



Town of Winchester, CT

Employee Handbook

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INTRODUCTION

Welcome: Welcome to the Town of Winchester! You were selected to join the Town because we believe you have the qualities we look for in our employees. The success of our Town depends on the daily performance of each and every employee and their ability to work effectively with others. One of our objectives is to make our Town a pleasant place for you to work and a place where you know your efforts will be appreciated. We hope you will share our pride and sense of accomplishment. Our Town's reputation is based on the hard work and dedication of employees like yourself. For our employees who are not new to the Town's employment, we take this opportunity to express our thanks and appreciation for the fine contribution you have made to our Town.

Purpose & Scope: The purpose of the Employee Handbook is to guide the Town of Winchester's personnel policies, practices, and employee benefits. The primary function of these policies and procedures is to provide for a uniform manner for handling personnel matters and to handle and clarify situations applicable to all employees. These policies and procedures, adopted by the Board of Selectmen, supersede all previous personnel policies adopted, approved of, and in effect at the present time outside of employment contracts and collective bargaining agreements.

The provisions of the Employee Handbook (also known as the "Personnel Rules," "Personnel Policies," "HR Policies," or "Personnel Manual") apply to all positions within the Town with the following exceptions:

- Elected positions, as outlined in the Town Charter;
- Full and Alternate Board, Commission, and Committee positions;
- Employees of the Town of Winchester Board of Education; and
- Volunteers.

This Employee Handbook shall pertain to all employees of the Town of Winchester's service, including unionized employees. In instances where a collective bargaining agreement or employment contract for a given employee conflicts with the Employee Handbook, the contract shall supersede the terms of the Handbook.

The Employee Handbook does not contain all the information that you will need during your employment. As such, you will receive additional information and instructions from the Town from time to time. It is each employee's responsibility to become familiar with the provisions of the Employee Handbook. Failure to read, remember, or understand the policies outlined herein is not a valid excuse for not following them.

If any provision of the Employee Handbook is found or held invalid, the validity of other provisions of the Employee Handbook remains unaffected.

The Employee Handbook is designed to clearly define what is expected of employees and to assure equal implementation of personnel policies and procedures.

The Employee Handbook is prepared by the Town Manager and adopted by resolution of the Town of Winchester Board of Selectmen. The Employee Handbook has its authorization in the Town of Winchester Town Charter, Section XII, Section 1202. As

provided in the Town of Winchester Town Charter, the Employee Handbook shall become effective when filed in the Town Clerk's office and is subject to revision by the Board of Selectmen as may be in the best interest of the Town and its employees. Copies of amendments shall be distributed to all officials and employees in Town service immediately following adoption.

ADMINISTRATION & ENFORCEMENT

Personnel Office: The personnel office for all Town employees, apart from Board of Education employees, is the Town Manager's Office. All official personnel records are kept confidential to the extent applicable under the law. All employees will receive a copy of the Employee Handbook at the time of its adoption and at the time of their hiring.

At-Will: Unless otherwise specified in an employment contract or a collective bargaining agreement, employees of the Town are employed on an "at-will" basis, which means employment is on a voluntary at-will basis and is not for a specific time. Employment may be terminated at any time by you or the Town with or without cause.

Intent: The Employee Handbook is written to assist you in understanding the practices and procedures of the Town of Winchester. It is to be used as a reference to provide a general overview and is intended for informational purposes only. Nothing in the Employee Handbook creates a promise of continued employment and is not intended to create, nor should it be construed as, a contract of employment. No manager or employee of the Town has the authority to make promises or statements to the contrary.

Administration & Oversight: With the exception of those actions reserved herein or by the Town of Winchester Town Charter, the Town Manager shall have the duties and powers to administer and enforce the personnel policies set forth in the Employee Handbook. The Town Manager may delegate to other employees the authority to take personnel actions.

Departmental Policies: The Town Manager and department directors, with the approval of the Town Manager, may establish additional regulations and policies as may be necessary for the effective implementation of these rules. Policies and regulations established by individual departments (most notably by the Police Department, Fire Department, and Department of Public Works) that are found to be stricter or more stringent than the policies outlined herein shall supersede these policies. All such augmented rules and regulations established by the various Town departments must be on file in the office of the overseeing Department Director as well as in the Town Manager's Office. The Department Director overseeing the given department is responsible for the enforcement of those policies. In the absence of that Department Director, either their designee or, by default, the Town Manager will be responsible for enforcing departmental policies.

Enforcement: Any violation of any of the policies found herein, or rules and regulations established by the Town's several departments and approved by the Town Manager, is grounds for disciplinary action against the offending party, regardless of whether the policy in question specifically states that fact. This is true of all policies found in this Employee Handbook, regardless of whether the policy specifically articulates this fact. Ignorance of the policies found herein shall not excuse any wrongdoings or violations of the policies, as every employee is required to read the Handbook and sign a statement certifying that all policies have been read, understood, and accepted by that given employee. The importance of these policies cannot be overstated, and the Town Manager is hereby charged with the oversight and enforcement of these policies as they pertain to Town staff. The Board of Selectmen is charged with the oversight and enforcement of these policies as they pertain to the Town Manager.

If one employee is aware of another employee's breaking of these policies, it is encouraged that the former help address the situation. Depending on the severity of the violation, it is recommended that the employee aware of another employee's policy violation(s) first work to educate and remind the violator of the policies and then seek to inform a supervisor or the Town Manager of the infractions. In instances where this occurs, supervisors and the Town Manager shall do their best to ensure that communications to them about policy violations remain confidential. Retaliation by any party, or knowingly submitting a false report about policy violations, is strictly prohibited and is subject to disciplinary action up to and including termination.

DEFINITIONS

Absence. An employee shall be considered “absent” from work if they miss an amount of a scheduled work shift equal to or greater than thirty (30) minutes in length. An employee is first considered Tardy if they miss any amount of a scheduled work shift. Unexcused absences, absences taken without leave, unexcused tardiness, and chronic absences and/or tardiness are all subject to disciplinary action up to and including termination.

Appointing Authority. See “Hiring Authority.”

Closing Date. The date on which applications of employment are due to the Town. Unless applications are noticed as being accepted and reviewed on a rolling basis, all job announcements must have a posted Closing Date.

Collective Bargaining Agreement. The contract negotiated and authorized by each Union and the Town that governs the terms by which union employees are governed in their employment and the benefits they are entitled to in compensation for their work. The Collective Bargaining Agreement terms supersede any provisions of this Employee Handbook, but union employees are subject to all policies found herein that are not otherwise addressed by, or in conflict with, the Collective Bargaining Agreement. Also sometimes referred to as a “Union Contract.”

Contractors. Any individual or company that does not have a formal employment contract or collective bargaining agreement with the Town, does not hold a position described within a Collective Bargaining Agreement, does not receive benefits such as pension contributions or an offering of health insurance, and bills the Town for their time on an hourly or per diem basis. May also be considered a “consultant.”

Department Directors. Any employee that is designated by Job Description as overseeing a formally-recognized department within the Town government. This person may or may not directly supervise employees depending on the department’s structure and available resource; these terms are not synonymous. Department Directors should consider their direct supervisor/department director to be the Town Manager.

Elected Officials. Any official that is elected by the voters of the Town of Winchester, as outlined in the Town Charter. Certain elected officials are treated as employees for the purposes of providing salary and benefits, but they are not otherwise subject to these policies and procedures.

FLSA-Exempt Employees. Employees that are exempt from the standards of the Fair Labor Standards Act and, by extension, Connecticut wage and hour laws, and are therefore not entitled to overtime pay. Exempt employees may include personnel employed in executive, administrative, and professional capacities, as outlined by applicable laws.

FLSA-Non-Exempt Employees. Employees that are not exempt from the Fair Labor Standards Act and are entitled to overtime pay. Non-exempt employees include any personnel that do not meet the standards to be considered exempt.

Full-Time Employee. Any employee that is regularly scheduled to work at least an average of 32 or more hours per week.

Grant-Funded Positions. Any position of employment that has more than half its salary funded by a grant is considered to be "grant funded."

Hiring Authority. The Town Manager shall be the Hiring Authority for all Town positions unless that power is explicitly delegated, in writing, to another Department Director, or is otherwise specified in the Town Charter. Hiring authority may only be delegated from the Town Manager to a given Department Director for positions that will directly report to the Department Director or for positions that will report to a direct report of that Department Director. No individual may make hiring decisions of any kind unless they have been designated as the Hiring Authority for the particular position in question.

Hiring Evaluation. An assessment of a candidate's knowledge, skills, and abilities that relate to the job for which they have applied. This can include, but is not limited to, interviews, written or other practical examinations, oral examinations, and the like.

Mayor. The Chair of the Board of Selectmen, as elected by the Selectmen at the beginning of each new term of the Selectmen. This person is the Chief Elected Official of the Town, but does not serve as the Chief Executive Officer.

New Hire. Any individual that is newly hired into the Town's service. This shall not include internal candidates that are promoted or hired into a new position within the Town's service, even if they have to complete another Introductory Period, but it shall include individuals that were formerly employed by the Town that were not employed by the Town immediately preceding their appointment to the new position.

Non-Supervisors. Any employee that does not directly supervise another employee.

Non-Union Employees. Any employee that is not subject to a Collective Bargaining Agreement.

On-Call Employees. Any employee that is required to hold a Town-provided cell phone and answer that phone and respond to calls outside of regular working hours. The Town Manager dictates which employees are considered to be "on-call."

Part-Time Employee. Any employee that works an average of fewer than 30 hours per week.

Regular Employees. Employees that work year-round, with no change in the number of hours they work based on the season.

Seasonal Employees. Any employee that works 120 business days or less per year whose positions recur annually or whose working hours are amended for an extended period of time on an annual basis as a result of the time of year.

Social Media. Forms of electronic communication through which users create online communities to share information, ideas, personal messages, and/or other personal content. Examples include, but are not limited to: Facebook, LinkedIn, Instagram, Twitter, Snapchat, Reddit, Pinterest, and YouTube.

Tardiness. Barring instances where an employee has properly notified and/or received approval from their supervisor to be absent from work during regularly-scheduled working hours, an employee shall be considered “tardy” from work if they miss any amount of a scheduled work shift. An employee is considered “absent” if they miss an amount of a scheduled work shift equal or greater to 30 minutes in length. Unexcused absences, absences taken without leave, unexcused tardiness, and/or tardiness are all subject to disciplinary action up to and including termination.

Temporary Employees. Any employee that is hired on an interim or temporary basis to supplement the workforce and are given a limited duration of employment or a specific work-end date. Employment beyond an initially-stated period will not necessarily imply a change in employment status.

Town Manager. The Town's Chief Executive Officer, who is responsible for the day-to-day oversight of Town activities on behalf of the Board of Selectmen.

Town of Winchester. Includes all names, logos, buildings, facilities, addresses, email addresses, telephone numbers, images, and entities associated with the Town of Winchester.

Union Employee. Any employee that is a part of a recognized collective bargaining unit and is subject to the terms outlined in a given collective bargaining agreement.

A matrix outlining the classification that each position falls under is attached as Appendix A.

Hiring & Appointment Policies

HIRING OVERSIGHT

A three-member Committee of the Board of Selectmen, known as the Hiring Oversight Committee is hereby established and shall meet no less than quarterly to review the hiring process instituted by the Town Manager's Office. The Committee shall review information related to job posting specifications, the review and interview process, and onboarding procedures. Complaints related to the Town's hiring practices shall be referred to and reviewed by this Committee. The Committee shall have the authority to forward questions and recommendations to the Town's labor attorney and to the full Board of Selectmen. The Board of Selectmen may appoint individuals outside the Board to serve, so long as the number of outside individuals is not greater than the number of Selectmen serving on the committee.

