohibits compensation discrimination race, color, national origin, age, religion, sex (including pregnancy), childbirth and related medical matters, transgender status, gender identity, sexual orientation, marital status and political affiliation.

Pay levels have been established for each City position and will be reviewed periodically to ensure ongoing compliance with the equal pay act (CT Public Act 18-8, *An Act Concerning Pay Equity*).

Ethics and Conflict of Interest

The City of Stamford expects its employees to conduct business according to the highest ethical standards of conduct. The “Stamford Municipal Code of Ethics,” Chapter 19 of the City Charter, is designed to protect employees and the City, as well as the taxpayers of Stamford.

All City employees are expected to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with staff members and others. Any employee who sexually harasses another individual or otherwise violates an employee conduct standard will be subject to discipline up to and including termination.

Employees who fail to comply with policies governing employee conduct may be subject to discipline up to and including termination.

The City’s Code of Ethics Employee Handbook, which includes a link to the Stamford Municipal Code of Ethics, can be found at:

<https://www.stamfordct.gov/home/showpublisheddocument/19976/638000465861881408>

Section 9-4 of the Stamford Municipal Code of Ethics sets forth the general rule that to avoid the appearance and risk of impropriety, a city officer or employee will not take any official action that such person knows is likely to affect the economic interests of: (1) The officer or employee; (2) Such person’s parent, child, spouse, or other family member within the second degree of consanguinity or affinity; (3) Such person’s outside client; (4) A member of such person’s household; (5) The outside employer of the officer or employee or of such person’s parent, child (unless the child is a minor), spouse, or member of the household (unless member of household is a minor); (6) An entity in which the officer or employee knows that any of the persons listed in subsections A(1) or A(2) holds an economic interest as that term is defined in section 19-3; (7) An entity which the officer or employee knows is an affiliate or partner of an entity in which any of the persons listed in subsections A(1) or A(2) holds an economic interest as that term is defined in section 19-3; (8) Unless otherwise provide by law, an entity for which the city officer or employee serves as an officer or director or in any other policy making position; (9) A person or entity with whom, within the past twelve (12) months: a. The officer or employee, or the spouse of such official officer or employee, directly or indirectly has: 1. Solicited an offer of employment for which the application is still pending; 2. Received an offer of employment which has not been rejected; or 3. Accepted an offer of employment; or b. The officer or employee, or the spouse of such official officer or employee, directly or indirectly engaged in negotiations pertaining to business opportunities, where such negotiations are pending or not terminated.

Family Violence Leave

C.G.S. § 54-85b provides: “An employer shall not deprive an employee of employment, penalize or threaten or otherwise coerce an employee with respect to employment, because . . . the employee is a victim of family violence.” Additionally, C.G.S. § 31-51ss requires employers to allow family violence victims to take paid or unpaid leave for specified reasons if such leave is reasonably necessary.

If an employee is a victim of family violence, an employer shall permit the employee to take paid or unpaid leave during any calendar year in which such leave is reasonably necessary for the following reasons:

- To seek medical care or psychological or other counseling for physical or psychological injury or disability for the victim,
- To obtain services from a victim services organization on behalf of the victim,
- To relocate due to such family violence, or
- To participate in any civil or criminal proceeding related to or resulting from such family violence.

Paid Leave: An employee may use earned accruals, personal leave or compensatory time in order to continue to receive wages while on family violence leave. If the employee needs the leave in connection with their own medical care or counseling, the time off shall be charged to the employee's accrued sick leave. If the employee has exhausted their sick leave, or if the employee needs time off for one of the non-medical reasons listed above, the employee has the option to choose to use personal leave, vacation accruals and/or compensatory time balances or to choose unpaid leave.

Unpaid Leave: Unpaid leave available to an employee under this policy is limited to twelve (12) days during any calendar year. Nothing in this policy or the underlying statute alters existing laws, regulations and policies regarding the effects of being off the state payroll for more than three (3) or five (5) days in a month.

Family and Medical Leave: If an employee who is a victim of family violence is eligible for state and/or federal family and medical leave and needs leave because they have a serious health condition or serious illness, then the time shall be processed and coded as family and medical leave, regardless of the fact that the serious health condition or illness is related to family violence. The time the employee spends on state and/or federal family and medical leave shall not count toward the employee's family violence leave entitlement. If an employee who is a victim of family violence has been approved to take state and/or federal family and medical leave in connection with their serious health condition or serious illness also needs time off from work for one of the non-medical reasons listed above, such as to attend a court proceeding, the employee may use family violence leave for that purpose.

Other Leave: Nothing in this policy or the underlying statute requires an employee to use family violence leave. If an employee is eligible for leave under a different policy, regulation or statute, the employee has the discretion to choose whether or not to request leave under this policy. Leave under this policy shall not affect any other leave provided under state or federal law.

Federal Family Medical Leave

The City of Stamford is covered under the federal Family and Medical Leave Act (FMLA) and complies with all FMLA requirements. To be eligible for FMLA leave, employees must have worked for the City for twelve (12) months (which need not be consecutive) and have worked at least 1,250 hours in the twelve (12) months immediately preceding the start of the FMLA leave.

Eligible employees can take up to twelve (12) weeks of unpaid FMLA leave in a twelve (12) month period:

- For the birth and to care for a newborn child within one year of birth;
- For the placement of a child with them for adoption or foster care and to care for the newly placed child within one year of placement;
- To care for their spouse, child, or parent who has a serious health condition (see definition of “serious health condition” in the City’s FMLA Policy);
- For their own serious health condition which prevents them from performing the essential functions of their job; or
- 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 twenty-six (26) weeks (calculated from the first day of the leave for this reason) of unpaid FMLA leave in a twelve (12)-month period:

- To care for 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”).

