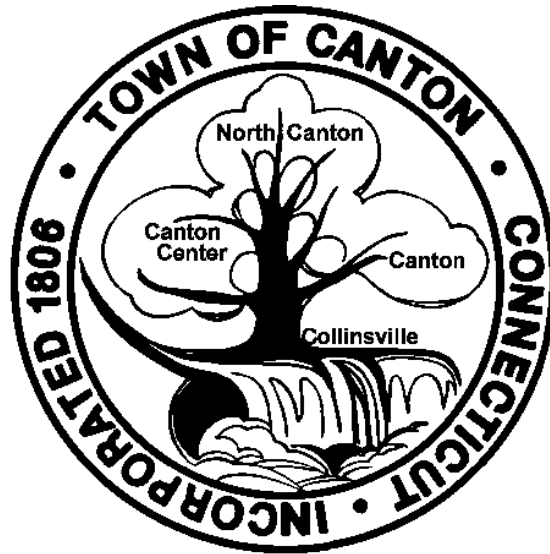


# TOWN OF CANTON, CONNECTICUT



## PERSONNEL RULES AND REGULATIONS FOR DEPARTMENT DIRECTORS AND NON-UNION SUPERVISORY AND SUPPORT PERSONNEL

Adopted by Board of Selectmen on June 15, 1995  
Amended on December 5, 1996, July 1, 1999,  
March 7, 2002, June 20, 2002; August 11, 2005; November 2, 2006

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## **SECTION I. DEFINITIONS**

The following terms are used in the Personnel Rules and Regulations and shall be construed as follows:

### **A. Appointing Authority.**

The appointing authority for positions covered by these rules and regulations is specified by Town Charter, Section 10-1. The Chief Administrative Officer (CAO) appoints all positions in Town employment except for the following pursuant to Section 10-1 of the Town Charter:

1. Police Chief
2. Town Clerk
3. Tax Collector
4. Finance Officer/Treasurer
5. Library Director
6. Fire/Emergency Medical Services Chief of Department

### **B. Regular Employee.**

A regular employee is an employee who successfully completes the probationary period and has been appointed a regular employee of the Town as provided in these rules and regulations.

### **C. Temporary Employee.**

A temporary employee is an employee who has not qualified as a regular employee.

### **D. Full-Time Employee.**

An employee who works twenty (20) or more hours weekly in a calendar year shall be considered full-time and is entitled to all benefits provided for full-time employees.

### **E. Probationary Period.**

A probationary period is a working test period during which an employee is required to demonstrate his fitness to perform the duties to which he was appointed.

## **SECTION II. APPOINTMENTS AND HIRING**

### **A. Regular Positions.**

Appointments will be made for a probationary period of twelve (12) months and then upon a favorable decision by the appointing authority and notification to the employee the position will be considered a regular position.

### **B. Temporary Positions.**

The appointment authority may make appointments not intended to continue longer than six (6) months, and any such appointment may be discontinued upon notice to the employee with no right of review and with no further benefits being owed to the employee other than wages earned to the time of discontinuance.

### **SECTION III. PROBATIONARY PERIOD**

To allow for the exercise of sound discretion in the filling of positions, all appointments, including those made by promotions, shall be subject to a probationary period of twelve (12) months.

During the probationary period of any new employee or any current employee promoted or transferred to a different classification, the appointing authority may terminate the employment of such employee, if during this period, it shall be determined that such employee is unfit or unable to satisfactorily perform the duties or services required, or has fraudulently obtained employment by falsifying information to secure employment with the Town, or is otherwise unqualified to continue in the position.

When the services of an employee who was promoted are determined to be unsatisfactory during a probationary period, the employee shall be re-employed, without prejudice, in the position in which he had previous regular status if the position is still vacant. In the event the employee has successfully completed the probationary period, he will be notified in writing by the appointing authority that he has become a regular employee. The employee will not qualify as a regular employee until said notice has been given.

### **SECTION IV. ATTENDANCE, HOURS OF WORK, EQUIVALENT TIME AND OUTSIDE EMPLOYMENT**

#### **A. Attendance.**

An employee shall be in attendance at regular work in accordance with these rules and general department regulations.

