

# The Town of Morris, Connecticut



## **EMPLOYEE HANDBOOK & PERSONNEL POLICIES**

This Manual is effective: January 15, 2019  
and supersedes any prior manual.

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## **NOTICE AND DISCLAIMER OF CONTRACT**

Nothing in this document is intended to create or constitute an expressed or implied contract of employment between the Town of Morris and any of its present or future employees. The provisions of the document may be revoked or modified at any time by the Town of Morris, in its absolute discretion.

The Town of Morris will not recognize or be bound by any contract of employment with any employee or group of employees unless such contract is in writing and is authorized by the Board of Selectmen and signed by both the First Selectman and the employee or the certified collective bargaining agent for a group of employees.

Employment with the Town of Morris is subject to termination, at will, by either the Town of Morris or the employee, at any time, for any reason, with or without cause, unless otherwise agreed in writing by the First Selectman and the employee or the certified bargaining agent for a group of employees or as otherwise provided by state or local law. Both you and the Town of Morris have the right to terminate employment at any time, for any reason, with or without cause, and with or without notice. Should any provision of these policies conflict with any provision of an applicable provision in a collective bargaining agreement that provision shall prevail.

## **PURPOSE OF YOUR EMPLOYEE HANDBOOK**

This employee handbook is intended to serve as a practical guide to the Town of Morris's personnel policies and practices. However, since it is only a summary, compiled for the convenience of our employees and supervisors, it is not intended to cover all topics and circumstances. The Town of Morris reserves the right to modify, revise, delete, or add to any and all programs, practices and procedures described in this handbook at any time, with or without notice, and in the Town's sole discretion. You may receive updated information concerning changes to this handbook. The First Selectman's Office will forward any documents to the appropriate department when necessary. Should you have any questions about any section of this handbook, ask your supervisor or the First Selectman's Office. We reserve the right to respond to specific situations in whatever manner we believe best suits the needs of the Town of Morris and the employee involved. Where there are differences between the provisions of these policies and other written and approved employment related policies, or in collective bargaining agreement to which the Town of Morris is a party, policies and collective bargaining agreement shall take precedence.

### **Affirmative Action**

The Town of Morris will continue to take affirmative action to ensure that the applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, ancestry, mental disorder (present or past history thereof), age, physical disability (but not limited to blindness), marital status, mental retardation, genetic information, and criminal record, sexual orientation or sexual identity or any other class, characteristic or trait protected by federal, Connecticut or local law. Such action includes, but is not limited to, employment, promotion, demotion or transfer; recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection of training. The Town of Morris, its contractors and subcontractors, will continue good faith efforts to comply with all federal and Connecticut laws and policies that address equal employment opportunity.

### **Americans With Disabilities Policy Statement**

The Town of Morris is committed to complying with all provisions of the Americans with Disabilities Act ("ADA") and the Americans with Disabilities Act Amendments Act ("ADAAA"). It is the Town's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability provided the employee can perform the essential functions of the position. Consistent with this policy of nondiscrimination, the Town will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA and the comparable Connecticut statute, who has made the Town aware of his or her disability, provided that such accommodation does not constitute an undue hardship to the Town. Employees with a disability, who believe they need a

reasonable accommodation to perform the essential functions of their position, must contact the First Selectman's Office.

This policy is neither exhaustive nor exclusive. The Town of Morris is committed to taking all other reasonable actions to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws. If you feel you have been unlawfully discriminated against, immediately inform the Selectman's Office. You can be assured that your complaint will be thoroughly investigated.

### **At-Will Employment**

Your employment with the Town is "employment-at-will." This means that you have the right to terminate your employment at any time for any or no reason, with or without cause and with or without notice. The Town has the right to terminate your employment at any time for any or no reason, with or without cause and with or without notice, subject to any applicable collective bargaining agreement.

### **Equal Employment Opportunity Policy**

The Town of Morris is committed to equal employment opportunities for all. Equal Employment Opportunity has been, and continues to be, a fundamental principle of the Town of Morris. Employment and promotion are based upon personal capabilities, qualifications and contractual guidelines without regard to race, color, religion, age, sex, national origin, sexual orientation, sexual identity, disability or any other protected characteristic established by law. This policy applies to all terms and conditions of employment including policies and procedures relating to recruitment and hiring, compensation, working conditions, benefits, promotions, transfers and discipline including termination. Appropriate disciplinary action may be taken against any employee violating this policy.

The First Selectman's Office has overall responsibility for this policy.

## **POLICY STATEMENT**

The Town of Morris is committed to a workplace where everyone is treated with the dignity and the respect to which all human beings are entitled. The Town of Morris prohibits discrimination, harassment and intimidation because such conduct offends this core commitment of ours.

## **SCOPE**

This Policy applies to all employees – full-time and part-time, regular and temporary, as well as all applicants, customers, contractors, clients, vendors, and visitors of the Town of Morris.

This Policy applies to all of the Town's locations and all work related settings, including business trips, business meetings, business related social events.

## **SEXUAL HARASSMENT POLICY**

The Town is committed to maintaining a collegial work environment in which all individuals are treated with respect and dignity and which is free of all forms of harassment, including sexual harassment. In keeping with this commitment, the Town will not tolerate sexual harassment of employees by anyone, including any supervisor, co-worker, vendor, client or customer, whether in the workplace, at assignments outside the workplace, at the Town's sponsored social functions, or elsewhere.

The Town will make a reasonable effort to provide to a workplace free from sexual harassment. To do so, we need your help and cooperation.