JOB POSTING PROCEDURES

The Town of Winchester reserves the right to determine whether, and under what condition, a position vacancy may be filled. A position vacancy may occur through death, disability, dismissal, inability to perform work required, reassignment (including, but not limited to, promotion or demotion, whether voluntary or involuntary), suspension, resignation, retirement, reorganization, or other actions of the Town or employee, whether voluntary or involuntary. It is the intent of the Town to carry out such recruitment programs as deemed necessary to seek out and secure the most qualified individuals.

In the event that the Town chooses to fill a vacancy or create a new position, jobs falling under Union purview shall be posted internally to the members of that union in a manner consistent with that union's collective bargaining agreement. If one or more applications are received as part of this union-focused procedure, the Town shall follow the Interview, Evaluation, and Hiring Procedures to evaluate those candidates and consider them for hire into the given position.

In all other instances, announcements shall be posted in a manner that is directly accessible to the public, with both internal and external candidates permitted and encouraged to apply. Announcements shall specify the following:

- A. the title of the position;
- B. the nature of work to be performed;
- C. desired qualifications of prospective applicants;
- D. the expected pay range;
- E. closing date for receiving applications; and
- F. other information the Hiring Authority may deem appropriate.

Announcements will be made in a manner to attract a well-qualified applicant pool that, to the extent reasonably practicable, will include candidates that reflect the diverse biographical background of the Winchester community.

Announcements must be made on the Town's website at a minimum. Recommended recruitment sources include newspapers of general circulation, professional associations and periodicals, and the State of Connecticut's "CT Hires" website and may include local media and community organizations. Announcements include a posted Closing Date at least 7 calendar days following the date that the announcement was made on the Town's website. The Town shall be permitted to post "Open Until Filled" as the closing date so long as a "First Review" date is also posted indicating when applications will begin to be reviewed; the First Review date must be a minimum of seven days following the date that the job announcement was made on the Town's website.

Applications may be accepted virtually (either by email or by other means) and as a hard copy through the mail or through physical drop-offs at Town Hall, as directed by the Town Manager.

As applications are received, a member of the Town's staff or other authority as appointed by the Town Manager shall redact personally-identifying information on each application. The Hiring Authority shall not be permitted to see an unredacted application until such a time as they have made a determination about whether that given applicant

is a Qualified Candidate. Personally-identifying information shall include, but is not strictly limited to the following items:

- A. Name
- B. Email Address
- C. Physical Address
- D. Photo of Candidate
- E. School Names
- F. Graduation Dates

Following redaction, applications shall be reviewed by the Hiring Authority to determine if minimum qualification and experience requirements are met. Each candidate that meets the minimum qualifications shall be considered a "Qualified Candidate" and shall be subject, on an equal basis, to the Interview, Evaluation, and Hiring Procedures as outlined in this Employee Handbook.

When a candidate is disqualified from the application process or once the Town officially declines to hire them, the office of the Hiring Authority shall typically remit a formal notice of the Town's decision to the applicant by email.

Failure to adhere to these procedures may result in disciplinary action up to and including termination. Questions about the implementation of these procedures should be referred to the Town Manager and/or the Board of Selectmen depending on the context of the situation.

INTERVIEW, EVALUATION, AND HIRING PROCEDURES

Appointments to the Town's service shall be made by the Hiring Authority, as defined by this Handbook.

The Town must conduct at least one Hiring Evaluation for a minimum number of qualified candidates, as determined under the Job Posting Procedures, in accordance with this schedule:

Number of Qualified Applicants for the Job in Question:	Minimum Number of Candidates to Interview/Evaluate:
1	1
2 - 3	2
4+	3

Nothing in this policy shall be construed as to disallow all qualified applicants from undergoing one or more hiring evaluations, nor shall it require the Town to offer the job to any candidate at all. In the event that any number of qualified candidates are not selected for a hiring evaluation, the top candidates chosen to participate in said hiring evaluation must be the top-ranked candidates on the basis of practical knowledge, skills, and abilities, as well as past experience in similar roles and related education received and certifications held.

Candidates may be required to undergo up to three different Hiring Evaluations. Generally, candidates for entry-level positions shall be required to complete one hiring evaluation, candidates for mid-level positions shall be required to complete one or two hiring evaluation(s), and candidates for Department Director positions shall be required to complete two or three such evaluations. The number of evaluations conducted shall be left to the discretion of the Hiring Authority.

Any interview for entry-level and mid-level positions must include at least the Hiring Authority and one additional employee in a position that interfaces, to some extent, with the position for which the candidate(s) have applied. Any interview for a Department Director position must include the Town Manager and two additional employees that interface with the position for which the candidate(s) have applied.

Factors used to evaluate candidates may include, but not be limited to, the following: interview and examination results, record of previous employment, previous job and personal references, education and/or experience, certifications and certificates held, as well as any other pertinent information which would assist the Town in evaluation of the applicant. In the case of former or present employees, the candidate's past job performance and an assessment of the knowledge and skill acquired on the job may be considered.

Candidates will be considered on the basis of merit and fitness. The Town of Winchester is an Equal Opportunity Employer and shall not tolerate any discrimination against any individual's race, color, religious creed, national origin, sex, gender, age, marital status, physical ability, medical history or status, or sexual orientation.

The candidate that the Hiring Authority ultimately selects as the top-choice will be offered the job with a salary/wage and benefits in line with the Handbook's policies. The

negotiation of such salary and benefits shall be up to the Town Manager. In the event that the top-choice refuses to accept any offer made by the Town, the second-choice candidate may be offered the job at the discretion of the Hiring Authority. This process may repeat itself until the list of evaluated, acceptable candidates is exhausted. If said list is exhausted, the Town may repost for the position in line with the Job Posting Procedures found herein.

The successful candidate for any Town position may be required to complete a pre-employment physical examination and drug test, paid for by the Town, before receiving appointment for a position with the Town. In exceptional cases, the employee may commence work prior to the examination, provided that employment is made subject to passing the physical examination. Town employees may periodically be required to pass a physical examination and drug test to ensure their continued fitness for duty in accordance with applicable law.

Regardless of any other policies as outlined in this document, the Town Manager must be the individual to formally sign off on the approval of all new hires. An individual shall not be considered to be an employee of the Town unless and until the Town Manager has signed a letter of appointment for said individual.

So long as all policies related to nepotism, cronyism, favoritism, and merit-based hiring practices are followed, the Town Manager shall have the right to make emergency 30 calendar day appointments to positions in the event that an emergency situation arises that removes an employee from service unexpectedly for a period expected to exceed one week in length. Emergency appointments may be extended to be no longer than 90 consecutive days in length. Following that 90 day period, the individual appointed to the person on an emergency basis may not be appointed to another Town position on an emergency basis for a period of 180 days.

Failure to adhere to these procedures may result in disciplinary action up to and including termination. Questions about the implementation of these procedures should be referred to the Town Manager and/or the Board of Selectmen depending on the context of the situation.

AFFIRMATIVE ACTION & NON-DISCRIMINATION

The Town recognizes that its continued success as a service organization depends largely on the collective strengths of our employees. We understand that employing productive workers in a labor market characterized by demographic diversity requires an unwavering commitment to Equal Employment Opportunity. Accordingly, it is the Town's policy to recruit, reward, and advance qualified individuals without regard to their race, color, religious creed, national origin, sex, gender, age, marital status, physical ability, medical history or status, or sexual orientation.

The Town's commitment to the principles of Affirmative Action and Equal Employment Opportunity is reflected in all our policies and procedures. This commitment is based on sound management and business practice, as well as legal requirements.

As an organization, we are committed to achieve the full and fair participation of women and minorities in contract and employment opportunity. We expect each Department Director and employee to be an active partner in this effort by supporting, in word and deed, the spirit and principles of equal employment opportunity. Further, we expect that these values will govern the relationships we establish with customers, vendors, residents, visitors, and others with whom we do business.

All contractors that the Town engages with must adhere to the Town's policies of non-discrimination.

NEPOTISM

A person is a “close relative” to another individual if they are married or engaged, are siblings-in-law, father/mother-in-law and son/daughter-in-law, siblings, parent and child, uncle/aunt and niece/nephew, grandparent and grandchild, first cousins, or any foster, adoptive, or step equivalent family members.

No Hiring Authority may hire or appoint any person that is a close relative to them, per the definition above. No close relative of the Town Manager may be hired or appointed to a Town position.

No close relatives may be hired or re-assigned to work in the same Town Department with each other in any capacity.

No close relative of an individual interviewing for a position within the Town may serve on the corresponding hiring committee or interview team that would review said application, nor may a close relative of a prospective employee serve as that person’s reference. No close relative of a prospective employee should have any direct communication with any member of the hiring committee or interview team while said candidate remains under consideration.

No close relative may in any way supervise another.

New engagements or marriages that may result in a violation of this policy must be reported to the Town Manager as soon as is practicable. If a new engagement or marriage should occur between two individuals within the same Department, then one of the employees shall be required to request a transfer to another department/position over which the employee’s close relative has no supervisory role. The employee shall be given six months of time (from the moment that the engagement or marriage took place) in their current position where vacant positions shall be evaluated for suitability for that individual’s skills and abilities. In the event no vacancy exists in any other department or position which is suitable for the requesting employee and over which the employee’s close relative has no supervisory role, the requesting employee shall be terminated from Town service upon the expiration of such six-month period.

The Town shall not hire, appoint, or promote any individual on the basis of personal relationships; all hires, appointments, and promotions shall be made solely on the basis of merit, as outlined in this handbook.

Any failure to comply with this policy may result in disciplinary action up to and including termination. Questions about the implementation of these procedures should be referred to the Town Manager and/or the Board of Selectmen depending on the context of the situation.

FAVORITISM & CRONYISM

A person is a “close connection” to another individual if they are close friends, romantically involved presently or in the past, or are otherwise considerably connected to each other in a personal manner outside of the workplace or civic/community organizations. A past connection developed through past work and/or volunteerism with civic/community organizations shall not be considered to constitute a “close connection.”

In the event that the Town Manager is a close connection with an applicant, the Hiring Authority must be delegated to a Department Director and the Town Manager must wholly recuse themselves from the hiring process in order for the application to be considered. The Town Manager may not hire a close connection to a Department Director position.

In the event that a Department Director is a close connection with an applicant for a position under their purview, the Hiring Authority for that position may not be delegated to that Department Director, and the Department Director in question must wholly recuse themselves from the hiring process.

In the event that any person is asked to serve on a hiring committee or interview panel for a close connection, that person must disclose their close connection to the Hiring Authority and wholly recuse themselves from the hiring process.

The Town shall not hire, appoint, or promote any individual on the basis of personal connections; all hires, appointments, and promotions shall be made solely on the basis of merit, as outlined in this handbook.

Any failure to comply with this policy may result in disciplinary action up to and including termination. Questions about the implementation of these procedures should be referred to the Town Manager and/or the Board of Selectmen depending on the context of the situation.