#### **B. Hours of Work.**

Each employee will be informed at the time of employment of the hours he is to work and the normal times that he is expected to be in attendance. Town Hall employees work thirty-five (35) hours per week; Wastewater Treatment Plant, Public Works, and Police Department employees covered by these rules and regulations work forty (40) hours per week. Non-union supervisors can be expected to work hours in excess of these periods as the work load dictates.

#### **C. Equivalent Time and Overtime**

Attendance at meetings of Town agencies and nominal overtime shall be considered part of the duties of the position and not ordinarily eligible for compensation. Equivalent time off for an employee covered by these rules who has worked overtime without compensation in pay may be granted by the CAO, who shall determine the fair amount of equivalent time to be taken and the day(s) to be taken without any adverse effects on Town operations.

#### **D. Outside Employment.**

Outside employment is not encouraged. An employee desiring outside employment shall request permission, in writing, from the CAO explaining the nature and hours of such employment and why such employment is desired. The CAO may deny such a request if he deems such employment to be likely to have an adverse affect on the employee's service to the Town. Any employee who engages in employment outside of his regular work hours may be required by the CAO to cease such outside employment if the CAO determines that such employment is adversely affecting his Town employment.

## **SECTION V. SEPARATIONS FROM EMPLOYMENT & DISCIPLINARY ACTION**

It may become necessary from time-to-time to lay off or dismiss an employee for lack of work, poor performance, or other reasons.

### **A. Voluntary Separation.**

If an employee is in good standing and chooses to resign from the Town's service for whatever reason(s), he should file a letter with the CAO at least two (2) weeks before the effective date of the resignation. If an employee who reports directly to the CAO is in good standing and chooses to resign from the Town's service for whatever reason(s), he should file a letter with the CAO at least four (4) weeks before the effective date of the resignation. The letter should state the effective date of the resignation and the reason(s) for leaving.

### **B. Layoffs.**

Layoffs may become necessary due to the elimination of a position because of lack of work, reorganization, lack of funds, or other reasons.

### **C. Progressive Discipline.**

Progressive discipline consists of the following steps:

1. **ORAL WARNING**, a warning given to you by your supervisor for poor job performance or related factors;
2. **REPRIMAND**, given to you in writing if an oral warning has not proved to be effective;
3. **SUSPENSION**, a disciplinary action just short of dismissal, not to exceed thirty (30) days in duration and usually given after a written reprimand has not caused an improvement in performance;
4. **DEMOTION**, and
5. **DISMISSAL**, the highest penalty that the Town enacts for poor employee performance or other reasons.

Depending upon the circumstances, one or more of the above steps may be omitted in particular cases. The causes for any of the above actions may be, but are not limited to, the following factors:

1. Dishonesty in the performance duties.
2. Working under the influence of alcohol.
3. Recklessness on the job.
4. Habitual tardiness or absenteeism.
5. Theft of Town property.
6. Falsifying Town records.
7. Harassment of other employees.
8. Working for outside employer on the job.
9. Failure to obey a reasonable order, either written or oral.
10. Use of abusive language.
11. Conviction of a felony.
12. Fraudulently obtaining sick or injury leave.

## **SECTION VI. COMPENSATION**

### **A. Initial Employment.**

The entrance rate of pay for each position shall be offered for the purpose of recruitment and normally shall be paid upon appointment. The appointing authority may, however, approve compensation at a higher level than the entrance rate if within the constraints of the budget and if:

1. The qualifications of the applicant are significantly above other applicants competing, his qualifications are substantially above the requirements for the position, and his employment cannot be obtained at the entrance rate of pay; and/or
2. There is a shortage of qualified applicants available at the entrance rate of pay.

### **B. Increments.**

Employees covered by these rules may receive annual compensation adjustments based upon recommendations by the CAO and approved by the Board of Selectmen. Such cost of living adjustments shall not be withheld if any or all collective bargaining agreements are certified for binding arbitration during the negotiation process.