## **Prohibited Conduct**

Sexual harassment is defined as any unwelcome sexual advance or request for sexual favors 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; or if submission to or rejection of such conduct by anyone is used as a basis for an employment decision; or if such conduct has the purpose or effect of substantially interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include unwanted sexual advances; explicit sexual propositions; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual innuendoes, suggestive comments, sexually oriented kidding, teasing, or practical jokes about gender-specific traits; foul or obscene body language or gestures; display of foul or obscene printed or visual material; and physical contact, such as touching, patting, pinching or brushing against another's body. The

offender or the victim of harassment may either be a man or a woman and, in addition, harassment can occur involving persons of the same or opposite sex.

All forms of sexual harassment are prohibited.

### **Reporting**

If any employee believes that he/she is being sexually harassed, the employee should clearly and promptly notify the offender that the behavior is unwelcome. If for any reason an employee does not wish to confront the offender directly, or if such confrontation does not successfully end the harassment, the employee should immediately notify his or her immediate supervisor. Although the Town has chosen not to impose a limited time frame for reporting sexual harassment complaints, prompt reporting is strongly encouraged. It allows for rapid response and resolution of objectionable behavior or conditions both for the complaining employee and any other affected employee.

### **No Retaliation**

The Town will not retaliate against any employee who makes a good faith report or sexual harassment, nor will the Town permit any employee to do so. Any form of retaliation against anyone who has made a good faith report of sexual harassment is strictly forbidden.

### **Investigation**

The Town's policy is to take all complaints of sexual harassment seriously, and all such complaints will be promptly and thoroughly investigated.

### **Confidentiality**

To the fullest extent practical and appropriate under the circumstances, the Town will treat complaints and the terms of their resolution as personal and confidential.

### **Corrective Action**

If an investigation confirms that sexual harassment has occurred, the Town will take appropriate corrective action, including discipline up to and including immediate termination of employment.

The Town recognizes that this policy may not address every set of circumstances, which may arise in the workplace related to sexual harassment. It does, however, provide reasonable guidelines, which will probably cover most situations. If unanticipated situations arise, contact the First Selectman immediately.

## **OTHER HARASSMENT POLICY**

The Town is committed to maintaining a collegial work environment in which all individuals are treated with respect and dignity and which is free of all forms of harassment. In keeping with this commitment, the Town will not tolerate harassment based on an employee's protected class by anyone, including any supervisor, co-worker, vendor, client or customer, whether in the workplace, at assignments outside the workplace, at the Town's sponsored social functions, or elsewhere.

The Town will make a reasonable effort to provide a workplace free from harassment on the basis of race, color, religious creed, age, pregnancy, marital status, national origin, ancestry, veteran status, present and past history of mental disorder, mental retardation, learning disability, physical and mental disability, sexual orientation or sexual identity. To do so, we need your help and cooperation.

### **Prohibited Conduct**

Harassment is defined as any unwelcome or unwanted words, deeds, actions, gestures, symbols or behaviors that target an employee because of that employee's membership in a protected class.

Harassment may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment can occur in a variety of circumstances, including, conduct not directed at the victim but offensive conduct that nevertheless affects the victim.

Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

### **Reporting**

If any employee believes that he/she is being harassed, the employee should clearly and promptly notify the offender that the behavior is unwelcome. If for any reason an employee does not wish to confront the offender directly or if such confrontation does not successfully end the harassment, the employee should immediately notify his or her immediate supervisor. Although the Town has chosen not to impose a limited time frame for reporting harassment complaints, prompt reporting is strongly encouraged. It allows for rapid response and resolution of objectionable behavior or conditions both for the complaining employee and any other affected employee.

### **No Retaliation**

The Town will not retaliate against any employee who makes the report of harassment, nor will the Town permit any employee to do so. Any form of retaliation against anyone who has reported harassment is strictly forbidden.

### **Investigation**

The Town's policy is to take all complaints of harassment seriously, and all such complaints will be promptly and thoroughly investigated.

### **Confidentiality**

To the fullest extent practical and appropriate under the circumstances, the Town will treat complaints and the terms of their resolution as personal and confidential.

### **Corrective Action**

If an investigation confirms that harassment has occurred, the Town will take corrective action, including discipline up to and including immediate termination of employment.

The Town recognizes that this policy may not address every set of circumstances, which may arise in the workplace related to harassment. It does, however, provide reasonable guidelines, which will probably cover most situations. If unanticipated situations arise, contact First Selectman immediately.

### **WORKPLACE VIOLENCE POLICY**

The Town is committed to maintaining a collegial work environment in which all individuals are treated with respect and dignity and which is free of all forms of intimidation. In keeping with this commitment, the Town will not tolerate any conduct that causes a reasonable person to be fearful or apprehensive.

The Town prohibits any type or act of aggression, including physical and/or verbal, threats, assaults or intimidation, by employees, other internet personnel, visitors or anyone else in the Town's workplace or on the Town's premises.

Possession of weapons of any sort, as determined by the Town, including guns, knives (except for small pocket knives), billy clubs, metal knuckles, etc., in the workplace by anyone other than sworn law enforcement officials is absolutely prohibited.

Violent actions, threatening actions, threatening statements or acts of vandalism should be promptly reported by employees to their supervisor and/or the First Selectman. Such reports will be investigated in a timely manner. Employees in fear of imminent harm to themselves or others should call the police.

Violations of this policy may result in criminal prosecution and/or employee discipline up to and including dismissal. As appropriate, employees may be put on paid administrative leave pending completion of an investigation.

### **Bullying**

Bullying is defined as repeated inappropriate behavior, either direct or indirect, either verbal or physical conducted by one or more persons that targets another or others in the workplace or during the course of employment.

Bullying is prohibited.