INTRODUCTORY PERIODS

All new hires to regular Town positions shall serve an introductory six-month period. During such introductory period, the employee's ability to meet the work standards applicable to the new position shall be evaluated. During this period, dismissal may be made for any reason with the approval of the Town Manager. Prior to the end of the introductory period, the employee's department director shall evaluate the employee's performance and recommend to the Town Manager either that the employee be retained in the position, dismissed from the position, or that the introductory period be extended for an additional specified period of time (not to exceed three additional months). Retention in the position may be recommended if the employee has successfully completed the introductory period. Dismissal may be recommended if the employee's performance does not meet the work standards applicable to the position. An extended introductory period may be recommended when, although the employee's performance is below the work standards applicable to the position, the department director believes that the employee has the potential to meet the applicable work standards within such additional introductory period.

Any person who is promoted to a new position or who is rehired by the Town after having been an employee elsewhere for any duration of time shall be required to complete an additional six-month introductory period.

REEMPLOYMENT & REASSIGNMENT

Re-employment: A person whose service with the Town was terminated in good standing may be appointed to a position vacancy which is announced to the public. Benefits and leave accruals shall begin to accrue from the date of re-employment without any credit for any such benefits accrued during their period of prior employment with the Town, as if they were a new employee. Re-employed persons must serve the introductory period as specified by the job description.

Reassignment: A Town employee may be appointed to fill a vacancy in Town's service through promotion, demotion, or transfer.

Promotion: An employee may be promoted to a position of higher grade than the position held by such employee when that employee is judged by the Hiring Authority to be the best qualified candidate for the position. All promotions will be approved by the Town Manager and will be made on the basis of merit and ability. The advice of the employee's department director shall be given due consideration. Seniority may be considered in promotions providing all other factors are equal.

Demotion: An employee may be transferred to another position of a lower grade than the position held by such employee for the following reasons:

1. When the employee requests such a move and is selected to fill the position;
2. When the employee is not rendering satisfactory service in the position presently held;
3. To avoid a layoff which would result from the re-classification or abolition of a Town position;
4. For disciplinary reasons (see section on Discipline of this Handbook

Transfers: An employee may be transferred to another position of the same grade as the position held by such employee for the following reasons:

1. When the employee requests such a move and is selected to fill the position;
2. When the employee is not rendering satisfactory service in the position held by the employee;
3. To avoid a lay-off which would result from the re-classification or abolition of a Town position;
4. When such transfer is in the best interests of the Town as determined by the Town Manager.

Temporary

Reassignment: A Town employee who is employed in a Regular or Temporary position may be required, on a temporary basis, to fill a vacant position of a higher, lower, or equal grade than the position occupied by such employee prior to such temporary re-assignment until the employee originally occupying the position returns from a leave of absence or a permanent replacement is appointed to the position. In instances of temporary reassignment occurring for 10 or

more consecutive business days, conducted outside of a disciplinary action, the temporarily-reassigned employee shall receive pay equal to the higher of the two positions in question. An employee may be temporarily demoted to a position of a lower grade than the position held by such employee as a disciplinary action (see section on Discipline of this Handbook).

SENIORITY

A Regular Town employee has no seniority status during their introductory period. At the end of the introductory period, their seniority will date back to the date of hire. Seniority is determined by the time an employee spends continuously in Town service. If a Temporary employee is appointed to a Regular position within Town service, seniority shall date back to the first day of employment as a Temporary employee. Seniority is broken by:

- Discharge;
- Resignation;
- Leave of absence as determined by the Town Manager, unless on Military Leave;
- Lay-off of more than one (1) year for those with less than five (5) years seniority at the time of lay-off; or a lay-off of more than two (2) years for those with over five (5) years seniority at the time of lay-off;
- Failure to inform the Town of correct mailing address while on lay-off;
- Failure to report to work within five (5) calendar days after recall from lay-off status unless granted an extension from the Town Manager for a valid reason;
- Other reasons as described in appropriate collective bargaining agreements.

Employee Benefit Policies

COMPENSATION

Salary Ranges: Positions shall be classified and compensated on a uniform basis such that positions with similar duties and responsibilities are similarly classified and compensated.

Overtime: Overtime is required when necessity demands additional services of an occasional or seasonal nature and is permitted only when approved by the department director. Non-exempt employees shall be paid in accordance established by the employment contract or collective bargaining agreement. Exempt employees have obligations which extend beyond fixed work schedules and are, therefore, ineligible for overtime pay; the Town Manager may grant, on occasion, time off with pay in recognition of such service.

Pay Periods/Payday: The pay period is two (2) weeks in length. Employees shall be paid biweekly, typically every other Friday, but the Town shall have the right to alter the day in which payments are made under emergency circumstances or circumstances of inclement weather.

Pay Ranges: Each year, as a part of the budget document, the Board of Selectmen shall adopt an update to Appendix A, which shall include the minimum and maximum wages that may be offered to an employee hired into that given position. For new positions created mid-year, the Town Manager shall reserve the right to set a temporary pay range, in line with pay offered to positions of similar stature and responsibility, with the knowledge that any such pay range will have to be authorized by the Board of Selectmen if it is to carry into the following fiscal year.

New Hires: A person who is employed to fill a position vacancy is generally compensated at the minimum rate in the pay range for said position. Given exceptional prior experience or above-average qualifications, a person may be offered higher compensation within the pay range if the Town Manager judges it to be in the best interests of the Town and believes such pay range to be appropriate based upon said applicant's qualifications and experience. Only the Town Manager may authorize new hires to receive more than the minimum rate in the pay range.

Re-assignments: A Town employee who is promoted, demoted or transferred from one position to another shall be compensated from and after the date of such re-assignment at a rate determined by the provisions set forth below.

Promotions: When an employee is promoted from one position to another, the employee's pay generally shall be set at the lowest rate of the pay range established for such new position or to a rate that is 5% higher than their previous rate of pay, whichever is greater.

Demotions (Disciplinary): When an employee is demoted for disciplinary reasons from one position to another, the employee's compensation generally shall be set at a rate in the pay range established for such new position which will result in a decrease in the compensation paid to the

employee for the prior position of at least a minimum of one step from the level paid for such prior position (barring steps for the position, the reduction in pay shall generally total at least 5%).

Demotions (Non-Disciplinary): If any employee, Classified or Unclassified, is demoted for non-disciplinary reasons, their pay shall be adjusted only if the pay received by the employee prior to demotion exceeds the maximum rate of pay established under the pay range of the new position. In that case, the employee's compensation shall be reduced to the rate of pay permitted within the range for such new position which is equal to or most closely approximates the pay received by the employee in the position held prior to the demotion.

Transfers: Transfers from one department to another will be made for the general efficiency of service by the Town Manager with the concurrence of department directors. Transfers may be requested by employees by applying to the Town Manager's office when vacancies occur in other departments. Any employee who is transferred to a new position which has the same or exceptionally similar pay range as the prior position shall be paid at the same rate they received from their prior position.

Re-assignment Duration: In the event that an employee is temporarily re-assigned for either non-disciplinary or promotional reasons to a position with a higher or lower pay range than that established for their prior position, the compensation for such employee shall not be adjusted as described above for the duration of such re-assignment unless the re-assignment is for a period of more than ten (10) continuous work days. For the purposes of calculating the ten (10) days, the ten (10) days is actual days worked and leave time is not counted. The increased rate of pay shall not be retroactive, but shall commence on the eleventh (11th) day of the re-assignment. In the event that an employee is demoted for disciplinary reasons, the employee's pay may be decreased as described above regardless of the period of demotion. An employee temporarily covering for another employee while the latter is using accrued vacation time shall not constitute a reassignment under this provision, regardless of the number of consecutive vacation days taken. The making of temporary reassignments shall not in any way suggest that the change shall become permanent.

Pay Anniversary Date: An employee's pay anniversary date means the date on which the employee commences employment in a position with the Town. If an employee is promoted or demoted, in a situation other than a temporary reassignment, then the date on which such promotion or demotion is effective shall constitute the employee's pay anniversary date. If an employee leaves Town service and is later re-employed by the Town, then the date on which the re-employment is effective shall constitute the employee's pay anniversary date. Memorandums of Agreement with unions and/or letters of appointment may result in an alternate Pay Anniversary Date.

Compensation Adjustments: Provided that an employee has fulfilled the duties and obligations of their position in a manner satisfactory to the department director and the

budgetary limitations of the Town, the pay of a Regular Employee may be increased as follows:

Employees: The pay of an employee generally will be increased to the next step available under the pay range, if applicable, for the position held by such employee on the employee's pay anniversary date each year. In the event a position does not have steps associated with it, a merit pay increase may be issued if approved by both the department director and the Town Manager.

Town Manager: The salary of the Town Manager shall be determined by the Board of Selectmen on an annual basis.

Separations: Unless otherwise specified within an employment contract, collective bargaining agreement, or letter of appointment, employees who leave Town service shall receive payment for earned/accrued leave in accordance with the "Separation" policy adopted as part of this handbook.

PAYCHECKS

The pay period shall be determined by the Director of Finance. Each employee will receive a payroll statement with their check. The Town is required to make certain deductions by law including: Social Security, Federal Income Tax, State Income Tax, State Disability Insurance where applicable, and any other legally-mandated taxes or deductions. Additional deductions may be authorized by the employee (i.e. – insurance, retirement, loan payments, etc.). These will be itemized on the employee's payroll statement. The employee should direct any questions to their department director or to the Finance Department.

Wage Assignments: The Town of Winchester is obligated to comply with any court-ordered wage assignments or garnishments against an employee and will deduct such amounts from the employee's compensation. The Town of Winchester is legally required to process these orders and will not cease unless notified by court-order or other legal process.

If there is an error in an employee's paycheck, the employee must report it immediately to the Finance Department. Checks lost or otherwise missing should be immediately reported to the Finance Department so a stop payment order may be initiated. If a stop payment is confirmed, a replacement check will be issued promptly.

Direct Deposit: The Town of Winchester requires all employees to receive their checks through Direct Deposit. An employee's paycheck can be electronically deposited into a checking or savings account as specified by the employee. The employee's payroll statement will still be provided to the employee. Changes to an employee's direct deposit account must be made by the employee in-person at the Department of Finance for their own financial protection.

In order for the Town to deliver W-2 forms and other employment information, the Town of Winchester must have an accurate record of the current address and telephone number for each employee in Town service. The Town will not be held responsible for not having current address and telephone number information.

Each employee will notify their department director and the Town Manager's Office, in writing, within thirty (30) calendar days of any changes such as marital or family status (i.e. - marriage, divorce, separation, birth, death, etc.). These changes could affect income tax withholding, insurance benefits, etc. For the employee's protection, the Town tries to keep this information up-to-date.

LEAVE ACCUMULATIONS & USE

Leave General Policy: Leave is any authorized absence during regularly scheduled work hours that is approved by the proper authority. Leave shall be granted in accordance with these rules on the basis of the work requirements of the Town and, whenever feasible, the personal wishes of the employee. The use of paid time off for injury, military, or special leave is to prevent any employee from being paid simultaneously for two (2) leaves with pay for which the employee is qualified covering the same period of time. Insurance benefits shall continue uninterrupted for employees on leave with pay. Employees on leave are responsible for continuing their co-pay to the Town to ensure uninterrupted coverage.

Eligibility:

Regular Full-Time employees shall be eligible for all leave benefits as outlined in this section unless special arrangement or agreement was made at time of hire. Regular Part-Time employees shall be ineligible to receive leave benefits other than sick leave as outlined in these Personnel Rules. Temporary employees are not eligible for paid leave benefits.