### **C. Longevity Pay.**

Employees covered by these rules shall not receive longevity pay.

## **SECTION VII. EQUAL EMPLOYMENT OPPORTUNITY**

The Town of Canton maintains the policy of providing equal employment, training and advancement opportunity for all qualified individuals. The Town does not discriminate against any employee or applicant because of race, creed, religion, color, sex, national origin, age, disability or sexual orientation.

## **SECTION VIII. HARASSMENT AND VIOLENCE IN THE WORKPLACE**

### **A. Harassment in the Workplace.**

The Board of Selectmen adopted the following policy regarding harassment in the workplace on June 20, 1994 and is incorporated into the *Personnel Rules & Regulations*.

The Town of Canton maintains the policy of providing a work environment free of discrimination and harassment. This pertains to all forms of harassment on the basis of sex, race, color, religion, national origin, age, disability and sexual preference. This policy strictly prohibits unsolicited or unwelcome acts or comments of harassment whether physical or verbal, sexual or racial, clear-cut or subtle that interfere with employees at work.

This policy is designed to protect each individual as an employee of the Town. Each supervisor is responsible for complying with and communicating this policy. Violations of this policy will be grounds for disciplinary action, up to and including discharge, if necessary. The Town pledges that each complaint of harassment in the workplace will be thoroughly investigated.

Harassment of an employee by a supervisor or co-worker on the basis of sex creates a harmful working environment. It is the policy of the Town to maintain a working environment free from harassment, insults or intimidation on the basis of an employee's sex. Verbal or physical conduct by a supervisor or co-worker, whether male or female, relating to an employee's sex which has the effect of creating an intimidating, hostile or offensive work environment,

unreasonably interfering with the employee's ability to work, or adversely affecting the employee's employment opportunities is prohibited.

Sexual harassment includes any unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. It occurs when:

1. It is made as a term or condition of an individual's employment in either an obvious or blatant manner or a less clear or hidden manner;
2. It is used as the basis for making employment decisions affecting an individual; or,
3. It unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Although not an exhaustive list, the following are examples of sexual harassment:

1. Unwelcome sexual relations with a co-worker or supervisor;
2. Unwelcome attention of a sexual nature such as degrading comments, propositions, jokes, cartoons, tricks or noises; or
3. The threat or suggestion that continued employment advancement, assignment or earnings depend on whether or not the employee will submit to or tolerate harassment.

Any violation of this policy by supervisors or co-workers should be reported immediately to the department head. He or she will immediately inform the Chief Administrative Officer (CAO) who will conduct a timely investigation of the complaint. The complainant's identity will remain confidential. It may be necessary to reveal the complainant's identity if needed to investigate the complaint. If it is, the Town we will obtain permission to do so before the complaint is investigated.

Retaliation against any employee for filing a sexual harassment complaint is prohibited. Violations of this policy will not be permitted and may result in disciplinary action up to and including dismissal.

## **B. Violence in the Workplace.**

The Board of Selectmen adopted the following policy regarding violence in the workplace on November 2, 2006 and is incorporated into the *Personnel Rules & Regulations*.

The Town of Canton is committed to providing, in so far as it reasonably can do so, a safe environment for working and conducting Town business. Through this Zero Tolerance Policy, the Town reaffirms its commitment to providing a workplace that is free from violence or the threat of violence.

**Zero Tolerance Policy:** The Town of Canton does not and will not tolerate any threats, threatening behavior, or acts of violence committed by or against Town employees, customers, the general public and/or anyone who conducts business with the Town while on Town property or while performing Town business at other locations. Any form of threat or violence on Town property or while conducting Town business is strictly prohibited. The Town also strictly prohibits the possession of any firearm, weapon, or other dangerous instrument on Town property or in Town vehicles except by authorized sworn law enforcement personnel.

For purposes of this Policy, "violence" means any act or behavior that includes any one or more of the following:

- ? A physical assault, actual or attempted
- ? A communicated or reasonably perceived threat to harm another person or property or to endanger the safety of a person in any way;
- ? Unauthorized carrying or displaying weapons or dangerous instruments;
- ? Destruction or damage to property.