Twenty-six (26) weeks in a twelve (12)-month period may be used for military caregiver leave only. Qualifying exigency leave is limited to twelve (12) weeks in a twelve (12)-month period.

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.

The complete City of Stamford FMLA Policy and FMLA forms may be found on the Human Resources Department website. If you believe you are eligible for an unpaid leave under the federal Family and Medical Leave Act, please contact the Human Resources Department for specific eligibility details and notice requirements.

Genetic Information Non-Discrimination Act of 2008

In accordance with the Genetic Information Nondiscrimination Act (GINA) of 2008, the City of Stamford does not discriminate against employees based on genetic information.

Immigration Reform and Control Act

The Federal Immigration Reform and Control Act (IRCA) prohibits knowingly employing aliens not legally authorized to work in the United States or legal non-immigrants whose classification does not permit employment in this country. IRCA requires all employers, including the City of

Stamford, to obtain written certification from all new employees stating that they are authorized by law to be employed in the United States. The City of Stamford must also independently verify the employee's identity and employment eligibility within three (3) days of their hire date.

Under IRCA, all employees must complete Form I-9 issued by the Immigration and Naturalization Service (INS) attesting to their legal status. Verifying an individual's legal status to work in the United States requires proof of both the individual's identity and authorization to work. IRCA further requires the City of Stamford to keep such documentation on file for three (3) years following the first date of employment or for one (1) year following the termination of employment, whichever is later.

A newly hired employee has three (3) days from their start date in which to present the proper documents.

Medical Marijuana

An Act Concerning the Palliative Use of Marijuana" (Public Act No. 12-55) makes it legal for certain individuals to possess marijuana for palliative use in Connecticut. This is not applicable to employees who are required to possess a CDL to perform their job function. Further, the City still prohibits employees from using intoxicating substances during work hours and may discipline employees for being under the influence of intoxicating substances during work hours.

The US Department of Transportation's Drug and Alcohol Testing, Regulation 49 CFR Part 40 does not authorize medical marijuana under state law to be a valid medical explanation for a transportation employee's positive drug test result.

Employee's Obligation in Connection with the Submission or Investigation of Claims: Employees are expected to submit truthful statements in support of any claims made by the employee and are required to cooperate and participate honestly in any investigation. This expectation includes the investigation of claims made by the employee or in connection with claims made by other employees. The deliberate failure to provide necessary information by any employee or providing information or statements that are not true may result in disciplinary action against that person.

Motor Vehicle Use Policy

The City of Stamford Motor Vehicle Use policy establishes standard requirements and procedures in accordance with applicable provisions of the Internal Revenue Code, for City of Stamford employees who are assigned a city-owned or leased vehicle in the course of providing City services and conducting city business. This policy is intended to ensure the safety and well-being of City employees; to facilitate the efficient and effective use of City resources; to minimize the City's exposure to liability; to monitor the use of city-owned vehicles; and to comply with Internal Revenue Service regulations relating to City vehicle usage.

City vehicle usage must comply with the requirements of Stamford Code Section 9-3 and the Motor Vehicle Use Policy as amended from time to time. All City vehicles are affixed with the City logo in accordance with Stamford Code Section 9-3. Any tampering or removal of the logo

will result in disciplinary action. Employees assigned a City vehicle will be required to sign a statement indicating that they have read and will comply with the rules and provisions of this policy. Employees assigned or operate city vehicles are required to possess and maintain, in accordance with applicable state law, a valid Connecticut Motor Vehicle License appropriate for the type of vehicle assigned or being operated that is not under suspension or revocation. Any employees assigned to or required to operate a city vehicle whose motor vehicle license is in jeopardy of or has been suspended or revoked must immediately notify their supervisor and refrain from operating city vehicles.

Aside from providing City services and conducting City business, City vehicles may be used for commuting and de minimis personal errands during workdays only while traveling between work and home, pursuant to Internal Revenue Service (IRS) regulations. The IRS may amend these regulations from time to time.

Employees will be required to maintain daily reports of their vehicle usage. These reports will segregate commuting mileage from business-related mileage. The reports will be maintained by each individual department and made available upon request.

The use of City vehicles for overnight and out-of-City travel shall be governed by the rules outlined in the City's Travel Policy.

Only city employees are authorized to operate City vehicles. All drivers and City business travelers must wear seat belts and obey traffic laws. Employees are strictly prohibited from operating a City vehicle while under the influence of alcohol or illegal drugs, and are likewise prohibited from using prescription or over the counter medication which may impair their ability to safely operate a motor vehicle. Employees are also required to adhere to the following:

- Clear snow off vehicle and from parking spot within a reasonable time after snowfall;
- Limit vehicle use to official City business unless otherwise authorized by the Mayor. Official City business includes the performance of tasks that are the regularly assigned responsibility of the employee or reasonably required by virtue of their position;
- Maintain the vehicle in a clean and neat condition (i.e., wash the exterior and keep the interior free of litter and debris);
- Not allow anyone other than another City employee authorized to operate the vehicle to operate it;
- Do not smoke or vape inside any City vehicle;
- Do not use controlled substances or intoxicants while operating the vehicle and not have any controlled substances or intoxicants in the vehicle at any time or in your possession while the vehicle is in your custody;
- Obey all traffic, parking and other motor vehicle laws while operating the City vehicle (including obeying speed limits, wearing a seatbelt, and using a hands-free device when using a cell phone).

Operators of City vehicles will be liable for all traffic and parking violations tickets issued to the operator while driving these vehicles; including, but not limited to, tickets, fines, court costs, judgments, or legal fees resulting therefrom or from any form of misconduct.