Request and Authorization Procedures:

- All leave except holiday, sick, injury, and special leaves of an emergency nature, must be requested using the proper form(s) and approved by the employee's direct supervisor at least 24 hours prior to the start of such leave. For sick, injury, and special leaves of an emergency nature, the form(s) shall be completed and submitted for approval immediately upon the employee's return to duty, or as soon as is feasible, whichever shall occur first. In order to assure approval for sick, injury, and special leaves of an emergency nature, the employee's direct supervisor must be notified as soon as a decision is made to take said leave unless a special hardship prevents such notification. Unless the leave is substantiated by an authorized form, an employee shall not be paid for any absence from scheduled work hours.
- Department directors authorize vacation, sick, personal, and funeral leaves for employees under their supervision. The Town Manager authorizes all other leaves for department directors and for departments where the department director is absent for an extended period of time or where the department director position is vacant. Records of leave shall be maintained in the department where they originated and in the Finance Department.

Return from Leave: An employee taking approved leave with or without pay shall be reinstated in the position held by such employee prior to leave upon returning to duty. Such position shall remain vacant while the employee is on leave. In the case that the employee is taking leave without pay, the employee shall not accrue any leave benefits during such absence from employment. An employee that takes leave that has been unauthorized may be subject to disciplinary action up to and including termination.

Continuous Service: Continuous Service shall mean the total accumulated uninterrupted service of an employee to the Town. An employee's continuous service shall not be considered interrupted by leaves with pay. Unauthorized

absences and leaves without pay shall constitute breaks in continuous service unless designated otherwise by the Town Manager. Insurance benefits and leave accruals continue to accrue and an employee's anniversary pay date remains unchanged during continuous service. Leave accruals are discontinued during a break in continuous service and the date of the employee's return to service after such a break shall constitute the employee's pay anniversary date thereafter. Insurance benefits may or may not continue during breaks in continuous service, as specified by the Town Manager.

Re-employment: Leave accruals are terminated upon the separation of an employee from Town service. If an employee is re-employed after their service with the Town has been previously terminated, the date of the employee's return to service after such termination shall constitute the employee's pay anniversary for the purpose of leave accruals.

Holidays: All Regular full-time employees are entitled to receive their regular wages for the time they would normally work on a holiday. The Town of Winchester observes the following holidays with a closure of Town facilities to the public:

- | | | |
|------------------------------|---------------------------|--------------------------|
| • New Year's Day | • Juneteenth | • Veterans Day |
| • Martin Luther King Jr. Day | • Independence Day | • Thanksgiving |
| • Presidents' Day | • Labor Day | • Day after Thanksgiving |
| • Good Friday | • Indigenous People's Day | • Christmas Day |
| • Memorial Day | | |

Unless otherwise specified in their contract, full-time, regular employees shall be permitted leave with pay on the days listed above. Part-time employees are granted leave on those days without pay. Employees required to work on a holiday observed by the Town shall be entitled to compensation described in the appropriate employment contract or collective bargaining agreement. Temporary, seasonal, and per-diem employees will not be compensated for holidays.

Paid time off on a holiday observed by the Town shall be charged to holiday leave rather than other paid leaves which may coincide with the holiday except injury, military and special leaves which shall be charged to injury, military, or special leave, as appropriate.

Compensatory Time: unless explicitly permitted by an employment contract, by a collective bargaining agreement, or as otherwise authorized by the Town Manager, compensatory time shall not be awarded by the Town.

Vacation Leave: Awarded vacation leave is based on length of service and earned and awarded following the successful completion of a six-month introductory period and on each anniversary date of hire. Holidays shall not be counted as vacation days. Vacation leave of up to one week (5 days) may be carried over from year to year with approval from the Town Manager.

Given that not all days are equal in some Town facilities, one (1) week of awarded vacation shall total the number of hours that the given employee works in a week (e.g., a Public Works employee shall receive 40 hours per each awarded week of vacation; a Finance Department employee shall receive 35 hours per each awarded week of

vacation). The awarding of a “Day” of vacation leave shall constitute the average number of hours worked per day in a given employee’s week (e.g. 40/5=8 hours for a Public Works employee, 35/5=7 for a Finance Department employee). Unless otherwise specified by a separate employment contract or collective bargaining agreement, vacation leave shall be used in hourly increments.

Unless otherwise specified by an employment contract or collective bargaining agreement, the standard rate of vacation leave earnings for a given employee shall be as follows:

Following Introductory Period:	1 Week
On First Pay Anniversary Date:	1 Week
On 2 nd – 4 th Pay Anniversary Dates:	2 Weeks
5 th – 9 th Pay Anniversary Dates:	3 Weeks
10 th – 14 th Pay Anniversary Dates:	3 Weeks & 3 Days
Each Subsequent Pay Anniversary Date:	4 Weeks

Vacation leave shall be authorized by the department director according to seniority and Town convenience. Absence without pay for employees who have no vacation leave accrued is permissible with the approval of both the department director and the Town Manager. No vacation leave will accrue to the employee’s credit during such absence. Employees shall not be compensated for unused earned vacation leave unless they have given their notice of separation.

Sick Leave: Sick leave is considered a privilege and not a right. Barring other policies outlined in employment contracts and collective bargaining agreements, one (1) calendar day per month shall accrue to each and every Regular Full-Time employee for each month of continuous Town service. Sick leave may only be used in the following instances:

- The employee has or is recovering from personal illness, physical incapacity, bodily injury, disease including disabilities resulting from pregnancy, or is mentally unwell;
- The employee must receive medical treatment including surgical procedures and rehabilitation sessions;
- Enforced quarantine in accordance with public health regulations, including Town health policies;
- To attend medical appointments which cannot be scheduled after normal working hours including, but not limited to, optical, psychiatric, dental, podiatry, chiropractic, and general practitioner provided the employee has acquired advance permission from their department director;
- The employee is tending to the illness or physical incapacity of a Close Relative or dependent which requires the employee’s personal attention; and

The use of sick leave for any other reason may result in disciplinary action up to and including termination.

Employees may not use sick leave for any illness, injury, or disease for which the employee is compensated by Worker’s Compensation Insurance regardless of where the incapacity occurred. A maximum of sixty (60) sick days may be accumulated by any employee unless their contract or collective bargaining agreement specify another maximum amount.

Certification: An employee sick for three (3) or more consecutive days shall provide to the Town Manager a certificate from an appropriate doctor describing the sickness and fitness of the employee to return to work. The Town may require proof or certification of illness and may investigate any absence which an employee charges to sick leave.

Regular part-time employees will accrue one-half (½) calendar day per month for each month of continuous Town service.

Absence for employees who have no sick leave accrued is permissible at the mutual agreement of the department director and the Town Manager. See subsection entitled "Leave of Absence without Pay" below.

Personal Leave: Unless otherwise specified by a given employee's employment contract or collective bargaining agreement, each Regular Full-Time employee who has successfully completed their respective introductory period of employment with the Town shall be provided one (1) personal day with pay for every uninterrupted ninety (90) business days worked; vacation time taken shall not constitute an interruption, but the use of sick time will. The accrual of such personal leave shall relate back to the first day of employment commenced by the employee during their introductory period. If a Temporary employee is appointed to a Regular position within Town service, the accrual of such personal leave shall relate back to the first day of employment commenced by the employee during their introductory period. Vacation and holidays shall not interrupt the consecutive days worked. Personal leave must be used within one (1) calendar year of accumulation or it is lost, and the Town shall not pay out any unused Personal Leave.

Workers Compensation Leave: Each and every employee in Town service is covered by a Worker's Compensation Insurance policy and is entitled to leave with pay for absences due to personal injuries and occupational diseases arising out of, and in the course of, their employment with the Town of Winchester. This policy is paid entirely by the Town and provides for payment of medical expenses and weekly compensation benefits.

The injured employee, or co-worker who witnessed the event, must report the injurious event immediately to their department director who will ensure that the injured employee is cared for and that the injury will be reported to the Workers Compensation Insurer and the Town Manager. Failure to report an event may result in a delay or rejection of worker's compensation benefits. The department director will investigate the event and render a report.

Funeral Leave: Each and every Regular Full-Time employee who has successfully completed six (6) months of continuous service with the Town shall be entitled to Funeral Leave as set forth below:

The employee shall be entitled to up to five (5) working days with pay in the event of the death of any of the following immediate relatives of the employee:

Spouse	Child	Foster-Child
Parent	Step-Child	Brother
Guardian	Step-Parent	Sister

Step-Brother
Step-Sister

Unmarried Partner
(Fiancé or Domestic
Partner)

The employee shall be entitled to up to three (3) working days with pay in the event of the death of any of the following close relatives of the employee:

Grandparent

Brother-In-Law

Aunt

Grandchild

Other Relative

Neice

Grandparent-in-Law

Domiciled in the

Nephew

Grandchild-in-Law

Employee's House

Son-in-Law

Sister-In-Law

Uncle

Daughter-in-Law

An employee may receive up to one working day with pay when a close friend passes away so long as said employee is otherwise in good employment standing and it is approved by both the department director and the Town Manager.

The supervising Department Director and/or Town Manager reserve the right to respectfully request that the employee provide evidence of some kind (an obituary, funeral card, etc.) that the passing has occurred.

Funeral Leave may only apply to an employee who is actually in attendance at the funeral or actively engaged in the activities relating thereto.

Nothing in this Employee Handbook shall be construed to suggest that employees who have accumulated Personal Leave or Vacation Leave may not use such time to supplement granted Funeral Leave.

If an employee becomes eligible to take Funeral Leave while on vacation leave, the employee may charge such time off to Funeral Leave with permission of the Town Manager.

Military Leave: At the discretion of the employee, a Regular employee who is a member of the National Guard or reserve corps of any branch of the Armed Forces of the United States shall be granted Military Leave when they are required to serve their annual tour of duty by either using any type of authorized leave for which the employee is eligible or taking Military Leave with pay for the period for Military Leave permitted by applicable law. Military pay vouchers shall be submitted to ascertain the correct pay due the employee for such period from the Town.

In addition, a Regular employee who is a member of the National Guard or reserve corps of any branch of the Armed Forces of the United States who is involuntarily called for active duty shall be entitled to the following:

- Involuntary call-ups are to be classified as Leaves of Absence with Pay.

An employee who chooses to take Military Leave will continue to accumulate seniority.

Jury Duty Leave: Each and every Full-Time employee shall be entitled to time off from their regularly scheduled working hours, with pay, to participate in required Jury Duty. The employee will notify their department director of the pending dates. If selected to

serve Jury Duty, the Town will continue the employee's regular salary and the employee shall submit to the Town any payment made by the court for Jury service. While on Jury Duty, the Town requires that the employee reports to work after said Duty on any day they are released from Jury Duty before 1:00 p.m.

Training Leave with Pay: Each and every Full-Time employee shall be entitled to time off from their regularly scheduled working hours, with pay, to attend Town-initiated training and development sessions. Training Leave with Pay may also be granted by the Town Manager for employees to attend professional conferences, conventions, and meetings.

Leave of Absence without Pay: An employee may request from their department director a Leave of Absence without Pay. If the department director feels that the leave is warranted, he will recommend such leave to the Town Manager for a final decision. A personnel action form (PAF) will be initiated by the department director requesting the Leave of Absence without Pay and again on the employee's return to work. An employee on Leave of Absence without Pay shall not be paid for any leaves for which the employee would have been eligible had the employee not been on leave without pay. Such leave cannot be used for other employment. Seniority, Vacation Leave, Sick Leave, standard paid time off ("PTO"), and Personal Leave will not accrue during the Leave of Absence without Pay, and Holidays shall not be paid during this period of time. Payment arrangements must be made in advance to continue medical benefits. No employee may take time off without pay if they possess accumulated paid time off of any kind; the paid time off must be used first.