Examples of conduct that may be considered threats or acts of workplace violence under this Policy include but are not limited to the following:

- ? **Physical Attacks means** physical acts which include but are not limited to shoving, pushing, hitting or any other aggressive or unsolicited and unwanted contact, including horseplay, between two parties.
- ? **Threats** include but are not limited to statements or suggestions of a possible physical attack, that a reasonable person would take seriously, as well as intimidating or attempting to coerce another person to do wrongful acts that would affect the business interests of the Town. Threats are significant because they may precede actual acts of violence.
- ? **Harassment** involves but is not limited to verbal abuse, unwanted telephone calls, harassing surveillance or “stalking,” meaning the willful, malicious and repeated following of another person and making of a credible threat with intent to place the other person in reasonable fear of his or her safety. Such acts are often initiated for purposes of testing a person’s “boundaries” but can evolve into more serious abuses.
- ? **Unauthorized Possession of Weapons or Dangerous Instruments.**
- ? **Destruction of or Damage to Property includes** but is not limited to the intentional destruction or sabotage or threat of destruction of property owned, operated or controlled by the Town.

For purposes of this Policy “weapon” means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pocket knife), including a switchblade or other knife having an automatic spring release device, a stiletto, a billy club or nightstick, any martial arts weapon, metal knuckles, electronic defense weapon, explosives or incendiary device or any other similar apparatus.

For purposes of this Policy, “dangerous instrument” means any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury.

In order to protect employees and members of the public, any weapon or dangerous instrument brought onto Town property in violation of this Policy will be confiscated by the appropriate law enforcement authority or such other appropriate authority designated by the Chief Administrative Officer, and there is no reasonable expectation of privacy with respect to such items. In addition, the Town reserves the right to reasonably inspect the property and person of individuals in Town buildings or while using Town facilities, fields, and vehicles; any such inspection occurring under this Policy will be conducted by the appropriate law enforcement authority or other appropriate authority designated by the Chief Administrative Officer. This right includes but it is not limited to the inspection of vehicles, parcels, packages, lunch boxes, briefcases, lockers, work areas, and desks. Therefore, employees and visitors should not expect to maintain personal privacy in the contents of such items or locations while in Town buildings or using Town facilities, fields and vehicles.

Any employee who experiences or witnesses a violent act or threat of violence shall immediately report such policy violation to his/her immediate supervisor, Department Head and/or Chief Administrative Officer. All reported incidents will be promptly investigated and violations addressed.

***In an emergency, or if circumstances so require*** (i.e. it is believed that a crime has been committed or the violation was committed by someone other than a Town employee or official), employees and/or supervisors should not hesitate to contact the Canton Police Department by calling 911.

Any employee who violates this Policy will be subject to discipline, up to and including immediate dismissal. A violent act or threat of violence that may be subject to criminal prosecution will be reported to the Police.

The Town shall take reasonable measures as are available to address violent acts or threats of violence by non-employees, including possible removal of the offender from Town property and possible pursuit of available civil and criminal remedies.

## **SECTION IX. DRUG-FREE WORKPLACE**

The Board of Selectmen adopted the following policy regarding a drug-free workplace on October 6, 1994 and is incorporated into the *Personnel Rules & Regulations*.

The Town of Canton is concerned about maintaining a safe and productive working environment for each employee. To further this goal, the Town has a strong commitment to establishing and maintaining a drug-free work environment. It has developed drug and alcohol policies to guide supervisors and employees in how to deal with substance abuse.

The Town opposes drug or alcohol abuse. An employee who uses illegal drugs or abuses legal drugs or alcohol, tends to be less productive on the job. They may be less reliable and may have performance and attendance problems. These conditions increase costs, cause unnecessary delays in providing services, and may cause increased risk of injury to other employees and to our customers.