In the case of an accident, the employee driving the vehicle must immediately notify their supervisor and the nearest Police Department to report the accident and complete a full accident report. Copies of the completed accident report shall be forwarded to the employee's supervisor, the City's Risk Manager, the Law Department, and the City's Vehicle Maintenance Supervisor.

Employees must comply with any preventive maintenance programs which may be required by the City and report mechanical defects immediately to their department head. Vehicles must be kept free of litter and debris. The physical appearance of the vehicle must create a good impression. Vehicles must be affixed with the City logo in accordance with Stamford Code Section 9-3. Any tampering or removal of the logo will result in disciplinary action.

Employees operating City vehicles are protected against claims for property damage and/or bodily injury arising out of the use of that vehicle when:

- They are acting in the performance of their duties and within the scope of their employment, and
- The damage is not the result of a willful, malicious, or intentional act.

Employees operating City vehicles outside the scope of their assigned duties, scope of their employment or scope of the terms and conditions of their control of any City vehicle, are personally responsible for property damage, including, without limitation, the reasonable wear of the vehicle, and/or personal injury arising out of or during such unauthorized use. Employees are personally responsible for any damage that is the result of a willful, malicious, or intentional act.

Consistent with the policies of the U.S. Internal Revenue Service, except for certain exempt vehicles, employees using City vehicles for commuting will be credited with earnings equal to an IRS established commutation value. The City will add this value to the employees' wages over the course of the year, deducting all applicable taxes on a per pay period basis.

It is the responsibility of each City employee assigned or who operates a City vehicle to comply with these regulations. Failure to comply with all provisions of this policy shall result in disciplinary action as well as suspension or termination of vehicle privileges. The complete City of Stamford Motor Vehicle Use Policy can be found at:

www.stamfordct.gov/home/showpublisheddocument/2249/637430284639070000

Nursing Mothers in the Workplace

Employees have a right to breastfeed or express breast milk at the workplace during the employee's meal or break period. The City of Stamford will make reasonable efforts to provide a lactation room or other location, in close proximity to the work area where employees can express milk in private.

The City will make every effort to provide the following accommodations, as long as it does not impose an undue hardship on the employer: (1) A location that is free from intrusion and shielded from the public while the employee expresses breast milk; (2) A location that includes or is situated

near a refrigerator or employee-provided portable cold storage device in which the employee can store breast milk; and (3) A location that has access to an electrical outlet.

The City of Stamford complies with C.G.S. 31-40w as amended by HB 5158, An Act Concerning Breastfeeding in the Workplace.

Purchasing Policy

The City of Stamford has a Purchasing Policy that establishes guidelines for purchasing goods and services that are required for the successful operation of City departments, while adhering to sound purchasing and internal control practices. Any City employee purchasing goods or services on behalf of the City must abide by the Purchasing Policy and it is their responsibility to familiarize themselves with such policy. The Purchasing Policy may be obtained from the Finance Director or the Mayor. Employees who fail to comply with such policy may be subject to discipline up to and including termination.

Religious Holidays

The City of Stamford is required to allow an employee uncompensated time off from work for all aspects of the employee's religious observations and practices, provided that it does not cause the City of Stamford an undue burden. The City may require an employee to provide reasonable notice before granting time off for religious reasons.

Non-Smoking and Non-Vaping in the Workplace

In accordance with Connecticut State law and the City's Non-Smoking and Non-Vaping Policy smoking is prohibited throughout the City's Government Center and all other City buildings and offices, including, among other places, restrooms, private offices, lounges, City vehicles and similar areas. No person shall use, carry or smoke a lighted cigarette, cigar or pipe, any type of e-cigarette or vaporizer, or other smoking material. Smoking is permitted only in designated areas outside office buildings and other work locations. The full policy can be found at:

<https://www.stamfordct.gov/home/showpublisheddocument/2243/637709268025330000>

Solicitations

The City of Stamford recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working hours without approval from the mayor.

Examples of impermissible forms of solicitation include:

- the collection of money, goods, or gifts for religious or political groups.
- the circulation of petitions.
- the distribution of literature not approved by the mayor.

In addition, the posting of written solicitations on City bulletin boards is restricted. These bulletin

boards display important information and employees should consult them frequently for such as:

- Affirmative action statement.
- Employee announcements.
- Internal memoranda.
- Job postings.
- Organization announcements.
- Workers' compensation insurance information.
- State disability insurance/unemployment insurance information.

Remote Work Program

As a public employer, the City has an obligation to its residents and customers to ensure that City employees and resources are used and services provided efficiently and productively. A remote work program, properly designed and administered, can serve the interest of the public by ensuring efficient and effective completion of work and increased productivity while providing some flexibility to employees for home/work balance and to support employees' health and wellness, as well as benefit the environment by reducing car trips and associated greenhouse gas emissions. It is also an effective element of the City's efforts to maintain a safe workplace for employees during a health crisis such as the COVID-19 pandemic. The Mayor recognizes the changing landscape of work, including the demonstrated successes of remote work under the right circumstances, and is committed to creating and maintaining an environment that provides the best service for residents and customers and an appropriate work/life balance for retention and recruitment purposes.

Participation in a remote work program shall be at the discretion of the department head, voluntary for the employee unless required by an executive order or other exigent circumstances and requires the approval of the Director of Human Resources or designee. The department head or employee may terminate a remote work program at any time. The department head may modify the terms of the remote work program at any time with the approval of the Director of Human Resources or designee. There is no entitlement or guarantee that an employee will be approved to participate in a remote work program.

A remote work schedule shall generally include a combination of days working remotely and days working in office, as determined on a case-by-case basis by the department head. With reasonable advance notice, a department head may modify a previously approved remote work schedule to require the employee to report to the office.