### **Reporting**

If any employee believes that he/she is being bullied, the employee should clearly and promptly notify the offender that the behavior is unwelcome. If for any reason an employee does not wish to confront the offender directly or if such confrontation does not successfully end the bullying, the employee should immediately notify his or her immediate supervisor. Although the Town has chosen not to impose a limited time frame for reporting bullying complaints, prompt reporting is strongly encouraged. It allows for rapid response and resolution of objectionable behavior or conditions both for the complaining employee and any other affected employee.

### **No Retaliation**

The Town will not retaliate against any employee who makes a good faith report of bullying, nor will the Town permit employee to do so. Any form of retaliation against anyone who has made a good faith of bullying is strictly forbidden.

### **Investigation**

The Town's policy is to take all complaints of bullying seriously, and all such complaints will be promptly and thoroughly investigated.

### **Confidentiality**

To the fullest extent practical and appropriate under the circumstances, the Town will treat complaints and the terms of their resolution as personal and confidential.

### **Corrective Action**

If an investigation confirms that harassment has occurred, the Town will take corrective action, including discipline up to and including immediate termination of employment.

The Town recognizes that this policy may not address every set of circumstances, which may arise in the workplace related to bullying. It does, however, provide reasonable guidelines, which will probably cover most situations. If unanticipated situations arise, contact First Selectman immediately.

## **ADMINISTRATIVE POLICIES AND PROCEDURES**

### **Acceptable Computer Network and Office Equipment Use**

The use of electronic communications and Internet access is intended for official Town business. Although incidental personal use is permitted, excessive use or commercial use is prohibited. All information and communication on the Town of Morris's computer network(s) are the property of the Town of Morris.

Electronic communications includes but is not limited to computers, electronic mail (E-mail), electronic boards, internet use, facsimile, telephones, cell phones, pagers, voice mail, radios, walkie talkies, personal digital assistants, television, and communication infrastructure.

The First Selectman and his/her designees have the right to review, audit, intercept, access and/or disclose all messages and/or images created, received or sent over the electronic mail system. The contents of all electronic communications may be disclosed without the permission of, or notice to the employee. There is no exception of privacy. The First Selectman may limit or deny individual's access to the system.

Employees are responsible for observing copyright and licensing agreements that may apply when downloading files, documents and software.

Employees are expected to appropriately use and become proficient in the use of computer hardware and software, electronic communications and Internet access.

Employees must work in cooperation with network administration to ensure all security measures are met. Any act that would jeopardize the security or accuracy of the Town's electronically stored information is prohibited, including, but not limited to:

1. Releasing passwords to individuals not authorized by the town.
2. Allowing passwords to be visible to others.
3. Use of another individual's password.
4. Creating unauthorized accounts/passwords.
5. The use of video games.
6. Viewing of non-work related videos.
7. Using equipment for personal profit or partisan political purposes.
8. Leaving a workstation without logging out or locking.
9. Installing/uninstalling software or hardware without approval of the First Selectman.

10. Allowing non-town personnel use of hardware/software without authorization from the administration.
11. Transmitting or receiving messages or images that violate Town of Morris policies or are offensive or discriminatory.
12. Communications containing offensive, sexually explicit images, messages or cartoons, ethnic/racial slurs, or anything that can be construed as harassment.
13. Vandalizing any system components.
14. Sending network-wide non-business related E-mails, e.g. jokes, chain letters.
15. Browsing the internet for purpose not work related during work hours.
16. Unauthorized attempts or entry into any computer or any part of the system/network.
17. Deletion or removal of electronic records or documents on the Town's servers without express authorization from the First Selectman.
18. Any act that would interfere with any citizen's right to review or receive Town information or documents pursuant to the Freedom of Information Act.

### **Collective Bargaining**

The Town of Morris is subject to the Municipal Employee Relations Act (MERA), which was enacted into law by the Connecticut General Assembly in 1965. MERA permits employees to organize for the purpose of collective bargaining with the municipal employer over terms and conditions of employment. The Town of Morris has the following collective bargaining unit (union):

- AFSCME Council 4 Local 1303-105: generally representing full time and regular part time employees who work or average fifteen (15) hours or more per week.

Employees in managerial, confidential and elected positions are excluded from coverage under MERA and are classified as unrepresented managerial, confidential and elected employees.

Employees in the collective bargaining unit may choose to join the union. Employees, who choose not to join the union, may elect to pay an agency fee. Union dues and agency fees are deducted from the employee's bi-weekly paycheck and remitted to the union.

Managerial/confidential employees and other employees who are not represented by an employee organization have their terms and conditions of employment set by Town policy and any specific employment agreement entered into with the Town.

## **Drug Free Workplace**

### **Purpose**

The purpose of this policy is to establish a workplace, which is free of the negative effects of alcohol, and free from drug abuse. By accomplishing this purpose, the Town also seeks to ensure a safer, healthier working environment for all employees and to reduce absenteeism, tardiness and other job performance problems which may be caused by alcohol and drug abuse. This policy is adopted in accordance with the Drug Free Workplace Act.

### **Statement of Policy**

Employees shall not unlawfully manufacture, distribute, possess, or use an illegal drug, controlled substance, or alcohol while on Town premises or while conducting Town business. Any employee who discovers illegal or unauthorized drugs on Town property shall notify the First Selectman, who shall investigate the matter and notify appropriate Town officials.

An employee must report any conviction or plea of nolo contendere under a criminal drug statute for violations occurring while on Town business, to the First Selectman within five (5) days after the conviction. The Town will notify any agency awarding a grant to the Town of such conviction, within ten (10) days thereafter, if such notice is required by the granting agency. Upon request, the First Selectman or his/her designee shall meet with the employee and a Union representative, if employee is a member of a collective bargaining unit, before taking any further action.