Absences without Leave: An absence of an employee from duty, including an absence for a whole or part of a day, that is not authorized by a specific grant of leave under the provisions of these Rules shall be deemed Absent without Leave. Any such absence shall be without pay and may be subject to disciplinary action up to and including termination. An employee who is absent from work for three (3) consecutive work days without notification shall be considered to have resigned from Town service.

Notice of Resignation/Separation: Once a notice of separation is given to the Town by an employee, the Town is under no obligation to grant paid time off requests to the resigning employee. Paid time off that remains accumulated following the submission of a notice of separation shall be compensated to that employee in accordance with the other policies within the Employee Handbook.

HEALTH, DENTAL, & LIFE INSURANCE

Group Insurance: All Regular Full-time employees in Town service shall be eligible to participate in the group insurance coverage provided by the Town subject to any eligibility requirements established by the insurer and/or Town for participation in such plan. Whenever the Town changes the group insurance plans or contributions, employees shall be given written notification of such change.

Health Insurance: Health insurance coverage is available to the employee at the premium cost sharing amount established by an employee's given employment contract or collective bargaining agreement. Health insurance coverage is also available for the spouse and dependents of an employee.

Dental Insurance: Dental insurance coverage is available to the employee at the premium cost sharing amount established by an employee's given employment contract or collective bargaining agreement. Dental insurance coverage is also available for the spouse and dependents of an employee. Additional dental riders are available as well.

Payment in Lieu of Coverage: Any employee eligible to subscribe to the group insurance plan shall have the option of receiving a yearly \$1,000 cash payment in lieu of such coverage when the employee is covered through other plans for the entire fiscal year (payment shall be made in equal bi-annual payments in July and January).

Life Insurance: Commencing with the 1st day of employment, the Town shall provide \$50,000 life insurance for each full-time, regular employee.

PENSION

The Town provides a Defined Benefit Pension Plan for Regular Full-Time Employees hired before December 20, 2012 in accordance with Town of Winchester Ordinances. The plan is contributory, and deductions are made from the employee's payroll. A copy of the Town's pension plan is available for review.

For Regular Full-time employees hired on or after December 20, 2012 that are not eligible for the defined benefit plan as described in Town of Winchester Ordinances or appropriate collective bargaining agreements, the Town of Winchester offers a defined contribution plan (with additional eligibility requirements). The employer and employee contribution may be established by the Town Manager for each individual employee in their contract.

WORKERS COMPENSATION

Workers Compensation: Each and every employee in Town service is covered by Worker's Compensation Insurance and is entitled to leave with pay for absences due to injuries and occupational diseases arising out of, and in the course of, their employment with the Town of Winchester. This is paid entirely by the Town and provides for payment of medical expenses and weekly compensation benefits.

Employee Expectation Policies

GENERAL CONDUCT POLICY

All employees shall conduct themselves in a manner befitting a public servant. Conduct as an Employee standards are necessary to ensure everyone has a common understanding of what is expected and are designed to protect the rights and safety of all. No conduct which is immoral, unsafe, unethical, or illegal will be tolerated. Actions taken outside of the workplace that negatively impact the workplace are also considered violations of this policy. Violations will subject employees to discipline up to and including termination.

Examples of improper conduct includes, but is not limited to the following:

- Neglect of duty.
- Insubordination or refusal to comply with reasonable employer instructions.
- Conviction of a felony, conviction of a misdemeanor involving moral turpitude, violation of local, state, or federal law which causes unfavorable publicity for the Town of Winchester, CT, or that impairs the credibility of the employee to perform their job, or any other immoral or indecent conduct.
- Intentional falsification of any records.
- Theft, intentional destruction, or defacing of Town, employee, or other property.
- Deliberate or careless conduct endangering the safety of self or other employees or members of the public, including the provocation or instigation of violence.
- Consuming alcoholic beverages, cannabis, or illicit drugs while on duty; being under the influence of alcohol, cannabis, or illicit drugs while on duty; or the possession or sale of illicit drugs.
- Abusive, threatening, or coercive treatment of another employee or member of the public.
- Knowingly admitting an unauthorized person or persons into any restricted building or area of Town facilities.
- Any other conduct of equal magnitude to the above.

HOURS OF OPERATION

Regular Full-Time Employees: All Regular Full-Time employees, except those employed in the Blanche-McCarthy Senior Center, in the Police Department, and in the Department of Public Works, shall work a total of 35 hours per week between the days of Monday and Friday. The particular hourly schedule shall be generated at the discretion of the Town Manager; the current edition of this schedule is attached as Appendix B.

Senior Center: Regular Full-Time employees at the Winsted Senior Center shall work 35 hours. The schedule of days worked each week and the hours worked each day shall be established by the Director of Senior Services with the approval of the Town Manager.

Police: Regular Full-Time employees of the Police Department shall work an average of 40 hours per week in accordance with the tours of duty established by the collective bargaining agreement between the Town and the Police Union and as overseen by the Chief of Police.

Public Works: Regular Full-Time employees of the Public Works Department shall work 40 hours per week in accordance with the hours of duty established by the collective bargaining agreement between the Town and the several unions.

Regular Part-Time Employees: The length of the normal work week, the days worked each week, and the hours worked each day for Regular Part-Time employees shall be determined by each such employee's department director with the Town Manager's approval.

Temporary Employees: The length of the normal work week, the days worked each week, and the hours worked each day for Temporary employees shall be determined by each such employee's department director with the Town Manager's approval.

Rest Breaks: Town employees shall be entitled to take rest breaks at the discretion of their department director. As the work load permits, department directors shall grant one rest break for approximately every four hours worked continuously, to be taken during, not after, the hours worked. Such breaks shall not exceed ten minutes in length.

Meal Breaks: Each and every Full-Time Town employee will be given, for every work day consisting of at least seven (7) hours, an uninterrupted meal period at least thirty (30) minutes long for which they will be unpaid.

Overtime: Overtime is required when necessity demands additional services of an occasional or seasonal nature and is permitted only when approved by the department director. Non-exempt employees shall be paid in accordance with their employment contract or collective bargaining agreement with the Town and as defined by the Fair Labor Standards Act. Exempt employees do not receive overtime payments; they receive the same annual salary regardless of the number of hours worked on any given day or week and may be required to work more hours in a given week than is outlined in this handbook.

ATTENDANCE & TARDINESS

Regular attendance and punctuality are crucial to the smooth operation of the Town. The failure to meet this obligation jeopardizes the ability of the Town to fulfill its function. Therefore, excessive absenteeism or tardiness will result in discipline up to and including termination of employment.

If an employee is going to be late or absent, the employee should notify their department director as soon as possible but not more than thirty (30) minutes after the start of their regular shift. The employee should state the reason for failure to report to work as scheduled and when they think they will report to work. If the employee's direct supervisor is not available, they should leave a message and then call the Town Manager's Office to report the tardiness or absence. Simply leaving a message is not sufficient.

The Town does not tolerate unexcused absences. An absence of an employee from duty, including an absence for a whole or part of a day, that is not authorized by a specific grant of leave under the provisions of these Rules shall be deemed Absent without Leave or unexcused absence. Any such absence shall be without pay and may be subject to disciplinary action up to and including termination. An employee who is absent from work for three (3) consecutive work days without notification shall be considered to have resigned from Town service.

CLEANLINESS & ORGANIZATION

Each and every employee is expected to keep their work area neat and orderly at all times. In addition, in case of emergency, it is necessary that all hallways and passageways be clear of boxes, chairs or anything else that might hinder an escape route. Please report anything that needs repair or replacement to your department director immediately.

All employees that handle paper and electronic documents are required to not only keep those documents on file per Town and departmental policies, as well as in accordance with the Freedom of Information Act, but all employees are also required to maintain their files in such a manner as to make them easily findable and retrievable. Employees who fail to keep records in an organized manner are contributing to the inefficiency of the Town's operation and may be subject to disciplinary action.

DRESS CODE

While the Town has no particular requirements for dress, each and every employee is a representative of the Town in the eyes of the public. Therefore, it is important that employees report to work properly groomed and wearing appropriate attire. It is expected and a necessary part of your job duties that you dress neatly and in a manner consistent with the nature of the work you will be performing. Any employee who reports to work inappropriately dressed may be asked to leave and return properly groomed and dressed.

While not strictly required, general dress guidelines include the following:

Police Department: The Police Department personnel are generally required to wear a uniform as directed by the Chief of Police and department policy.

Fire Department: The Fire Department personnel and volunteers are generally required to wear a uniform or, if on a call, may be required to wear full protective gear as directed by the Fire Chief and department policy.

Public Works & Recreation: Public Works and Recreation personnel, including Winsted Water Works personnel, should dress in a manner that is both neat and sensible for the work to be conducted on a given day, or as otherwise directed by the Director of Public Works and/or the Director of Recreation. This may include protective equipment to be provided by the town.

Town Hall Inspectors: Inspection-focused positions, including but not necessarily limited to those of Building Official, Fire Marshall, and Enforcement Officer, should dress in a manner that is both neat and sensible for the inspections that are to be conducted on a given day. If difficult terrain or hard-to-reach places are to be inspected on a given day, the employee's attire may include boots and non-ripped jeans. Whenever feasible, the employee should strive to wear a collared shirt or other equivalent professional attire. It is the responsibility of the employee and their supervisor to keep track of their own schedule to determine what type of attire may be most appropriate to wear on a given day.

Other Town Hall & Senior Center Employees: All other Town Hall and Senior Center employees should wear some degree of Western business attire, ranging between business casual and business formal, depending on the work to be conducted on a given day. Generally, days where an employee has minimal or no contact with the public are days where that employee may dress more casually. Days where a given employee has a high level of contact with the public are days where they should dress less casually. It is the responsibility of the employee and their supervisor to keep track of their

own schedule to determine what type of attire may be most appropriate to wear on a given day.

The Town Manager may, from time to time, establish specific “casual” attire days where employees are permitted to dress more casually than usual. Under no circumstances shall an employee on these occasions dress unprofessionally or in a manner that would bring public scrutiny on the Town. Employees may not take it upon themselves to establish “casual” attire days and may only engage in such an activity upon the invitation of the Town Manager to do so.

EQUAL TREATMENT

No employee shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen, regardless of that individual's race, ethnicity, nation of origin, skin tone, class, age, sex, gender, sexual orientation, medical status, ability, political affiliation, housing status, duration of residency in town, status as an elected, appointed, or hired Town official, or any other similar factor. Failure to provide equal treatment may be grounds for disciplinary action up to and including termination.

ADDITIONAL EMPLOYMENT

Unless otherwise specified by their employment contract or collective bargaining agreement, all employees, with prior approval of both their department directors and the Town Manager, may accept additional employment outside Winchester Town service. Employees who engage in employment outside of their Town employment shall be subject to perform their regular Town duties first.

No employee shall engage in employment outside of Town service which in any manner interferes with the proper and effective performance of their official duties, results in a conflict of interest, or may subject the Town to public embarrassment. If such outside employment is disadvantageous to the Town, upon notification in writing by the Town Manager, it shall be terminated or the employee may be dismissed from Town service or otherwise disciplined.

Employees that work for multiple agencies, including the Town of Winchester, are strictly and explicitly forbidden from being on-the-clock for both places of business at the same time. Being paid to do work by two or more firms at the same time, one of which is the Town of Winchester, is considered “double-dipping,” a form of fraud that will result in disciplinary action up to and including termination.