Department heads may approve daily remote work arrangements for temporary circumstances such as inclement weather or other short-term situations such as an employee's unexpected child or elder care needs, or to accommodate an employee's temporary medical condition with the approval of the employee's attending physician. These arrangements shall be approved on an as-needed basis only, focusing first on the business needs of the department, with no expectation of continuation after such temporary circumstances end. Participation in the remote work program is not intended to be a replacement for appropriate child or elder care.

Department Managers are to complete the attached ***Remote Work Details and Approval Form*** and return to Human Resources for approval. Employees approved for a remote work program must

adhere to the guidelines set forth below and are required to complete computer security training provided by the City.

The Remote Work Program can be accessed in its entirety at <https://stamfordct.freshservice.com/support/catalog/items/49>

Travel Policy

The City of Stamford Travel policy was adopted pursuant to Ordinance No. 663, which requires that “No City Officer or employee shall spend or encumber any City funds for business travel, entertainment, or related expenses except as provided in written policy issued by the Mayor and approved by the Boards of Finance and Representatives.”

Pre-approval of employee travel is required in the following circumstances: Any travel, which includes an overnight stay; or involves air transportation; or is in excess of 200 miles from the City of Stamford (400 miles round trip).

Employee travel satisfying the above criteria must be requested by the Officer or employee on the attached Conference or Out of City Trip Request Form, approved by the applicable Department Head and Director, and approved by the Mayor. All out of City travel which does not meet the above criteria (i.e. - travel less than 200 miles from Stamford and not involving an overnight stay) will be subject to the approval requirements promulgated by the individual Department or Director. All officers and employees, except the Mayor, require pre-approval of travel as outlined above. Pre-approval will not be required in the event of bona fide emergency.

The City’s policy specifies all required documentation for travel including Conference or Out of City Trip Request Form; Report of Travel Expenditures Form; and Original Receipts. Except for meals, where the City has established per diem allowances, standard City practice dictates that original receipts accompany all reimbursement requests.

The policy also establishes limits on expenses. For example, meal expenses for overnight travel will be reimbursed on the Federal Meal and Incidental Expense per diem rate by region as adjusted annually by the General Services Administration (GSA). Personal car mileage is reimbursed at rates provided by union contract. In the absence of union contract, reimbursement will be at rates permitted by the IRS. Reimbursement for car expenses will be made only to the driver. Mileage will be reimbursed only by the shortest route. When using a personal automobile for a day trip, which originates from home, the mileage reported for reimbursement should be from home or from the Government Center, whichever is less. If a mode of transportation other than a City supplied vehicle or the employee’s personal automobile is used, the mode and cost of transportation must be approved in writing by the appropriate department head.

The travel policy also incorporates policies related to rental cars, hotel expenses, air travel, combined business and personal travel, and non-reimbursable expenses. For example, The City will only pay for or reimburse expenses, which are directly related to the business purpose of the travel. Personal expenses will not be reimbursed. All travel is subject to the compliance auditing procedure outlined in the policy.

Weapons/Violence Free Workplace Policy

General Statement: The City of Stamford has adopted a Citywide zero tolerance policy for workplace violence and recognizes the right of its employees to work in a safe and secure environment that is characterized by respect and professionalism.

Purpose: To ensure a safe and secure environment for all employees and persons entering City of Stamford facilities. The City has adopted a ban on weapons and dangerous instruments and a city-wide zero tolerance policy for violence in city facilities.

Policy: The City of Stamford provides a safe, non-violent environment for all employees and persons entering city facilities. Any employee in violation of this policy will be subject to disciplinary action up to and including termination. In addition, any employee or person in violation of this policy may be subject to criminal prosecution.

Prohibit Conduct: The following conduct is prohibited in all city facilities by employees, contractors, visitors, and all persons entering city facilities.²

- No person shall bring onto any city facility any weapon or dangerous instrument as defined in this policy. A license to carry a weapon does not supersede this policy.
- No person shall use, attempt to use, or threaten to use any such weapon or dangerous instrument in a city facility.
- No person shall cause or threaten to cause death or physical injury to any individual in a city facility.
- All conduct, either verbal or physical, that is abusive, threatening, intimidating, or demeaning is prohibited.

The Weapons/Violence Free Workplace Policy in its entirety is found in the Human Resources Policies and Procedures Manual.

Whistleblower Protection

Under Connecticut's Whistleblower law (C.G.S. § 4-61dd) any person having knowledge of any matter involving corruption, unethical practices, violation of state laws or regulations, mismanagement, gross waste of funds, abuse of authority or danger to the public safety occurring in any state department or agency or any quasi-public agency, as defined in section 1-120, or any person having knowledge of any matter involving corruption, violation of state or federal laws or regulations, gross waste of funds, abuse of authority or danger to the public safety occurring in any large state contract, may transmit all facts and information in such person's possession concerning such matter to the Auditors of Public Accounts. For additional information, refer to Connecticut General Statutes Section 4-61dd, Whistleblowing. C.G.S. 31-51m states that an employer may not discharge, discipline, or otherwise penalize employees because they report a

² With the exception of law enforcement personnel who are authorized to carry a weapon as a condition of employment both on and off duty.

violation or suspected violation of the law, be that law or regulation federal, state, municipal or by any public body.

Workers' Compensation

The City of Stamford is committed to reducing and controlling the frequency and severity of work-related accidents. If you are injured while performing job-related duties, you may be eligible for workers' compensation benefits.

It is the responsibility of every employee to report all accidents, incidents and occupational illness immediately to their supervisor. Supervisors are required to complete an *Employee Injury Report* and contact the Risk Manager the same day if practicable. In addition, an accident investigation will take place to determine the cause of the accident and take steps to prevent similar accidents or injuries in the future. Please be advised that an employee who files a fraudulent workers compensation claim is subject to termination of employment and possible criminal prosecution.