In an effort to provide a safe, drug-free work environment, the Town has adopted the following policies and procedures:

1. The Town encourages its employees to seek professional assistance if faced with alcohol or drug-related problems. The Town encourages employees who may have a substance abuse problem to seek assistance before any disciplinary action is necessary. Employees who are recovering from substance abuse are expected to maintain satisfactory job performance and to remain committed to a rehabilitation plan. The Town will work with employees who successfully complete a rehabilitation program and who remain substance-free to continue to be productive members of its work force.
2. Employees are prohibited from using, selling, possessing or distributing illegal drugs or abusing legal drugs while on duty, whether on or off Town property.
3. Alcohol may not be bought or consumed while at work, whether on or off town property, except when specifically authorized by the Chief Administrative Officer (CAO). This shall not prohibit an employee from consuming alcohol in moderation with a meal so long as such consumption does not result in the impairment of such employee's faculties.
4. Employees are prohibited from being under the influence of alcohol or drugs while at work. All employees shall report to work physically and mentally able to perform their jobs without impairment.
5. The Town, through the CAO, reserves the right to require an employee to undergo a medical evaluation and, when applicable, a urinalysis drug screening test, when there is a reasonable suspicion by a supervisor that the employee is working under the influence of drugs or alcohol which adversely affect the employee's job performance or which could adversely affect the employee's ability to safely perform his or her job. Employees who are involved in a work-related accident caused by apparent impairment of judgment or physical or mental ability may also be required to undergo a medical evaluation and, if applicable, a urinalysis drug screening. A positive urinalysis test result may be considered sufficient grounds to terminate an employee.
6. The Town also reserves the right to conduct random testing as authorized by the State of Connecticut. Employees who are in occupations designated as safety-sensitive occupations by the State will be selected randomly for urinalysis drug testing. Employees who are selected must report as directed for testing. A positive urinalysis test result may result in the termination of the employee.
7. Failure to cooperate fully with the requirements of any drug screen test, including accurate completion of the required documentation, may result in termination of employment.
8. An employee or applicant whose urine test result is positive may request a re-test of the original specimen. This request must be submitted in writing to the CAO within fifteen (15) days. All costs associated with the retest, including shipping, handling, transportation and testing under this program shall be borne by the Town. If the

result is negative, the Town reserves the right to require the employee or applicant to provide a new urine sample for testing.

9. Criminal arrest, either on or off the job, for drug-related offenses generally will not constitute grounds for discipline unless criminal conviction or independent investigation confirms the offense by the Town. However, either arrest or conviction may be grounds for other disciplinary action up to and including termination.
10. The legal use of prescribed drugs is permitted on the job if such use does not impair the employee's ability to work safely and does not endanger other employees. Employees are encouraged to keep all prescribed medicine in the original container, which identifies the drug, date of prescription, dosage and prescribing physician.
11. Any employee convicted for any drug statute offense for a violation occurring in the workplace must notify the CAO in writing within five (5) calendar days of such conviction.
12. All employees of the Town of Canton are expected to abide by the terms of this policy.
13. The Town is committed to implementing this policy in a fair and equitable manner that promotes a safe and drug-free workplace, which respects the dignity and privacy of the individual, and which respects the safety of our customers. The use of illegal drugs and the abuse of legal drugs and alcohol have no place in our workplace. The Town of Canton is committed to maintaining a safe, healthy and drug-free workplace. In order to accomplish this goal, the support of each employee is needed.

## **SECTION X. FRINGE BENEFITS**

Full-time, regular employees have available to them a fringe benefit package which adds substantially to their pay. These benefits fall under the following categories: leaves (including vacation, personal and earned days; sick, military, and funeral leave; and leaves without pay), holidays, insurance, pension and medical benefits. Part-time employees are eligible for fringe benefits (including retirement plan participant and health insurance) on a *pro rata* basis provide that if he or she works at least 30 hours per week. Part-time employees working at least 20 hours per week but less than 30 hours per week would be eligible for leaves and holidays.

### **A. Vacation.**

Vacation leave is based upon length of service and earned and awarded on the anniversary date of hire (with the exception of the three (3) days awarded after six months).