Nothing in this policy shall be construed as to disallow for positions to be regionalized by order of the Town Manager; employees who serve in a regionalized capacity must be authorized to do so by the Town Manager through a signed Shared Services Agreement consented to and signed by both the Town Manager and the Chief Executive Officers of each other municipal agency involved in the regionalized service. Town employees that choose to spend time in the service of another municipality outside of Winchester working hours without such approvals and agreements made by the Town Manager are not considered to be regionalized employees and may not serve other said municipality or other agency during Winchester’s hours of operation. Violations of this provision shall result in disciplinary action up to and including termination.

PERSONAL ACTIVITIES & PROPERTY

Personal Phone Calls: Each employee must limit the personal use of telephones during work hours. Such calls should only be incidental and should only pertain to emergencies. If a situation is so urgent that multiple personal phone calls are needed or the personal phone conversation extends beyond a minute in length, the given employee should speak with their department director or the Town Manager and take paid time off to address the situation. Misuse or abuse of Town telephones or time taken to make phone calls for personal reasons will be grounds for disciplinary action up to and including termination.

Other Personal Activities: Town employees are not permitted to use Town time for any personal activities, including but not limited to online shopping, conducting business for another employer, running an online business, posting on or otherwise viewing personal social media, playing games, eating lunch or other full meals outside of normal break times, using the internet for non-work related activities, watching or reading news not directly related to Winchester, etc. Town time shall not include breaks permitted by these policies, including meal/lunch breaks.

Political Activity: No employee shall use their official authority or influence for the purpose of interfering with or affecting the result of an election to or nomination for political office. Outside of nonpartisan discussion on current events, political conversation should generally be avoided in the workplace. Town employees are responsible for appearing nonpartisan during working hours.

Political Contributions: No employee shall directly or indirectly command, advise, coerce, attempt to coerce, or bribe any other employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes. This includes commanding, advising, coercing, bribing, or attempting to do anything of the sort to make another employee vote for a particular candidate or party.

Personal Mail: An employee may not have their personal, non-work-related mail (packages, envelopes, or otherwise) delivered at work. The Town of Winchester is not responsible in any way for personal mail.

Personal Property: Personal property is always the employee's responsibility. Please ensure personal articles of value are secured. The Town assumes no responsibility for an employee's personal property that they are not required to carry for purposes of their job including cash, a personal cell phone, personal vehicles, etc.

Personal Property Inspections: The Town of Winchester prohibits controlled substances, alcohol, firearms (except Police personnel on duty), weapons, explosives, or other improper materials. To this end, the Town prohibits possession, storage, transfer, sale, solicitation, or use of such materials on its premises. Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of the Town of Winchester. Accordingly, they, as well as any articles found within them, may be inspected by an agent or representative of the Town at any time as designated by the Town Manager or the Board of Selectmen, with or without prior notice. The Town also reserves the right to inspect packages which may be carried onto or off the premises. The Town of Winchester expects and requires your cooperation in administering this policy.

CELL PHONES

The Town of Winchester supports the use of cellular ("cell") phones by its employees for legitimate business purposes.

Town Provision of Cell Phones: Select employees that the Town needs to reach after hours on a routine basis may be provided with a cellular telephone by the Town, upon approval of the Town Manager, and the billing of said phone in those cases shall be direct to the Town of Winchester. Cellular phones that the Town of Winchester provides employees remain the property of the Town of Winchester and must be returned to the Town of Winchester immediately upon separation from employment. Employees should not expect to maintain privacy in their use of the Town-provided cellular phone, and information stored on that phone shall be considered a public record of the Town.

Usage Guidelines: All cell phone use for Town business should be conducted in a professional and courteous manner. All other Town policies are applicable to cellular phone use, therefore, employees should not, for example, use a Town-provided cellular phone or personal phone being used for Town business to engage in any threatening behavior, sexual or other harassment, etc.

Use of Personal Cell Phones: Generally, personal cell phones should not be used during the standard course of business; a Town landline (VoIP) or Town-issued cell phone is the preferred and expected mode of telephonic communication for those that have access to such instruments. Employees may only use their personal cell phone during working hours for non-work-related activities in the event of an emergency; any personal phone call taken during working hours should also result in the submission of a Time Off Request form in fifteen (15) minute increments. Personal cell phones may be used to conduct business of the Town if no Town-issued phones (cellular or otherwise) are available to a given employee. By using a personal cell phone for Town business, the employee accepts and recognizes that their personal cell phone is subject to the Freedom of Information Act and that information from the phone may need to be retrieved as part of Freedom of Information Act requests. The intent of this policy is to prevent excessive personal use of cell phones during working hours.

Safety: The safety of our employees and those in the community we serve is of the highest concern to the Town. The Town encourages its employees to follow these guidelines for cellular telephone use:

- Unless using a hands-free means to initiate the call, cellular telephone calls should not be initiated (other than a bona-fide life-and-death emergency) while the caller is operating a moving motor vehicle. If you need to initiate a call, pull your vehicle to a safe, stopped position before making the call.
- In the event that a Town-provided cellular phone is used to initiate or receive a call while operating a moving vehicle, the employee shall comply with all laws regulating such use, including but not limited to those requiring a hands-free device.

Exceptions: Requests for exceptions to this policy must be submitted in advance in writing to the Town Manager (or his/her designee) for approval. Otherwise, any violation of this Policy on the part of any employee shall be grounds for disciplinary action up to and including termination.

COMPUTERS & INTERNET

Access to global electronic information resources on the internet is provided by the Town of Winchester to assist employees in obtaining work-related data, programs, and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the Town of Winchester and, as such, is subject to review and disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the internet remain, at all times, the property of the Town of Winchester. As such, the Town of Winchester reserves the right to monitor internet traffic and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems. Access to these files and associated data may be done at any time at the direction of the Town Manager and does not require an employee to receive advanced warning.

Data that is composed, transmitted, accessed, or received via the internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, illegal, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, comments negatively targeting a specific employee, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Abuse of the internet access provided by the Town of Winchester, in violation of law or Town of Winchester policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images.
- Using the organization's time and resources for personal use or gain.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization.
- Violating copyright law.
- Failing to observe licensing agreements.
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions.
- Sending or posting messages or material that could damage the organization's image or reputation.
- Participating in the viewing or exchange of pornography or obscene materials, except for the purposes of conducting a criminal investigation.
- Sending or posting messages that defame or slander other individuals.

- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
- Using the internet for political causes or activities, religious activities, or any sort of gambling.
- Jeopardizing the security of the organization's electronic communications systems.
- Sending or posting messages that disparage another organization's products or services.
- Passing off personal views as representing those of the organization.
- Sending anonymous e-mail messages.
- Engaging in any other illegal online activities.

No employee or other Town official may use email or other internet communications to request the purchasing of gift cards or the wiring of cash to unknown accounts. If any such request is made by electronic means, the employee in receipt of the request should inform the Town Manager or Information Technology (IT) manager immediately. Legitimate requests for the purchasing of gift cards must be made in-person.

SOCIAL MEDIA

The purpose of this policy is to inform all Town Officials and employees of the expectations of the Town when conducting themselves privately online. The Town is aware of the increasing presence of social media and value it has to social engagement. This policy establishes guidelines for private employee conduct on personal social media accounts. The Town encourages employees to use their social media platforms to engage with members of the community on public town information and events.

First Amendment Rights: The Town acknowledges employees' First Amendment Right of Free Speech on social media, to speak out on matters of public concern. This policy is intended to respect the First Amendment, applicable state law, and Town policies. Employees should understand that the First Amendment right is not absolute and only extends to matters of public concern. Town employees should exercise caution in regard to all social media posts. Town Officials and employees are held to a higher standard and this applies to personal social media engagement. As a town employee, personal social media use must comply with Town policies. The Town can regulate the use of personal social media by employees when such use:

1. Interferes with the work of the Town;
2. Is discriminatory or used to harass coworkers or other members of the broader Town community;
3. Creates a hostile work environment;
4. Breaches confidentiality obligations of employees;
5. Disrupts the work of the Town;
6. Harms the goodwill or reputation of the Town in the community; or
7. Violates the law, Town policies and/or other Town rules and regulations.

Confidentiality: An employee may not discuss confidential or protected information about the Town, its constituents, or its contracts on social media; make any statements, endorsements, or publish materials that could be reasonably considered to represent the views, opinions, or positions of the Town, without prior written approval of the Town Manager.

Use of Disclaimer: if an employee posts something to their social media account about the Town or other employees, they should include a disclaimer on the posts so that it is not taken as representative of the Town's views. This disclaimer should go as follows: "The views expressed in this content are not necessarily reflective of the views or opinions of the Town of Winchester, CT or the Winchester Board of Selectmen."

Privacy: Town employees should be aware that privacy settings on social media accounts are constantly changing and they should never assume that personal information posted on such sites is private.

Hiring Review: Prospective employees' social media accounts are subject to review by the Town Manager or designee as part of a background check. The review of social media accounts follows the employee protections outlined in nondiscriminatory clauses: Title VII of the Civil Rights Act of 1964 (Title VII), The Age Discrimination in Employment Act of 1967 (ADEA), and Title I and Title V of the Americans with Disabilities Act of 1990 (ADA).

Obtaining Consent: Employees must refrain from mentioning other Town employees or other members of the broader Town community on personal social media without explicit consent from individuals, unless the issue is of public concern and is protected under Free Speech.

Use of Image: Town employees may not use the Town's logo, seal, or trademarks on their personal posts unless given written consent by the Town Manager.

Professional Use of Social Media: Some Town employees are expected to make use of various social media sites to help the Town communicate information to the public. Employees posting or sharing information on behalf of the Town on social media must do so from official Town accounts, as authorized by the Town Manager.

Professionalism: Employees are expected to use appropriately respectful speech in their personal social media posts; and to refrain from harassing, defamatory, abusive, discriminatory, threatening, or other inappropriate communications. Such posts reflect poorly on the Town, can affect overall Town function, and can inhibit the employees ability to perform his/her professional responsibilities.

Time of Use: Town employees must refrain from the personal use of social media during working hours, on all electronic equipment; personal and private. Employees who have designated meal breaks are able to use their personal social media accounts in compliance with this policy.

Monitoring: The Town reserves the right to monitor all employee use of Town computers and electronic devices. An employee should have no expectation of personal privacy in any personal communication or post made through social media while using any Town electronic devices.

Legal Use: Town employees are prohibited from using social media in any way that violates federal, state, or local laws.

Liability: Employees are solely responsible for all personal social media activity and employees will be personally responsible for any legal action taken against them since such social media activity is conducted outside of the workplace.

Questions on Use: Any Town Officials or employees who are unsure of the above social media policies or if a post violates the above policies, should contact the Town Manager for clarification prior to making such a post themselves.

Discipline: Violation of the Town's social media policy may lead to discipline up to and including the termination of employment consistent with state and federal law.

PRESS & PUBLIC RELATIONS

The Town provides public services and therefore operates in the public eye. As such, our relations with the general public and the news media are especially important. While the Town strives to be open and cooperative, it remains vital that any public statements on behalf of the Town be issued so as to ensure clarity, consistency, and in keeping with official Town policy.

Requests for Comment: Requests by attorneys, insurance adjusters, private investigators, or other individuals or agencies to examine Town records or vehicles or to interview employees should be courteously referred to the Town Manager's Office. Requests for comment from news outlets shall only be addressed by the Town Manager or their designee.