Employees shall only use prescription drugs on town premises which have been prescribed by a licensed practitioner, and such drugs shall be used only as prescribed. However, in no case may an employee use prescription drugs that would materially interfere with the employee's ability to perform his/her job functions safely and efficiently.

An employee shall not consume alcohol while conducting Town business. An employee who is on duty shall not be in a condition that would cause a reasonable person to question whether the employee can perform his/her job functions safely and efficiently.

Violations of this policy may result in disciplinary action, up to and including discharge.

### **Employee Assistance**

In appropriate circumstances, the Town shall provide an employee with an opportunity for rehabilitation in overcoming addiction to, dependence upon or other problems with alcohol or drugs. However, rehabilitation is neither a justification nor an excuse for a violation of the Town's policies.

An employee who feels he or she will benefit from employee assistance, counseling or therapy is encouraged to seek assistance. Certain benefits for alcoholism or drug addiction are provided under the Town's group medical insurance plan. An employee may be eligible to participate in a rehabilitation program, which requires absence from work for bona fide treatment. Such absence may be charged to employee's accrued and unused sick leave, subject to the provisions of the employee's collective bargaining agreement or the Town's Personnel Rules and Regulations as applicable.

Any request for assistance will be treated as confidential.

### **Drug Testing**

Pre-employment drug testing is conducted on all employees whose job entails driving or work in "safety sensitive positions". At management discretion, random drug testing may occur for those employees whose jobs involve driving or if employees work in "safety sensitive" positions.

If the Town has reasonable suspicion that an employee is under the influence of drugs or alcohol which adversely affects or could adversely affect the employee's job performance, the Town may require a drug/alcohol test.

If the Town has a reasonable suspicion that an employee cannot perform the essential functions of his/her position safely or efficiently, the employee will be directed to leave the workplace.

### **Ethics and Conflict of Interest**

The Town of Morris expects our employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the Town. Business dealings that appear to create a conflict between the interests of the Town and an employee are unacceptable. The Town recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to Town business. However, the employee must disclose any possible conflicts so that the Town may assess and prevent potential conflicts of interest from arising. A potential or actual conflict occurs whenever an employee is in a position

to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the Town's business dealings.

Although it is not possible to specify every action that might create a conflict of interest, the Town's Code of Ethics policy sets forth those that most frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he or she should immediately contact the First Selectman's Office to obtain advice on the issue. The purpose of this policy is to protect both employees and the Town from any conflict of interest that might arise. Violations of the policy constitute grave misconduct and may lead to disciplinary action including suspension or termination.

### **Social Media Activities**

"Social Media" are various forms of discussion-and-information tools, including social networks, blogs, video sharing, podcasts, wikis, message boards and online forums. Technologies include picture and video sharing, wall postings, e-mail, instant messaging, and music sharing. Examples of Social Media applications include, but are not limited to, Google and Yahoo Groups; Wikipedia; Myspace and Facebook; YouTube; Flickr; Twitter; LinkedIn; Instagram; and news media comment sharing/blogging. This policy covers all Social Media tools, both current and future.

While employees may engage in any lawful activities through social media (including exercising any rights they may have to engage in protected concerted activity or political activities), any employee who chooses to use social media should be aware of the following Town policies in this regard:

- a. Any conduct, which under the law or Town policy is impermissible if expressed in any other form, is impermissible if expressed through social media.
- b. Employees are held responsible for their own content expressed through social media and will be expected to communicate in a lawful manner at all times.
- c. The personal use of social media is not allowed during working time, regardless of the equipment used (e.g., either using personal or Town phones or computers). Employees may further not use Town equipment for personal reasons in accordance with applicable policies.
- d. Employees who use social media shall not post any proprietary Town data, documents or photographs or any information which would violate any privacy laws applicable to the Town, regardless of whether the posting is done during working or non-working time. Any information that cannot be

disclosed through a conversation, a memo or an e-mail also cannot be disclosed through social media.

- e. Unless authorized in writing by their immediate supervisor and/or the First Selectman (such as when an employee's job is to send public messages on behalf of the Town), employees do not have permission to speak on behalf of the Town via social media.
- f. While communicating through social media, if an employee posts any content that has something to do with the work they perform for the Town or subjects associated with the business of the Town, employees must make clear that they are speaking for themselves and not on behalf of the Town by accompanying their posts with a disclaimer such as: "The postings on this site are my own and do not necessarily represent the Town's positions or opinions."

When an employee's use of any social media violates the law or any Town policies (including policies pertaining to employee misconduct or job performance), appropriate discipline up to and including termination of employment will be imposed, regardless of when the information was posted or sent and regardless of the tools or site used to post or send such information. Nothing in this policy (or any other Town policy) will be implemented or should be interpreted in any manner so as to exhibit or inhibit employees from engaging in any lawful activities through social media, including exercising any rights they may have to engage in protected activity or political activities.

#### **Social Networking and Off-Duty Statements Adversely Affecting Work Operations or Workplace Relationships**

"Off-duty" statements means verbal, written and electronic communications made by Town employees' off-duty including but not limited to, social networking which includes all types of postings on the Internet not related to a Town employee's employment duties.

Town employees have the legal right to engage in political activities as provided by law and those legal rights are not restricted by this policy.

The Town generally recognizes and affirms the protected rights of Town employees to freely speak as to private matters and as citizens with respect to matters of legitimate public concern on their own time and in non-work areas to the full extent provided by law.