The City utilizes a Preferred Provider Network of quality medical providers that includes physicians, podiatrists, chiropractors, dentists, optometrists and physical/occupational therapists, all of whom are committed to providing prompt, efficient care. Participation in the Preferred Provider Network (PPN) is mandatory for all work-related injuries. Injured employees will be required to treat only with providers listed in the PPN. If treatment occurs outside of the PPN, Workers' Compensation benefits will be suspended. Contact your supervisor or the Risk Manager for a list of providers in the PPN.

Employees may be able to supplement their workers' compensation payments with accrued/unused sick time. Employees who have depleted all of their accrued sick leave may use any other accrued leave time to supplement their workers' compensation payments. Employees who do not have sufficient accrued leave time to supplement their workers' compensation benefit will only receive the statutorily required workers' compensation benefit.

For further information, you may contact the Risk Manager or Human Resources Department.

Transitional Work Assignment Policy

The City of Stamford strives to assist employees to return to work as soon as possible following a work-related injury or illness. This policy is not intended to supersede or modify the provisions of collective bargaining agreements or City policy and procedures applicable to employees eligible for accommodation under the Americans with Disability Act (ADA) or leave benefits under the Family and Medical Leave ACT (FMLA).

The City of Stamford defines "Transitional Work" as a temporary, modified work assignments within the employee's physical abilities, knowledge, and skills. When possible, "Transitional Work" will be made available to employees with approved workers' compensation claims to minimize time lost from work. The City of Stamford cannot guarantee transitional work and is under no obligation to offer, create or encumber any specific position or assignment for purposes of offering employees an assignment within their medical and physical limitations.

The assignment of “Transitional Work” is based on the medical and physical capability of the employee, the business needs of the City, and the availability of “Transitional Work.” The City of Stamford reserves the right to determine the availability, appropriateness, and continuation of all “Transitional Work” assignments.

It is the responsibility of the employee to notify the City of any changes in their medical and physical ability to perform “transitional work” or their full duties, as soon as it is known with appropriate medical documentation from their treating physician. The City reserves the right to obtain a second opinion as to the employee’s capability to perform “Transitional Work” and/or full duties.

Workplace Safety

The City of Stamford makes every reasonable effort to provide employees with a safe work environment. Safety equipment and personal protective equipment are provided to employees in accordance with the job requirements of their position.

As a City Employee:

- You must wear all protective clothing and safety equipment as required.
- You must obey all safety rules applicable to City Employees.

The City Safety Officer is available to meet to review safety concerns of employees and to recommend safety improvements. Employees are required to obey all safety rules including the requirement to wear seat belts while operating or riding in City vehicles. If you have a suggestion to improve safety or have a complaint related to safety, please direct it to the Safety Officer.

Incidents/Accidents: You must report all accidents and incidents (e.g., unsafe conditions, unwelcome guests) to your supervisor or to the Director of Human Resources as soon as practicable, regardless of how small or insignificant the event may seem at the time it occurs.

You must report work-related injuries immediately so that appropriate care can be provided and proper worker’s compensation reports, if required, can be filed. This requirement is for your protection. Failure to comply may result in needless worsening of the injury and/or loss of future benefits. If an accident or incident involves health or life-threatening circumstances, please call 911 immediately, follow our “Emergency Action Plan” and use common sense. Supervisors must complete a “Supervisor’s Accident Investigation” Form and submit it to Human Resources.

SEPARATION FROM EMPLOYMENT

COBRA Benefits

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requires that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called “continuation coverage”) at group rates in certain instances where coverage under the plan would otherwise end (called “qualifying events”).

Employees who are covered by the City’s group health insurance plan and who lose coverage because of a reduction in the number of hours of employment or voluntary or involuntary termination of employment for reasons other than gross misconduct have the right to choose continuation coverage.

Employees who choose continuation coverage will be provided with coverage that is identical to the coverage being provided to similarly situated employees (or their family members). If employees do not choose continuation coverage their group health insurance coverage under the plan will end.

For employees who are covered by the City’s group health insurance plan their spouse will have the right to choose continuation coverage for themselves if group health coverage is lost for any of the following reasons: 1.) voluntary or involuntary termination of the covered employee’s employment for any reason other than gross misconduct; 2.) reduction in the hours worked by the covered employee; 3.) covered employee’s becoming entitled to Medicare; 4.) divorce or legal separation of the covered employee; or 5.) death of the covered employee.

An employee’s dependent children have the right to choose continuation coverage if group health coverage is lost for any of the following reasons: 1.) loss of dependent child status under the plan rules; 2.) voluntary or involuntary termination of the covered employee’s employment for any reason other than gross misconduct; 3.) reduction in the hours worked by the covered employee; 4.) covered employee’s becoming entitled to Medicare; 5.) divorce or legal separation of the covered employee; or 6.) death of the covered employee.

Employees and their family members have the responsibility to inform the Human Resources Department of a divorce, legal separation, or a child losing dependent status under the plan. The Human Resources Department then notifies the third-party supervisor of the date of the event or the date in which coverage would end under the group plan because of the event, whichever is later.

Employees have 60 days from the later of: (1) the date the employee ordinarily would have lost coverage because of one of the events described above, or (2) the date of the notice of the employee’s right to elect continuation coverage, to inform the plan supervisor that the employee wants continuation coverage.

Additional qualifying events can occur while the continuation coverage is in effect. Such events may extend the 18-month continuation coverage period to 36 months, but in no event will coverage

extend beyond 36 months after the initial qualifying event. Under certain circumstances, an employee's continuing coverage may be cut short.