Six months to 1 year	3 Days
1 year through 4 years	10 Days
5 years through 9 years	15 Days
10 years through 15 years	20 Days
16 years	21 Days
17 years	22 Days
18 years	23 Days
19 years	24 Days
20 years or more	25 Days

If after six months an employee wishes to take 1/2 of the days he would earn after one year, he may do so with the CAO's approval. All vacations must be mutually agreed upon between the employee and his supervisor. Employees are encouraged to discuss extended vacation plans with the supervisor well in advance. If an employee wishes to be paid before vacation, he must notify the Finance Department at least two (2) weeks before the vacation so it will have time to draw a paycheck. Full vacations are expected to be taken each year. Vacation time will be credited on the employee's anniversary date. The maximum time that an employee may carry over to the next anniversary date is twenty (20) days. Also, if an employee wishes to take more than 15 consecutive days of vacation at one time, he must have permission from the CAO. The minimum period that may be taken at any one time for vacation days is one-half (1/2) day.

If an employee dies while employed by the Town, or his employment is otherwise terminated, provided that the employee is in good standing, the Town shall pay the employee or his estate, as the case may be, his accumulated vacation days. Such sums, to be determined by anniversary date, shall be computed by determining the number of days earned on a pro-rated basis and subtracting the number of vacation days expended.

**B. Sick Leave.**

The purpose of sick time is to provide compensation (and thereby avoid loss of pay) to employees when they are unable to work because of illness. In other words, the Town for being sick does not penalize employees. However, employees should make an effort to limit the number of sick days taken to those necessary so that in the event of a catastrophic illness they will have sufficient sick time to provide continued pay during the illness period. If an employee *is* sick, he should inform his supervisor within a half-hour of the scheduled work time so that he or she can make appropriate arrangements. In addition, if an employee is sick for more than three (3) days, he may be asked to confirm the absence with a statement from a physician. If these steps are followed, employees will be paid for the time missed due to illness. If an abuse of sick time is suspected, an employee will be asked to submit a physician's note. If all of sick leave is used, special arrangements may be made with the CAO to borrow sick days. These arrangements are granted only in extreme situations.

Employees covered by these rules shall earn sick leave at the rate of fifteen (15) days per year up to a maximum accumulation of one hundred fifty (150) days. For those employees hired after July 1, 1995, sick leave is earned at the rate of twelve (12) days per year up to a maximum accumulation of ninety (90) days. Such days shall be credited to the employee on the anniversary of the date of hire. An employee leaving work due to illness after working five (5) hours or more, shall not have such time charged as sick leave if prior approval is obtained from the CAO or department director.

Upon voluntary termination by an employee, accumulated sick leave shall be paid to the employee on the basis of the employee's wages at termination in accordance with the following schedule:

- 1/5 after completion of 3 years of service;
- 2/5 after completion of 7 years of service;
- 1/2 after completion of 10 years of service

Upon retirement by an employee with at least ten (10) years of service, all accumulated sick leave shall be paid to the employee on the basis of the employee's wages at retirement.

**C. Principal Caregiver Leave.**

The Town of Canton will comply with the provisions of the Federal Family & Medical Leave Act (FMLA) and companion state laws allowing time off to care for family members who are in need of care (see Section X, subsection I).

**D. Military Leave.**

For employees ordered to active military duty for training purposes, military leave up to a period of thirty (30) days per calendar year is granted upon request to the CAO for active duty in the National Guard or Armed Forces in accordance with Section 7-461 of the General Statutes of the State of Connecticut. The employee will receive the difference between military pay and normal Town wages. To be paid, the employee must submit a military pay voucher to the CAO's office so that supplemental pay can be determined.

**E. Funeral Leave.**

Funeral leave not to exceed three (3) days is granted to employees for the death of an immediate family member. Immediate family member is defined as the employee's husband, wife, child, mother, father, father-in-law, mother-in-law, sister, brother, step-child, stepmother, stepfather, stepbrother, stepsister, grandparent, son-in-law, daughter-in-law

or grandchild. Length of leave is determined from the date of death to the date of the funeral. If additional time is needed, the employee shall obtain permission from the CAO who will review each request on a case-by-case basis. One (1) day for funeral leave shall be granted to employees for the death of employees' uncle, aunt, brother-in-law or sister-in-law to attend the funeral. Such leave is not charged against sick leave. Permission to attend the funeral of friends or close acquaintances may be obtained from the CAO.