Computers, computer files, the e-mail system, and software furnished to employees are the Town of Morris' property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

The Town of Morris strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the Town of Morris prohibits the use of its computers and its e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Town e-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

The Town of Morris purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, The Town of Morris does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. The Town of Morris prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor or the Selectman's Office upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

### **Emergency Closings**

The First Selectman is the only Town official who has the authority to close the Town's offices and facilities due to emergency situations. While the Town of Morris will always keep the safety of its employees in mind, it may choose to remain open on days of inclement weather. If the Town remains open during inclement weather, it is always the employee's choice whether to report to work. Non-exempt employees will not be paid for time off. Exempt employees who do not report to work on a day when the Town is open and do not perform any work remotely are required to use any accrued time off.

The Town may choose to close or announce a late opening or an early dismissal where severe weather warrants such action. Any closures or change in business hours will be communicated to employees via public announcements, electronic mail, text messaging, posting on the Town website, or office voice mail. If the Town is closed either for a full or partial day, all non-exempt employees will not be paid for the period of time the office is closed, unless required by law. All exempt employees will receive their regular salary, unless the Town is closed for a full week.

All Town employees must adhere to the Town's policies regarding overtime and working off the clock, even in the case of inclement weather closures.

### **Employee Relations**

We have an open door policy. There may be times you will have a constructive suggestion or a complaint to make. There will also be times when a difference of opinion will arise between you and another employee or your supervisor. We encourage you to bring any questions, suggestions, and complaints to our attention. We will give careful consideration to each of these in our continuing effort to improve our operations.

We are committed to open and honest discussion of employee problems and concerns raised in good faith without fear of retaliation. The best way to clarify a misunderstanding, solve a problem, or resolve a difference of opinion is to discuss the matter directly with the other person(s). If the matter goes unresolved, we believe that the following procedure will ensure that complaints receive full consideration. Should an unsatisfactory situation arise concerning the terms and conditions of your employment, it is important that you bring it to the attention of the appropriate person according to the follow procedure:

Step 1 – Talk to your supervisor within 15 working days of event. It is your supervisor's responsibility to ensure that any complaint received is given prompt attention.

Step 2 – In the event you feel the problem remained unresolved after discussing it with your supervisor, (or if your issue directly involves your supervisor), you may request a meeting with the First Selectman within 15 working days of non-resolution and First Selectman has 15 working days to respond to the employee.

### **Employee Conduct**

The Town of Morris has always maintained the highest standards of public service. Therefore, all dealings with the public, and with each other, all Town employees are expected to act in a professional manner at all times. This also applies whenever they are conducting Town business or otherwise representing the Town.

### **Expense Reimbursement**

Employees who are required to use their personal vehicles for official Town business are reimbursed for such travel at the current IRS mileage reimbursement rate. All reimbursement travel must have prior authorization of your supervisor. To be eligible for reimbursement, the employee must submit a written record of travel expenditures to his or her supervisor for approval on a monthly basis.

### **Gifts**

Advance approval from the Selectman's Office is required before an employee may accept or solicit a gift of any kind from individuals, suppliers or vendor representatives.

Employees are not permitted to give unauthorized gifts to individuals or suppliers.

### **News Media**

To ensure that all Town of Morris related information is accurate and up to date, all requests for comment are to be referred to the Selectman's Office for a response. No statement which involves the Town of Morris, its policies, clients or employees is to be released verbally or in writing.

### **Outside Employment**

Town employees may only engage in outside employment that is not in conflict with their responsibilities for the Town. Any employee who engages in employment outside of his/her regular working hours shall be subject to call to perform his/her regular Town duties first. Town employees may be required to identify any outside employment.

Town employees may not volunteer to perform the same services for the Town (and/or for any other entity which is considered by law to be the same as the Town) which they are paid to perform for the Town.

### **Political Activity**

All employees of the Town shall be free and encouraged to exercise their rights as citizens, to cast their votes and express their opinions on all political subjects. No employees of the Town shall solicit any person to vote at any political primary or election or challenge or in any manner attempt to influence any voter in a Town election while on duty.

### **Printers, Scanners**

It is expected that all employees will use this equipment for business purposes only and treat such office equipment with care.

### **Solicitations and Collections**

To protect employees against annoyances and avoid disruption of work, the Town maintains a prohibition against solicitations for any purpose on Town property.

### **Telephones – Cellular Telephones Usage**

Town phones and voice mail are property of the Town of Morris. Excessive use of the phone for personal may result in disciplinary action, up to and including discharge. The use of personal cell phones during business hours is only permitted in the case of emergency or brief personal contact with family via voice mail, mail, text, or call (excessive use may result in disciplinary action, up to and including discharge). In such cases, cell phones should be put on “silent” mode. Texting is not permitted while driving or operating equipment.

### **Vehicle Use**

Employees may be assigned a Town vehicle for use on Town business. Employees assigned a Town vehicle are required to have the appropriate Connecticut license to operate the vehicle and are responsible for operating the vehicle in a safe manner. Town vehicles are only to be used for Town business and unauthorized personnel are not permitted in such vehicles.

### **Workplace Safety**

It is the policy of the Town of Morris to provide a safe and healthy workplace for all employees. To accomplish this goal, a joint effort on the part of management and employees is required to share in the responsibility to protect worker safety.

It is the responsibility of the department head to, insofar as reasonably possible; provide a workplace free from recognized hazards. In order to achieve this, he/she must oversee the administration of safety practices in their departments and be aware of accident statistics. When warranted, this will include disciplinary procedures (verbal and written warnings, suspension and possible dismissal) for situations in which there has been a disregard of safety policies. Managers are expected to take appropriate, corrective action to ensure continued improvement in eliminating or minimizing hazards, to prevent or reduce injuries on the job. Investigations of all occupational illness or injuries must be conducted, and written reports including corrective actions taken must be provided promptly to the First Selectman’s Office. Safety audits should be conducted periodically to identify and correct potential hazards. When the necessity of repairs or preventative maintenance is recognized, it is expected that managers will undertake actions to implement these and initiate actions necessary to complete such repairs or maintenance.