If employees or their family members elect to continue coverage, the employee must pay the City's third-party administrator. Once the employee's continuation coverage terminates for any reason, it cannot be reinstated.

For further details concerning continuation of benefits under COBRA, employees should contact the Human Resources Department.

Employee Notice of Retirement or Resignation

Employees contemplating retirement or resignation are encouraged to give as much notice as possible. A minimum of two (2) weeks' notice is expected and required for an employee to separate in good standing from the City, and a minimum of two (2) months' notice is required to timely process a retirement. Retirements are effect on the first day of a month and, typically, the last day of work for the retiring employee will be the last scheduled workday in the month prior to retirement. Scheduling of the last day at work should be discussed with the employee's supervisor in an attempt to work out the best arrangement for all concerned.

Exit Interviews

The Director of Human Resources or designee will normally schedule an Exit Interview with full-time employees who are separating from City employment. At this meeting, Human Resources provides employees with information on several topics, including the status of benefits, to provide for a smooth transition as employees prepare to leave City service. It also provides an opportunity for separating employees to offer suggestions as to how the City can improve employee working conditions, policies and procedures, and other areas that impact employment.

Requirements on Separation of Employment

Upon separation of your employment for any reason or by any means, you will be required to do the following: 1) provide a written notice to your supervisor with a copy to the Director of Human Resources at least fourteen (14) days prior to the effective date stating your intention to resign or retire and include the date of your last day of work; and 2) as soon as possible after providing notice, meet with your supervisor or Department Head to review the status of your work/projects and other items to ensure an orderly transition upon your separation.

Prior to your last day of work, City-owned equipment and/or supplies (i.e. Keys, fobs, uniforms, electronic devices, and any other City property placed in your custody during your employment) to your supervisor or the Human Resources Department.

Provide your supervisor with all passwords used in the course of your City employment.

Employees are responsible for all City property, materials, or written information issued to them, and you must return all City property immediately upon request or upon termination of

employment. Where permitted by applicable law, the City may withhold from the employee's check or final paycheck the cost of any items that are not returned or were damaged beyond repair when returned. The employee will sign a form confirming that all City property has been returned.

Separation Initiated by the City

The City of Stamford can initiate an involuntary separation from City employment by layoff, by a disciplinary discharge, or when an employee is unable to perform the essential functions of the job with or without a reasonable accommodation. When the City terminates employment by way of layoff, the City typically issues the employee's final paycheck on the next regular payday for the pay period that includes the employee's last day worked. When the City terminates employment as a disciplinary discharge, the City typically will issue the employee's final paycheck on the next business day following the employee's last day worked.

APPENDIX A

NOTICE

Connecticut General Statutes §§ 31-57r-31-57w – Paid Sick Leave

Each employer with 50 or more employees based on the number of employees on its payroll for the week containing October 1, will provide paid sick leave annually to each of its service workers in the state. The paid sick leave will accrue beginning January 1, 2012, for current employees, or for a service worker hired after January 1, 2012, beginning on the service worker's date of employment.

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| <p><u>Accrual</u> The accrual is at a rate of one hour of paid sick leave for each 40 hours worked by a service worker up to a maximum of 40 hours per year (the employer will choose any 365-day period used to calculate employee benefits in order to administer paid sick leave).</p> <ul style="list-style-type: none"> No service worker will be entitled to use more than the maximum number of accrued hours. <p><u>Carry Over</u> Each service worker will be entitled to carry over up to 40 unused accrued hours of paid sick leave from the current year period to the following year period.</p> <p><u>Use of Paid Sick Leave</u> A service worker will be entitled to the use of accrued paid sick leave upon the completion of the service worker's 680th hour of employment</p> <ul style="list-style-type: none"> from January 1, 2012, for current service workers, or if hired after January 1, 2012, upon the completion of the service worker's 680th hour of employment from the date of hire, unless the employer agrees to an earlier date. <p>A service worker will not be entitled to the use of accrued paid sick leave if such service worker did not work an average of 10 or more hours a week for the employer in the most recent complete calendar quarter.</p> <p><u>Pay</u> Each employer will pay each service worker for paid sick leave at a pay rate equal to the greater of either</p> <ul style="list-style-type: none"> the normal hourly wage for that service worker, or the minimum fair wage rate under section 31-58 of the general statutes in effect for the pay period during which the employee used paid sick leave. <p><u>Reasons for Use of Leave</u> A service worker may use paid sick leave for their own:</p> <ul style="list-style-type: none"> illness, injury or health condition; the medical diagnosis, care or treatment of their mental illness or physical illness, injury or health condition; or preventative medical care. <p>A service worker may use paid sick leave for a child's or spouse's:</p> <ul style="list-style-type: none"> illness, injury or health condition; the medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or preventative medical care <p>A service worker may use paid sick leave if the service worker is a victim of family violence or sexual assault:</p> <ul style="list-style-type: none"> for medical care or psychological or other counseling for physical or psychological injury or disability; | <ul style="list-style-type: none"> to obtain services from a victim services organization; to relocate due to such family violence or sexual assault; to participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault. <p><u>Notice</u> If leave is foreseeable, the employer may require advance notice. If leave is unforeseeable, the employer may require notice as soon as practicable.</p> <p><u>Reasonable Documentation</u> Documentation for paid sick leave of 3 or more consecutive work days may be required.</p> <ul style="list-style-type: none"> documentation signed by a health care provider who is treating the service worker or the service worker's child or spouse indicating the need for the number of days of such leave will be considered reasonable documentation. a court record or documentation signed by a service worker or volunteer working for a victim services organization, an attorney, a police officer or other counselor involved with the service worker will be considered reasonable documentation for a victim of family violence or sexual assault. <p><u>Prohibition of Retaliation or Discrimination</u> No employer will take retaliatory Human Resources action or discriminate against an employee because the employee:</p> <ul style="list-style-type: none"> requests or uses paid sick leave either in accordance with the act; or in accordance with the employer's own paid sick leave policy, as the case may be; or files a complaint with the Labor Commissioner alleging the employer's violation of the act <p><u>Collective Bargaining</u> Nothing in the act will diminish any rights provided to any employee or service worker under a collective bargaining agreement or preempt or override the terms of any collective bargaining agreement effective prior to January 1, 2012.</p> <p><u>Complaint Process</u> Any employee aggrieved by a violation of the provisions of the act may file a complaint with the Labor Commissioner. Upon receipt of any such complaint, said Commissioner may hold a hearing. After a hearing, the Commissioner may assess a civil penalty or award other relief.</p> <p>This is not the complete Paid Sick Leave law. Please contact your Human Resources office for additional information.</p> |
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Effective 1/1/15