**F. Maternity Leave.**

Maternity leave is without pay. Female employees may take up to twelve (12) weeks of maternity leave without losing regular employment status or seniority in accordance with the provisions of sub-section I (Family & Medical Leave). Female employees may use accrued sick time in order to continue pay during such period of absence.

**G. Jury Leave.**

Jury leave is granted when an employee is ordered to serve jury duty. If selected for jury duty, an employee shall not lose pay while serving; the Town shall continue the employee's regular salary and the employee shall submit any payment made by the courts for jury service to Town. When such duty ceases, the employee must report back to work.

**H. Leave Without Pay.**

Leaves generally without pay for one (1) or more days may be granted by the CAO upon written request. Typical reasons for such leaves are for a funeral for a person not within an employee's immediate family or for an extended leave of absence. Such leave cannot be used for other employment.

**I. Family & Medical Leave.**

The Board of Selectmen adopted the following policy implementing the provisions of the Family & Medical Leave Act (FMLA) on April 4, 1995 and is incorporated into the *Personnel Rules & Regulations*.

The Town of Canton shall provide, in accordance with the federal Family and Medical Leave Act of 1993, eligible employees with up to twelve (12) weeks of unpaid family leave in any one (1) year period beginning on January 1st of each year. Family leave can be used for the following reasons:

- ? birth or adoption of a child or placement of a foster child with the employee, or;
- ? serious health condition of an employee's spouse, child or parent, or;
- ? serious illness of an employee, or;
- ? serious health condition of an employee that makes the employee unable to perform the functions of his or her position .

The Town will continue health care benefits during the family leave and employees will be restored to the position held or to an equivalent position with equivalent benefits, pay and conditions upon return to work. The Town may require the employee to continue all insurance contributions in effect at the time of the leave request. To be covered under family leave provisions, employees must have worked for the Town for at least twelve (12) months and must have worked at least 1,250 hours during that twelve (12) month period. Part-time employees are included if they meet this standard.

The Chief Administrative Officer (CAO) may require, and employees must submit, medical documentation if family leave is requested. The CAO may also require, and employees must submit to, a physical examination for employees requesting medical leave for reasons of personal illness or other health condition. Employees may be required to use

accrued paid leave, such as vacation, compensatory or earned time, against the total leave provided under the Act. The Town may limit an employee to a total of twelve (12) weeks of family leave per year.

If an employee needs to take family leave, he or she must provide the CAO with a minimum of thirty (30) days prior notice, or if that is not possible, as much notice as possible. Notice regarding an unexpected or emergency leave should be given to the CAO as soon as an employee learns of the need to take family leave.

**J. Holidays.**

1. Employees covered by these rules are entitled to the following holidays:

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
Washington's Birthday	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Friday following Thanksgiving Day
Independence Day	Christmas Day

2. When a holiday falls on a Saturday, the preceding Friday shall be the day off.

3. When a holiday falls on a Sunday, the following Monday shall be the day off.

**K. Personal Days.**

Each employee shall be granted, with pay, three (3) personal days each fiscal year. The minimum period that may be taken at any one time for personal days is one half (1/2) day. Personal days are not cumulative.

**L. Pension.**

The Town shall continue to offer a pension plan to employees covered by these rules. Non-police employees covered by these rules shall be provided retirement benefits in accordance with the plan document as adopted by the Board of Selectmen and as may be amended from time to time. Non-union police supervisory employees shall be provided retirement benefits as stated in the collectively-bargained retirement plan document adopted by the Board of Selectmen for other sworn police officers.