Employee cooperation is also necessary to achieve a harmonious effort in providing a safe and healthy workplace. It is the responsibility of the employee to report perceived hazardous conditions to management. Employees should refrain from participating in activities that may jeopardize the safety of fellow workers. Inoperative equipment or equipment with defects should be reported immediately. Job-related illnesses or injuries,

no matter how slight, should be immediately reported to management and treatment promptly sought.

While management attention to accident prevention is an important component of a safety program, it is each employee who carries the greatest responsibility for protecting his/her own health. Though we realize that accidents do happen, we hope and expect that all employees work together with managers to minimize the risk of work-related illness and injuries.

## **EMPLOYMENT**

### **Appearance and Dress Code**

Town employees should exercise their judgment when selecting outfits that are appropriate for work. Proper attire for town hall employees is regularly considered, “business casual,” but may require more formal attire when dealing with scheduled meetings, conferences, interviews, etc.

Employees who are required to wear uniforms and/or safety equipment are required to report to work dressed appropriately and to use the personal protective equipment provided. Employees who are not properly dressed or who do not have the appropriate safety equipment required to perform their job may be relieved from work.

### **Attendance**

The Town expects employees to report to work in a timely manner. If unable to report to work, you must notify your supervisor prior to the start of your workday. If you intend to be away from work for personal reasons, you are required to obtain advanced approval from your supervisor. The Town reserves the right to request from employees who exhibit a pattern of absenteeism or in the Town’s judgment abuse of leave time, appropriate documentation from a health care professional verifying the absence. Abuse of leave time may constitute misconduct and lead to disciplinary action.

### **Initial Employment Period**

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. During this time the Town may evaluate employee capabilities, work habits, and overall performance. Either the employee or the Town of Morris may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If the Town of Morris determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming regular employees, they may also be eligible for other Town of Morris-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

### **Lunch Breaks**

Lunch times and length of lunch periods are to be determined by department managers, in accordance with applicable labor laws. You may not forego your lunch period in order to shorten your workday, unless authorized in writing by your supervisor. Employees are expected to work up to the start of the lunch period and be at their workstations ready to work at the end of the lunch period.

### **Personnel Records**

Employee personnel files and records are subject to the Freedom of Information Act (FOIA) and may be requested for viewing from outside individuals, organizations, and agencies. Health Insurance Portability and Accountability Act (HIPAA) guidelines take precedent over FOIA regulations with regards to employee information being available and therefore personal medical records are not subject to FOIA requests.

Each employee is responsible for updating personnel information with the First Selectman's Office, in writing, when there is a change in the employee's address, telephone number, marital status and emergency contact information.

Tax information must be kept current. W-4 forms are available in the First Selectman's Office throughout the year.

A personnel file will be maintained by the First Selectman's Office on each employee of the Town of Morris and may contain any or all of the following items:

1. Employment application, resume, letters of reference;
2. Correspondence and agreements regarding employment with the Town of Morris;
3. Requests for vacation, leave, personal days and all other authorized absences;
4. Copies of all correspondence or other records relating to employment, promotion, discipline, dismissal or resignation;
5. Authorizations for withholding monies from pay for lawful purposes; and
6. Documents and reports that are used for eligibility for employment, promotion, additional compensation, transfer, termination, disciplinary or other adverse personnel action, including employee evaluations.

All records maintained by the First Selectman's Office are the property of the Town of Morris and subject to the State's Record Retention Requirements, and the requirements of the Connecticut Freedom of Information Act. Employees may view their personnel files at mutually agreeable times. When reviewed, personnel files may not be taken from the First Selectman's Office and must be reviewed with the supervision of the First Selectman or Selectman's Executive Assistant.

### **Resignations and Terminations**

A voluntary separation from Town employment is generally considered a resignation and is initiated by the employee. An employee should submit his or her resignation in writing to their supervisor or department head at least two weeks prior to their last day of work. An employee providing the required notice shall receive his or her final paycheck on the payroll date immediately following their last day of work provided all Town property has been returned in serviceable condition. Vacation leave accrued but unused shall be paid in the employee's final paycheck.

The Town generally initiates an involuntary separation from Town employment. An employee may be involuntarily separated from Town employment for a number of reasons including but not limited to discharge for cause, failure to report to work, failure to obtain or maintain qualifications for their position, poor performance, lack of work, and other appropriate reasons.

The Town of Morris may schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to the Town, or return of Town-owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with the Town of Morris is based on mutual consent, both the employee and the Town of Morris have the right to terminate employment at will, with or without cause, at any time. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

### **Work Week and Hours of Work**

The workweek and hours of work vary from department to department based on operational and business requirements. Collective bargaining agreements generally provide specific terms for workweek, work hours, overtime, and other work time related job requirements. Generally, employees are expected to work a reasonable amount of overtime as operational and business needs require. Employees should review workweek and work-hour requirements with their supervisor. Non-exempt (hourly) employees are prohibited from working outside of their regularly scheduled workweek except when specifically authorized to do so by a supervisor.

## **COMPENSATION AND PAYROLL**

### **Compensation and Payroll Period**

All employees are paid on a bi-weekly basis. All required deductions for federal, state or local taxes, and all authorized voluntary deductions such as health, vision or dental plans, etc. are withheld from your paycheck. If you have direct deposit set up, your paycheck will be directly deposited into your personal check or savings account(s). Otherwise, you will receive a paper paystub on designated payday.