APPENDIX B

CITY OF STAMFORD TECHNOLOGY POLICY

The City of Stamford provides information technology resources to a large and varied group, including City and Board of Education employees, elected and appointed officials, vendors, contractors, volunteers, and guests. All members of this community are accountable for using these resources in an ethical and respectful manner that protects sensitive City information and follows the information technology policies and procedures.

Purpose: To establish a policy regarding the proper use of all City computer hardware, software, internal and external storage devices, electronic and other telecommunication technology systems, including but not limited to, internet, intranet, satellite, broadband, cable and similar platforms, (collectively the “Technology Systems”) of the City of Stamford, Connecticut (the “City”) by City and BOE employees, elected or appointed officers, contractors, consultants, and any other person or entity authorized by the City to use the Technology Systems (hereafter referred to as a “Users”).

Policy: The following policies define appropriate use of the City of Stamford computer networks, computers, mobile devices, all related peripherals, software, electronic communications, and internet access. These policies apply to the access of the City’s computer network and use of computing technology resources at any location, from any device, via wired or wireless connection. They apply to all Users of City technology resources. All Users of City computing and network resources shall use such resources in an ethical, legal, and responsible manner. All use of technology resources must be consistent with the intent and requirements of all City policies and work rules, as well as Federal and State laws.

Technology resources are intended for City business purposes and may not be used for other commercial purposes.

The City owns all data, files, information, and communications created, stored, transmitted, received or exchanged on its network, communication systems, equipment and devices, including e-mail, voicemail, text messages and internet usage logs even if such communications reside with a third-party provider. City systems and all information contained thereon are City property. Information created, sent, received, accessed, or stored using the City systems is the property of the City.

The City has the right to inspect, monitor, intercept, restrict, filter, and evaluate any and all usage of the City’s Technology Systems as permitted by law. No User has any right or expectation of privacy in anything that is created, sent, received, or stored on or by computer (including e-mail), facsimile, cell phone (including text messages) or voice mail.

The City may conduct random and requested audits of Users’ accounts (including accounts with commercial or other third-party providers if used in the course of conducting City business) in order to ensure compliance with policies and requirements. Internet, e-mail, voicemail, text message communications and internet usage logs may be subject to public disclosure. Information

stored, created, sent, or received on City systems may be accessible under the Freedom of Information Act. Pursuant to Public Act 98-142 and the State of Connecticut's "Electronic Monitoring Notice" the State reserves the right to monitor and/or log all activities without notice.

This includes but is not limited to correspondence by e-mail and facsimile.

1. Technology resources may be used for incidental personal needs as long as such use is de minimis and does not subject the city to additional cost or liability, interfere with business, productivity and/or performance, pose risk to security, cause damage to the City's reputation or credibility, or conflict with the requirements of any City policy or work rule. Professional judgment, etiquette, and common sense should be exercised while using City resources.
2. Usage should be focused on business-related tasks. Incidental personal use is allowed as discussed under the previous section, but there is no right to privacy in an employee's use of the internet. Employee internet usage is monitored. Web Usage Reports are provided to IT to help IT monitor the staff's use of the internet.
3. Except for City business-related purposes, visiting or otherwise accessing the following types of sites is prohibited:
 - "Adult" or sexually oriented web sites
 - Sites associated with hate crimes or violence
 - Sites associated with discrimination (racial, sexual, etc.)
 - Personal dating sites
 - Gambling sites
 - Sites that would create discomfort to a reasonable person in the workplace
4. The City recognizes that public internet communications technologies are effective tools to promote community and government interaction and that Users may want to participate in public communication via blogging, discussion forums, wikis, mashups, social networking, message boards, e-mail groups and other media that are now commonplace tools by which people share ideas and information.

Since activities on public internet communication sites are electronically associated with City network addresses and accounts that can be easily traced back to the City of Stamford, the following rules must be followed for participation in these interactive public communication platforms.

 - a. When expressing User's personal view, make it clear beyond a doubt that the User's view does not necessarily represent the views of the City of Stamford. Opinions or views other than those reflective of City policy must contain the following disclaimer: "The opinions expressed in this communication are those of the author and not the opinions of the City Government or management, nor are the opinions endorsed and/or encouraged in any way by the City of Stamford."
 - b. Always protect the confidentiality, integrity, and availability of all critical information.
 - c. Users may not post any material that is obscene, profane, threatening, harassing, abusive, hateful, or embarrassing to or of any other employee, person, and/or

entity.