**M. Hospitalization and Other Insurance.**

The Town shall provide a program of health insurance for its employees and their enrolled dependents as specified below in sub-sections 1 or 2. Employees shall pay a percentage of the fully-insured equivalent premium as determined each July 1<sup>st</sup> for this coverage – twelve percent (12%) for the coverage in sub-section 1 and ten percent (10%) for the coverage in sub-section 2. Long-term disability, life and accidental death and dismemberment insurance as specified below will be provided by the Town at no cost to the employee. The Town shall have the ability to self-insure or to obtain equivalent insurance carriers other than those named below, provided substantially the same coverages and benefits are provided.

1. Anthem Blue Cross/Blue Shield of Connecticut Century Preferred Plan with the Managed Benefits cost-containment program, subject to \$250 hospital and physician services non-compliance benefit reduction penalties for each occurrence and:

- a. home and office visit and \$25.00 emergency room co-payments for in-network services;
- b. out-of-network deductibles of \$200 for individuals, \$400 for subscriber plus one dependent, and \$500 per family and co-insurance of 80% of the first \$4,000 of expenses for individuals, \$8,000 for subscriber plus one, and \$10,000 for family coverage and 100% thereafter per calendar year;

- c. prescription drug benefits subject to a \$2,000 in-network calendar year maximum and no co-payment for the filling of mail-order prescriptions, \$2.00 co-payment for the filling of each generic drug prescription, and \$7.00 co-payment for the filling of each name-brand prescription.
  - d. Blue Cross Full Service Dental Plan, with “Rider A” or its equivalent.
2. Anthem Blue Cross/Blue Shield of Connecticut Blue Care Option II plan with \$10.00 home & office visit and \$50.00 emergency room co-payments and
    - a. prescription drug benefits with unlimited in-network calendar year maximum and \$8.00 co-payment for the filling of mail-order prescriptions, \$10.00 co-payment for the filling of each generic drug prescription, and \$15.00 co-payment for the filling of each name-brand prescription.
    - b. Blue Cross Full Service Dental Plan, with “Rider A” or its equivalent.
  3. Group long-term disability plan, including sixty percent (60%) of an employee’s basic monthly salary not to exceed three thousand dollars (\$3,000), effective one hundred-twenty (120) days after disability for a period of two (2) years.
  4. Life insurance equal to one and one-half (1 1/2) times the employee’s basic monthly salary rounded to the nearest thousand dollars and accidental death and dismemberment insurance of ten thousand (\$10,000) dollars.

**N. Tuition Reimbursement.**

Funds will be budgeted for attending college or school for job related training and/or pursuing advanced degrees. Full-time employees of the Town of Canton may be reimbursed by following these steps:

1. Notify the CAO of your intention to take the course.
2. Upon approval from the CAO, take the course.
3. Present the CAO with the following information after course completion:
  - a. name of the college, semester attended, and number of credits earned;
  - b. grade report (employee must attain a grade C or better to be reimbursed);
  - c. proof of the payment of tuition costs (only tuition costs will be reimbursed).

Reimbursement is limited to fifty percent (50%) of the per credit tuition costs currently in place for in-state students in the Connecticut state university system. Payment will be made to the employee not later than June 30<sup>th</sup> of the fiscal year following approval by the CAO to enroll in the course based on the availability of funds.

**O. Flu Shots.**

The Town shall provide to all employees upon request annual flu shots at no cost to the employee.

## **SECTION XI. GENERAL.**

### **A. Unemployment Compensation.**

Employees shall be covered under the unemployment compensation laws of the State of Connecticut.

### **B. Workers' Compensation.**

Employees shall be covered under the workers' compensation laws of the State of Connecticut. The Town shall provide a benefit equal to normal full pay for the period of disability, not to exceed four (4) months, with the Town making up the difference between the amount of workers' compensation benefits and the normal amount of weekly pay.

### **C. Use of Personal Vehicles.**

An employee required to drive his personal vehicle for Town business shall be compensated at the standard mileage rate allowed by the Internal Revenue Service for business use under 15,000 miles.

### **D. Employee Suggestion Program.**

If an employee has a suggestion that he or she believes will save the Town money or improve services to the public, he or she should follow the procedure listed below:

1. Submit the suggestion in writing to the CAO;
2. After a trial period, the CAO may award \$25.00 based on savings or improved public service, for the best implemented suggestion.