### **Overtime Authorization and Pay**

Non-exempt employees will be paid at the rate of time and one-half their regular hourly rate of pay for all hours worked in excess of forty (40) hours in a workweek. All overtime must be authorized in advance by the employee's supervisor.

### **Reporting Paycheck Concerns**

If you believe you have been subject to any improper deductions or your pay does not accurately reflect your hours worked, you should immediately report the matter to the First Selectman's Office.

In the event that your paycheck is lost or stolen, please notify your supervisor or First Selectman's Office immediately.

### **Time Records**

All exempt and non-exempt employees for the Town are required to accurately record their time worked; the Town has installed an "Easy Clocking" system to accomplish this task. All non-elected employees for the Town of Morris are required to use the time clock system to track their time at work.

All exempt and non-exempt employees must "clock in" at the beginning of their shift and "clock out" at the end of work each day. Additionally, employees are to "clock out" at the beginning of lunch breaks or when they leave the job site for any reason and "clock back in" when they return from lunch or when they return after being away from the job site. Generally, lunch is one half hour. Highway employees, who receive a paid lunch, are not required to punch out for their lunch.

You should not work any hours that are not authorized by your supervisor. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so and that time is recorded on the time clock. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

It is a violation of the Town's policy for any employee to falsify time records, or to alter another employee's time records. An employee is not permitted to clock in or out for another employee.

### **Exempt Employee Pay**

If you are classified as an exempt salaried employee, with work hours specified in the relevant job description, you will receive a salary that is intended to compensate you for hours you may work for the Town. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

## **LEAVE POLICIES AND PROCEDURES**

### **Bereavement Leave**

All regular employees are eligible for bereavement leave. In the event of a death in an employee's immediate family, the employee will receive up to three (3) days bereavement pay without loss of pay to attend the funeral. "Immediate family" includes the employee's spouse, parent, step parent, sibling, child, step-child, grandparent, grandchild, mother-in-law, father-in-law or any other relative who is living in the employee's household. For miscarriages, bereavement leave is available only for the affected woman or spouse.

If a death in an employee's family occurs, the employee must notify their supervisor as to the anticipated length of the employee's absence as soon as practicable. The Town may require the employee to submit reasonable proof of death and/or funeral date.

### **Family and Medical Leave**

In accordance with the Federal Family and Medical Leave Act (hereinafter referred to collectively as ("FMLA")), eligible employees may take a leave of absence for certain designated reasons. This policy presents a general overview of FMLA entitlements and requirements. If this policy conflicts with applicable law, applicable law controls.

### **Employee Eligibility**

Employees must have worked for the Town for a minimum of twelve (12) months, and must have worked at least 1,250 hours during the 12-month period prior to the start of the FMLA leave. Only hours actually worked – regular worked time plus overtime – count towards this requirement. Paid leave (such as vacation, personal days, sick leave, holidays) and unpaid leave, including FMLA leave, are not included.

### **Reason for Leave**

Unpaid family and/or medical leaves may be granted for the following reasons:

- A. Serious Health Condition of Employee, Employee's Child, Parent of Spouse.

Child may be a biological child, foster child, adopted child, stepchild, legal ward or child of person standing in loco parentis (in place of parent), who is under the age of 18, or over the age of 18 and unable to care for himself/herself because of a mental or physical disability.

Parent must be a biological parent, foster parent, adoptive parent, stepparent, legal guardian, or individual who stood in loco parentis to an eligible employee.

To be considered a serious health condition, the condition must be an illness, impairment or physical or mental condition that involves inpatient or outpatient care. Inpatient care generally involves treatment at a hospital, hospice, or residential medical care facility. Outpatient care generally requires continuing treatment by a health care provider.

B. Birth, Adoption or Foster Care Placement

A family leave of absence will be provided upon the birth, adoption, or foster care placement of a child by an eligible employee.

C. To Serve as an Organ or Bone Marrow Donor

D. Serious Injury or Illness of a Covered Service Member/Covered Veteran

An employee who is spouse, son, daughter, parent or next of kin of a covered service member or a covered veteran is eligible to take family leave to care for the serious injury or illness of such individual.

Son or daughter may be a biological child, foster child, adopted child, stepchild, legal ward or child of person standing in loco parentis (in place of parent), who is under the age of 18, or over the age of 18 and unable to care for himself/herself because of a mental or physical disability.

Parent must be a biological parent, foster parent, adoptive parent, stepparent, legal guardian, or individual who stood in loco parentis to an eligible employee.

Next of kin means the nearest blood relative of the eligible employee.

To be considered a covered service member, the individual must be either: (1) a current member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy; or is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a covered veteran who is undergoing medical treatment; recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) and was discharged or released under conditions other than dishonorable at any time during the five year period before the date on which the employee must commence leave to care for the covered veteran.

E. Because of a Qualifying Exigency

An employee whose spouse, son, daughter or parent is on covered active duty or call to covered duty status (or has notified of an impending call or order to covered active duty)

in the Armed Forces (including a member of the National Guard or Reserves) is eligible to take family leave for the following qualifying exigencies: (1) short-notice deployment; (2) military events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; (8) parental care; and (9) other activities which arise out of the covered military member's covered active duty or call to covered active duty status that the employer and employee agree qualify as an exigency and agree as to the timing and duration of such leave.

### **Military Leave**

Military leave will be provided in accordance with applicable federal and state law. Employees must present any available documents regarding call-up for service at their earliest opportunity in order to provide appropriate notice to the Town.

### **Jury Duty**

The Town of Morris considers jury duty to be your civic responsibility. You must submit a copy of your official summons to your supervisor as soon as it is received. In addition, proof of service must be submitted to your supervisor when you have completed serving.