- d. Public internet communications activity should contribute to staff's body of work as an employee of the City and may not interfere with or diminish productivity.
5. E-mail content must conform to the standards that apply to any other form of written (or verbal) communication occurring in a business setting and to documents that are subject to public disclosure.
 6. The City provides Users access to Exchange/Outlook messaging (email) system. Access or usage of any other messaging systems for personal use is permitted. However, such usage will not be supported by the City IT department. Staff may access web-based personal email but should not download personal documents or attachments from these sites. Staff may not install client-based software such as AOL for internet service on city equipment.
 7. Users should be observant of e-mails that have unusual or questionable subject lines to avoid or mitigate spam, phishing and script born viruses that come into the network through email attachments or by clicking on links that lead to hostile/inappropriate web sites. Upon discovery, Users should report suspicious emails to the IT Department.
 8. Users shall not use the City's Technology Systems, including access to the internet, to disseminate indecent information, material, images, or messages including, but not limited to, sexual innuendo, chain letters, jokes, harassing or threatening statements. Additionally, Users shall not disseminate information, material, or messages, which may be hostile or offensive to another based on sex, age, race, religion, color, national origin, sexual orientation, marital/civil union status or disability. Indecent, vulgar, harassing, fraudulent, intimidating, or other unlawful material may not be sent by e-mail, voice mail, facsimile or other form of electronic communication, or displayed on or stored in the City's Technology Systems except by law enforcement officials during official investigations. While Users cannot always control what material they receive, Users who do receive any such referenced material from any other User or third party must not transmit or forward such material to any other person. The recipient User should request the sender to stop sending the User inappropriate material.
 9. The use of e-mail to send or solicit the receipt of inappropriate content such as sexually oriented materials, hate mail, content that a reasonable person would view as obscene, harassing or threatening and having no legitimate or lawful purpose or any other inappropriate content is prohibited.
 10. The incidental personal use of e-mail from a City account to express opinions or views other than those reflective of City policy must contain the following disclaimer: "The opinions expressed in this communication are those of the author and not the opinions of the City Government or management, nor are the opinions endorsed and/or encouraged in any way by the City of Stamford.
 11. The City has an obligation to retain certain information stored on the Technology

Systems in accordance with General Letter 98-1 “Electronic and Voice Mail: A Management and Retention Guide for State and Municipal Government Agencies” issued by the State of Connecticut Office of Public Records Administrator and State Archives as it may be amended from time to time. While many e-mail 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 City 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, parts of a larger record, or business functions.

12. The IT Department must authorize access to central computer systems. The use of another User’s account is prohibited. Users are responsible for protecting access to the network by locking their computers or logging out of their accounts when leaving their computers unattended. Staff members with access to critical information are responsible for its protection. Staff must, to the best of their ability, ensure the safety of critical information by, for example, not putting important information on laptops, not storing, saving, or transmitting critical data to a home computer or other personal devices.

13. Users should not transport critical City data on unencrypted devices such as thumb drives, CD’s, or Smartphones.

14. Users are prohibited from sharing their passwords or allowing anyone else to use their network accounts for any reason. It is the User’s responsibility to protect his/her password and access to the network.

15. Users are not permitted to directly connect devices to the City/BOE network. This includes PC’s, network hubs and switches, printers, scanners, handheld devices as well as wired and wireless devices.

16. The installation, removal, copying, or altering of any software on City-owned equipment is prohibited without authorization. Users must comply with all software licenses, copyrights, and all other laws governing intellectual property, including all materials found on the internet.

17. Disabling, altering, over-riding, or turning off any mechanism put in place for network protection is forbidden. This includes the installation of any software designed to circumvent security measures.

18. Any technology resource found to be lost or stolen should be immediately reported to the Technology Department and the Risk Management department. If technology is stolen, a police report will be required.

19. The City may acquire and place wireless Technology (such as Cell Phones, Smart Phones and Tablets) into service in those instances where such technology will enhance the ability of City Users: to deliver services more effectively and/or to protect or otherwise secure public safety and well-being.

The approval of a request for a cellular device must be made, by the employee's Director, before the department may proceed to purchase equipment and service. All purchases of cellular devices and services will be made through the vendor selected by the City.

Like all other City assets, technology and resources, the use of mobile devices is also subject to review at the discretion of the City. City employees are responsible for calls placed and received on the devices assigned to them.

20. Please consult with the IT department prior to purchase, as not all devices are compatible with the City/BOE network.

Each User is responsible for using the City'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 City's Technology Systems, wherever the Users or Technology Systems are located. Violations of this Policy will not be tolerated and may result in disciplinary action up to and including termination. Non-employee Users who violate this policy may have their right to access to or use of the City's Technology Systems revoked.

The City reserves the right to monitor its Technology Systems at any time, without notice, to ensure they are being used for City purposes only. The City's monitoring policy will be in accordance with all applicable federal and state laws, including Public Act 98-142 (codified at Conn. Gen. Stat. Sec. 31-48d).

This policy may be amended or revised from time to time at the City's discretion.

APPENDIX C

EMPLOYEE CERTIFICATION OF RECEIPT

I hereby acknowledge that:

- ❖ I have received the *City of Stamford Employment Guide* and understand that I am responsible for reviewing its contents and for complying with the policies and procedures set forth in the *Guide*. However, if there is a conflict between the *Guide* and a collective bargaining agreement governing your terms and conditions of employment, the collective bargaining agreement will prevail.
- ❖ I understand that the material in the *Guide* is not a contract for employment or for continued employment or a guarantee that any practices, policies, or procedures or benefits described in it will continue in effect or will not be changed.
- ❖ I understand that if I have questions about anything in the *Guide*, about any aspect of my employment, or about the City's practices, policies, procedures or benefits, such questions should be directed Human Resource staff. The Director of Human Resources is the City official authorized to interpret the *Guide* or revise the contents of the *Guide*.

Please Print and Sign your name below.

NAME: _____

SIGNATURE: _____

DATE: _____