Employee Private Engagement: Employees are free to participate fully in community affairs as private citizens. Under no circumstances, however, should employees represent their private views as Town policies or use their association with the Town of Winchester to advocate personal opinions (e.g. using Town letterhead in writing personal opinion to the newspaper).

CONFIDENTIALITY

Employees hold a position of responsibility and trust to the Town and its residents that may require an employee to have access to confidential and proprietary information, including protected health information. The Town has disclosed such information to employees in reliance on their promise to protect such information from loss or misuse. Employees may not remove from the workplace items containing confidential information such as Town files, computer files/programs, or any other documents or electronically stored information, without permission.

DRUG TESTING

In the interest of maintaining a work environment that is free from the effects of alcohol, and illegal and unauthorized drugs, the Town shall conduct drug and alcohol testing in accordance with this policy.

Testing: Detection will be accomplished through the following categories of drug and alcohol testing:

Pre-employment	Post Accident
Random Testing (for Town vehicle drivers)	Reasonable Cause
Return to work	Unannounced Follow-Up Testing

The drugs to be tested for are as follows:

Cannabis	PCP
Cocaine	Opiates
Amphetamines	Alcohol

Blood Alcohol Content (BAC) levels of .02 to .039 will preclude an individual from driving a Town vehicle for a period of 24 hours. Levels above >.04 are considered positive. All drivers with BAC levels >.02 will be provided transportation to their residences and disciplinary action will subsequently be determined.

Cannabis screening shall only be conducted through saliva tests, as urine and hair tests are known to provide inaccurate data in answering the question of whether an employee is actively under the influence of THC (the active ingredient in cannabis).

Testing Standards & Results: Drivers are prohibited from using, being impaired by, being under the influence of, being in possession of, manufacturing, dispensing or distributing any controlled substance while on duty or on Town property. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol. The Town shall not permit a driver to perform or to continue to perform safety-sensitive functions while having actual knowledge that said driver has used alcohol within four (4) hours. The illicit use of controlled substances is prohibited at any time. Any driver who tests positive as indicated by a test, and confirmed by the Medical Review Officer, will be subject to disciplinary action up to and including discharge.

Upon testing positive for drugs, the driver has the right to have the "split" specimen analyzed at a different SAMSHA-certified laboratory. If requested, this test will be performed at the driver's expense. In the event that a driver cannot urinate (shy bladder) after consuming 24 fluid ounces over a 2-hour period, the driver will be evaluated by a medical doctor to determine if this is a physical problem. If not, the test will be classified as a refusal and dealt with as a positive.

Any driver who tests positive for alcohol, BAC .04 or higher, will be subject to disciplinary action up to and including discharge. Any driver who tests positive will be evaluated by a Substance Abuse Professional (SAP) to determine if treatment is needed. A BAC > .02 but < .04 will result in the driver being removed from their safety-sensitive duty for a minimum of 24 hours and is subject to disciplinary action up to and including discharge. In the event that the driver cannot perform the breath test for any reason, he/she will be evaluated by a medical doctor to determine if there is a medical condition that prohibits the driver from performing the breath test. If the doctor

determines that there is not an existing medical condition, the test will be classified as a refusal and dealt with as a positive.

Cooperation Required: Each driver required to be tested pursuant to this policy must cooperate with the collections procedures. If a person refuses to cooperate with the collection process, the collection site person shall inform management and shall document the non-cooperation on the urine custody and control form. Any person who refuses to cooperate in providing a sample or is found to have, in any way, tampered with or substituted a sample shall be subject to disciplinary action up to and including discharge.

Prescription Drugs: Employees who are under a physician's care and have a prescription shall carry the prescription in the original container, with the prescriber's and pharmacist's identification thereon, and may be required to provide documentation from their physician. Employees using a prescription drug which may impair mental or motor functions must inform their supervisor of such drug use. For the safety of all employees, the Town may place persons using such drugs in a less hazardous job assignment or place them on temporary medical leave until released as fit for duty by the prescribing physician. The Town reserves the right to have its medical review officer determine if a prescription drug produces hazardous effects or to restrict the quantity of the prescription the employee is allowed to bring to the workplace.

Methodology: In compliance with the Federal Motor Carrier Safety Regulations and our Town Policy, both employee drivers and applicants for positions as drivers will be subjected to drug screening. All drug testing conducted pursuant to this policy will be performed via urinalysis. Alcohol tests may be conducted by the use of an initial screen (non-evidentiary test) and if the presence of alcohol is detected, the confirmation test will be conducted on an Evidentiary Breath Testing Unit (EBT) which will be operated by a Breath Alcohol Technician (BAT). In the absence of a non-evidentiary test, the screening test will be conducted on an EBT.

Pre-Employment Testing: During the application process and prior to actual employment, final applicants who have been made conditional offers of employment will be required to undergo drug abuse screening for the presence of the following drugs or drug classes: Amphetamines, Cannabinoids, Cocaine, Opiates, and Phencyclidine. Final applicants will be required to sign a form consenting to the drug test and will authorize the release of any test results to the Town. A verified positive test will result in the denial of the application for employment. A driver applicant will not be considered for employment if they refuse to be tested.

Reasonable Suspicion Testing: If an employee exhibits inappropriate behavior, performance problems or there is evidence to suspect a driver is under the influence of controlled substances, the driver may be subject to a drug and/or alcohol test. If the driver is requested to be tested and refuses to submit to such a drug test, then a test result will be considered positive. Disciplinary action based on a positive result will be in compliance with the Federal Regulations and Town Policy. Employer representatives designated to determine whether reasonable suspicion exists must receive at least 60 minutes of training on alcohol and controlled substance misuse and indicators of probable misuse. When feasible, two (2) supervisors will concurrently make any determination that

reasonable suspicion exists. Under this type of testing, the employee will be removed from service pending the outcome of the test(s). The employee will be returned to work if the outcome of the test(s) is negative.

Documentation of Reasonable Suspicion: Designated supervisor's recommendations to test employees will be in writing and describe the behavior and circumstances observed by the employer representatives that is the basis for recommending that an employee be tested. The behavior giving rise to reasonable suspicion must be a recognized symptom of impairment or alcohol or controlled substance abuse and is not reasonably explained as the result of other causes such as fatigue, lack of sleep, or exposure to toxic fumes. The record of facts and observations will be made as soon as is practical and without delaying the testing process.

Random Testing: Drivers of Town vehicles will be subject to drug testing at any time while on the job. Drivers will be selected for testing on a random basis. This is a condition of employment as a driver. A refusal to be tested will result in the driver not being medically qualified to drive and will result in disciplinary action. Disciplinary action based on a positive drug result will be in compliance with Federal Regulations and Town Policy.

Post-Accident Testing: Any driver involved in a United States Department of Transportation reportable accident must submit himself to a drug test. The driver is responsible to see that his/her urine specimen is collected as soon as possible but no later than 32 hours after the accident has occurred for drug testing and no later than 2 hours after the accident has occurred for alcohol testing. The driver will be in violation of the Federal Regulations if he/she refuses to submit to the testing. Either a verified positive drug test or a refusal to be drug tested will result in disciplinary action which will be in compliance with Federal Regulations and Town Policy. Post-accident testing shall only apply to on-duty status while performing a safety-sensitive function with a commercial motor vehicle which results in:

- a fatality;
- bodily injury to a person who immediately receives medical treatment away from the accident and the driver receives a citation from a law enforcement officer;
- one or more vehicles is disabled and must be towed from the scene and the driver receives a citation from a law enforcement officer.

Return to Duty Testing: Any employee who is permitted by the Town to retain their employment following a positive test result will be required to be evaluated by a Substance Abuse Professional (SAP), successfully complete any rehabilitation program recommended by the SAP, test negative before returning to work and be subject to follow-up testing a total of six (6) times in the following 12 months. These additional tests will be paid for by the employee.

Specimen Collection Facility: Qualified collection sites will be designated by the Town to collect urine specimens from applicants and employees.

Medical Review Officer: A qualified physician (MRO) who has knowledge of substance abuse will be utilized to interpret and evaluate a donor's positive test results together

with his/her medical history and other relevant biomedical information and to avail themselves to the donor for a face-to-face interview, if necessary. The MRO will report all drug testing results to authorized Town Management representatives.

Testing Procedures: All drug testing will be performed by an independent toxicology laboratory certified in accordance with the Federal Department of Health and Human Services Guidelines. All initial screening presumptive positive test results will be re-tested by an alternate confirmatory method: Gas Chromatography/Mass Spectrometry. All aspects of urine analysis, drug and alcohol testing, collection and chain of custody procedures shall be conducted in strict accordance with the Department of Health and Human Services standard as outlined in 49 CSR Part 40.

Disciplinary Action: Any disciplinary action as a result of this policy shall be for just cause. Whenever practicable, the employer shall afford to employees the right to union representation whenever an employee is directed to submit to reasonable suspicion or post-accident drug/alcohol testing. There shall be a return-to-duty test and no more than two (2) unannounced follow-up tests within a 12-month period.

Refusal to be Tested: Applicants who refuse to be tested will not be hired. Employees who refuse to be tested will be treated as if the employee tested positive and is grounds for termination of employment.

MRO-Verified Positive Drug Test: In the event of a positive drug test, the applicant's job offer will be rescinded or withdrawn. Employees in the same position will be subject to termination.

As an alternative to termination, the Town may, at its own discretion, give an employee who has tested positive, an option to enter a Town-approved rehabilitation program. He/She must successfully complete the program and will be monitored by random testing for up to five (5) years after completion of the program and return to work. If at any time during this rehabilitation and monitoring program the employee tests positive, he/she will be terminated immediately without benefit of rehabilitation.

Possession, Selling, and Distributing: Employees found in possession of drugs or drug paraphernalia will be subject to disciplinary action up to and including termination. Employees found selling or distributing drugs will be subject to the same.

Employee Assistance Program: Employees who have a drug and/or an alcohol problem are encouraged to seek counseling through the Town EAP referral program or their physician prior to getting themselves involved in a disciplinary situation.

OTHER PROHIBITED CONDUCT

The omission of an act from these policies does not mean that it is permitted conduct on or off Town time; all employees are responsible for knowing and understanding the law and applying common-sense to their behavior. Conducting any illegal act or conducting oneself in a manner that in any way negatively impacts the operations or image of the Town of Winchester shall be grounds for disciplinary action against that employee up to and including termination.

Additional examples of prohibited conduct include, but are not limited to:

- Creating unsafe or hazardous conditions.
- Careless waste of materials or mishandling or stealing supplies or equipment.
- Deliberate damage, defacing, or destruction of Town property.
- Excessive or repeated tardiness or absenteeism or failure to report an absence.
- Failure or refusal to comply with the Town's drug, tobacco, and alcohol policies.
- Failure to fully and truthfully disclose all facts related to Workers Compensation and insurance claims.
- Falsification of Town records or documents including time sheets, employment applications, and benefit applications.
- Gambling or soliciting gambling on Town property.
- Fighting, horseplay, or other disorderly conduct including indecent, immoral, or unlawful conduct.
- Insubordination.
- Littering.
- Theft or attempted theft of Town property or another's property .
- Unauthorized disclosure, use, or theft of the Town's confidential information.
- Unauthorized sleeping or lounging on the job.
- Use of threatening or abusive language.
- Violation of safety regulations.
- Fraud committed to any degree against the Town.