In accordance with current Connecticut law, the Town will pay you your regular wages or salary for the first five days of jury duty leave. Thereafter the state currently reimburses at the rate of \$50 per day of service. The Town will pay you the difference between your regular base pay and the pay you receive from the court for jury duty. To accomplish this, the Town will continue your regular pay while you are serving, and you will provide copies of your jury duty paychecks to the Town upon receipt.

### **Holidays**

Full-time employees and part-time employees regularly scheduled to work at least thirty (30) hours per week shall observe the following holidays off with pay annually:

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

Wed. before Thanksgiving – ½ day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Day

Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday.  
A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Employees eligible for holidays off with pay shall be paid for the hours they were regularly scheduled to work on a work day. Eligible employees must work their full schedule on the first regularly scheduled work day immediately prior to the holiday and on the first regularly scheduled workday immediately following the holiday, or be on approved paid leave of absence.

For the purpose of calculating overtime, hours credited to an eligible full-time employee for holiday pay will be considered as hours worked. If a holiday falls on a Saturday it will be observed on the preceding Friday. If a holiday falls on a Sunday it will be observed on the following Monday.

### **Personal Days**

Full-time employees who have completed their probationary period with the Town of Morris will receive three (3) personal days. Employees who work no less than thirty (30) hours per week receive personal days on a prorated basis.

Employees must use their personal days in the year earned. Under no circumstances will employees be permitted to accumulate personal days from one year to the next. The Town of Morris does not reimburse, or in any other manner compensate, employees for unused personal leave days upon termination of employment. Employees forfeit all unused personal days at the expiration of each calendar year.

It is the responsibility of the employee to submit a written request to his or her supervisor to take a personal leave day and permission to take such a personal leave day is contingent upon the supervisor's approval.

### **Sick Leave**

The Town of Morris provides sick leave benefits to all full-time employees for periods of temporary sickness due to illness or injuries.

Sick leave shall be earned by each permanent full-time employee at the rate of one and one-quarter (1-1/4) working days for each calendar month of service, not to exceed 150 days. After one year of service, employees will be eligible to fifteen (15) days of sick leave.

Sick leave days may be carried over from year to year to the next but the total may not exceed 150 days. Employees are not paid for unused sick days at the end of the calendar year.

### **Vacations**

Vacation time with pay is available to employees who work at least 30 hours per week. Employees will accrue vacation days based on completed years of service as follows:

<u>Years of Completed, Continuous Full-Time Employment</u>	<u>Annual Vacation</u>
0 – less than six months	0 days
Six (6) months but less than one (1) year	5 days
One (1) year but less than five (5) years	10 days
Five (5) years but less than fifteen (15) years	15 days
Fifteen (15) years or more	20 days
Twenty (20) years or more: One (1) additional day for each year of service to a maximum of twenty-five (25) days.	

Employees who request vacation time must complete a Request for Time-Off Form (available in the First Selectman's Office). Vacation must be pre-approved by the employee's immediate supervisor. Normally, individual vacation days will be requested

three or more days in advance. In case of emergency or unusual circumstances, less notice may be given for vacation request.

An employee may carry over up to ten (10) days of accrued vacation time provided he or she provides written notice to the First Selectman before the end of the fiscal year.

## **EMPLOYEE BENEFITS**

### **Benefits**

The Town of Morris sponsors a benefits program for eligible employees. In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits that will enhance your job satisfaction. We are certain you will agree that the benefits program described in this Employees Manual represents a very large investment by the Town of Morris.

A good benefits program is a solid investment in Town of Morris employees. The Town of Morris will periodically review the benefits program and will make modifications as appropriate to the Town's condition. The Town of Morris reserves the right to modify, add or delete the benefits it offers.

Full-time employees are offered health insurance, dental insurance, life insurance, and a pension.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Contact the Selectmen's Office for more information about health insurance benefits.

### **Worker's Compensation**

Should you become ill or injured as a result of your job, you may be eligible for Worker's Compensation benefits. Any work related illness, injury, or accident (no matter how minor) must be reported immediately to your supervisor. Failing to immediately report an injury, accident, or illness may result in a delay or a rejection of worker's compensation benefits. Both you and your supervisor will be asked to complete an Accident Report form. You will be directed to a local occupational healthcare provider to provide initial medical treatment and assessment for work related illness or injury. Questions regarding Worker's Compensation benefits should be directed to the First Selectman's Office.

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

Federal law may allow employees and their dependents who are covered by our health insurance program to temporarily continue that coverage following certain qualifying events (such as termination of employment), when health coverage would otherwise end.

### **ACKNOWLEDGMENT OF RECEIPT**

I acknowledge that I have received a copy of the Town of Morris's employee handbook, including the notice and disclaimer of any contract of employment, and I fully acknowledge the at-will nature of my employment with the Town, which I understand is subject to the provisions of any applicable collective bargaining agreement. I further acknowledge that those policies are subject to change, with or without prior notice by the Town, again subject to the provisions of any applicable collective bargaining agreement and the duty to bargain over secondary effects of substantive changes under prevailing labor laws. I understand that should the content of these policies be changed in any way, the Town of Morris may require a further signature from me to indicate that I am aware of and understand any new policies. I further understand that I am responsible for reading and knowing the content of this employee handbook. I hereby agree to comply in full with the Town of Morris' Personnel Policies but understand that where the policies are in direct conflict with a collective bargaining agreement between the Town of Morris and a duly recognized union, the provision(s) in conflict will be superseded by the collective bargaining agreement. The content of this handbook supersedes all prior handbooks issued.

Please sign and date below to signify receipt of the Employee Handbook and return it to the First Selectman's Office.

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_