Employee Wellbeing Policies

ALCOHOL, TOBACCO, AND DRUG USE

It is the policy of the Town of Winchester to prohibit the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, or controlled substances while on Town time, on Town property, or using Town equipment. Such prohibition extends to off-the-job illegal drug activity which adversely affects an employee's job performance, jeopardizes the safety of the employee, other employees, the public, or Town equipment.

Alcohol: Alcohol is strictly prohibited in and around all Town buildings and vehicles. No employee may be under the influence of alcohol to any degree while at work, regardless of the hour of day or any other factor. Employees who are on-call or who have a reasonable expectation of being called in to conduct work after normal operating hours (e.g. a snowstorm is expected to cause Public Works employees to be called in to plow around 4:00 AM) are required to keep themselves free of such influence during those times. Any employee that is found to be in possession of alcohol at work, to be under the influence of alcohol during work hours, or that creates the appearance of either possessing or being under the influence of alcohol during working hours may be sent to have a breathalyzer test taken and may be subject to disciplinary action up to and including termination.

Tobacco: Tobacco is strictly prohibited in and around all Town buildings and vehicles. Smoking is only permitted outdoors in accordance with the Town of Winchester's Smoking Ordinance.

Cannabis: While cannabis is now legal to consume at home in the State of Connecticut, it is strictly prohibited in and around all Town buildings and vehicles. No employee may be under the influence of cannabis to any degree while at work, regardless of the hour of day or any other factor. Employees who are on-call or who have a reasonable expectation of being called in to conduct work after normal operating hours (e.g. a snowstorm is expected to cause Public Works employees to be called in to plow around 4:00 AM) are required to keep themselves free of such influence during those times. Any employee that is found to be in possession of cannabis at work, to be under the influence of cannabis during work hours, or that creates the appearance of either possessing or being under the influence of cannabis during working hours may be sent to have a test taken to confirm the level of influence and may be subject to disciplinary action up to and including termination.

Prescription Drugs: While many individuals have multiple drugs prescribed to them in a legal manner, these drugs often have side effects that can impact performance at work. Employees are encouraged to disclose their prescribed drugs with side effects that may directly impact their performance to the Town Manager's Office so that such impacts may be better understood and so that the Town can be prepared to respond to accidental overdose events more readily. Prescribed drugs must be taken in a manner that is consistent with the dosage that is communicated by the employee's physician, and abuse of such drugs during Town working hours may result in disciplinary action being taken against that employee up to and including termination.

Illicit Drugs: Any drug or other substance that is obtained illegally and/or that, when consumed, may impact an employee's health, wellbeing, and ability to perform at work are strictly prohibited from being possessed or used during working hours. A violation of

this policy may result in disciplinary action being taken against that employee up to and including termination.

Use Outside of Work: While several of the substances listed in this policy are legal to obtain and consume in the home, instances where such substances are used and consumed outside of the workplace may still result in disciplinary action being taken against that employee if their conduct or actions while under the influence of such substances result in a public spectacle (e.g. a bar fight, an arrest, domestic abuse, etc.) that reflects poorly on the Town and its employees. Employees are responsible for conducting themselves in a manner becoming a Town employee at all times, whether they are on or off duty. Off-the-job involvement with illegal drugs or controlled substances which adversely affects an employee's job performance, jeopardizes the safety of the employee, other employees, the public or Town equipment, will result in disciplinary action up to and including termination.

Testing: The Town shall adopt an administrative policy that outlines a procedure for the random testing for employees that operate Town vehicles, with a focus on those that operate vehicles and heavy machinery on a regular basis, to be randomly tested for drugs and alcohol as outlined by this policy.

PANDEMIC & EPIDEMIC DISEASE RESPONSE

The Town places the importance of the health and wellbeing of its residents and employees above all else, and in turn is committed to stopping the spread of infectious disease swiftly and determinedly. In the event that the Town, the State of Connecticut, or the United States of America declares a public state of emergency in response to a growing threat of deadly disease, the Town shall use these policies as preliminary guidelines to assess and address the situation. These policies are only meant to be a foundational framework for response and should not be construed to be the Town's full response plan to any deadly, transmittable disease.

Authorities: Authorities on the subject of pandemic and epidemic response include the national Center for Disease Control, the Connecticut Department of Public Health, and the Torrington Area Health District. Recommendations, guidance, and orders from these bodies will override the policies contained herein. Executive Orders or guidance from the Town Manager, Director of Emergency Management, Governor of Connecticut, or President of the United States may also override these policies.

Personal Protective Equipment (PPE): So long as the items are recommended by one or more Authorities as designated by this policy, the Town may require members of the public and its staff to wear any number of personal protective equipment items when entering public property or Town facilities, including but not limited to masks, face shields, and gloves. The Town will do everything within its power to provide a minimum of one reusable set of personal protective equipment to its employees at the outset of a declared emergency and will continue to provide single-use personal protective equipment to employees as it becomes available for the remainder of the declared emergency. Employees will be expected to make use of reusable personal protective equipment so long as it is deemed to be safe and sanitary to do so by one or more Authorities.

Working Remotely: Employees may be required to work remotely throughout the period of the declared emergency. With the exception of those who are granted laptops as part of their employment agreement, employees working from home will be expected to use their own personal computers for remote work unless they can demonstrate great financial need. Exceptions may be granted by the Town Manager on a case-by-case basis.

Closure & Amendment of Hours: The Town Manager may, as a means of helping to limit exposure to the disease, close Town facilities and operations for any period of time or shorten the number of hours that Town facilities are open to the public.

Temporary Reclassification: During the declared emergency, and given that the Town can demonstrate a need for the change, employees may be temporarily assigned to a different job classification with appropriate training and employer-provided personal protective equipment. If an employee is reclassified under this provision, they shall be paid the higher of the two wages between the job they had been working previously and the position to which they were temporarily reclassified for the duration of time in which they are reclassified. Such reclassification may not exceed the duration of the declared emergency.

Response Framework: The Town shall generally use the following framework as an internal response tool during a declared emergency, and it shall be recognized that this response tool is created independent of any State and Federal response tool:

	All Clear	Code Green	Code Yellow	Code Orange	Code Red
Definition	No threat of disease spread in Winchester and surrounding towns.	Light threat of disease spread in greater Winchester area.	Moderate threat of disease spread in greater Winchester area.	Threat of disease spread in Town facilities.	Immediate threat of disease spread in Town facilities.
Town Facilities	Fully open.	Open with PPE requirements.	Open by appointment only.	Facilities closed to public, staff remains at work.	Facilities closed to all, staff to work remotely if possible.
PPE	No PPE required.	PPE may be required for entry.	PPE is required at all times when indoors.	PPE is required at all times indoors and outdoors.	N/A
Public Access	Public free to access facilities.	Admitted with PPE.	Admitted with PPE and appointment.	Work conducted outdoors or remotely.	Work conducted remotely.
Public Meetings	Held in-person.	Held in-person with PPE recommendations.	Held in-person with PPE required.	Held remotely.	Held remotely.
Town Programs	Approved to be held normally.	Approved to be held with distancing and PPE recommendations.	Approval must be granted by Town Manager.	Approval must be granted by Town Manager.	All programs to be held remotely.

SEXUAL HARASSMENT

It is the policy of the Town of Winchester that sexual harassment in the workplace is unacceptable and will not be tolerated. As such, all employees and members of the public are subject to this policy. All employees of the Town of Winchester are expected to avoid any behavior or conduct toward any other employee that could be interpreted as sexual harassment. Our workplace is intended to be a professional working environment, whether in the office or in the field, such that each individual will feel safe and secure in his/her presence on the job and may be productive without concern as to such harassment.

Sexual harassment is defined generally as "unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature". Thus, no employee should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical, or be led to believe that an employment opportunity of benefit will in any way depend upon "cooperation" of a sexual nature.

Sexual harassment may include such actions as: sex-oriented verbal "kidding", "teasing", or jokes; repeated offensive sexual flirtations, advances, or propositions; continued or repeated verbal abuse of a sexual nature; graphic or degrading comments about an individual or their appearance; the display of sexually suggestive objects or pictures; subtle or overt pressure for sexual activity; physical contact such as patting, pinching or brushing against another's body; or demands for sexual favors.

Appropriate management and supervisory personnel shall promptly investigate all complaints of sexual harassment, including interviewing the complainant and the person(s) alleged to have engaged in sexual harassment. If, as a result of the investigation, it is found that the complaint has merit, the appropriate management and supervisory personnel shall take prompt corrective action. Such action may include discipline up to and including termination of the offending employee or employees. Progressive discipline requirements are balanced against the nature of the facts determined.

Any employee of the Town of Winchester who feels that they have been the victim of sexual harassment by another employee or by a member of the public should notify their supervisor, department director, or the Town Manager. Any employee who feels that they have been the victim of sexual harassment by the Town Manager should notify the Mayor. The complaints will be dealt with in a strictly confidential manner, except to the extent essential to proper investigation of the complaint and the taking of corrective action when warranted. If the complaint is found to have merit, corrective action will be implemented. If the complaint is found to be of insufficient merit, all involved parties will be so notified.

Any retaliatory action taken against any employee that has filed a sexual harassment complaint, or has assisted, testified, or participated in the investigation of such a complaint, is strictly prohibited. Knowingly filing a false sexual harassment complaint is also strictly prohibited. These actions are subject to disciplinary action up to and including termination.

All members of the Town's staff are required to take a State or Town-provided sexual harassment prevention training within the first 60 days in the Town's service.

Employees that neglect this responsibility and Department Directors who fail to give their employees the resources and time they need to complete this training in a timely fashion may be subject to disciplinary action.

HARASSMENT

It is the policy of the Town of Winchester that harassment in the workplace is unacceptable and will not be tolerated. As such, all employees and members of the public are subject to this policy. All employees of the Town of Winchester are expected to avoid any behavior or conduct toward any other employee that could be interpreted as harassment. Our workplace is intended to be a professional working environment, whether in the office or in the field, such that each individual will feel safe and secure in their presence on the job and may be productive without concern as to such harassment.

Harassment is defined generally as words or behavior that threatens, intimidates, belittles, or demeans a person. Harassment is unwanted, uninvited, and unwelcome and causes nuisance, alarm, or substantial emotional distress without any legitimate purpose. This can include offensive or derogatory comments being made to or about a person based on race, color, sex, gender, religion, age, ability, sexual orientation, or national origin.

Appropriate management and supervisory personnel shall promptly investigate all complaints of harassment, including interviewing the complainant and the person(s) alleged to have engaged in harassment. If, as a result of the investigation, it is found that the complaint has merit, the appropriate management and supervisory personnel shall take prompt corrective action. Such action may include discipline up to and including termination of the offending employee or employees. Progressive discipline requirements are balanced against the nature of the facts determined.

Any employee of the Town of Winchester who feels that they have been the victim of harassment by another employee or by a member of the public should notify their supervisor, department director, or the Town Manager. Any employee who feels that they have been the victim of harassment by the Town Manager should notify the Mayor. The complaints will be dealt with in a strictly confidential manner, except to the extent essential to proper investigation of the complaint and the taking of corrective action when warranted. If the complaint is found to have merit, corrective action will be implemented. If the complaint is found to be of insufficient merit, all involved parties will be so notified.

Any retaliatory action taken against any employee that has filed a harassment or discrimination complaint, or has assisted, testified, or participated in the investigation of such a complaint, is strictly prohibited. Knowingly filing a false harassment or discrimination complaint is also strictly prohibited. These actions are subject to disciplinary action up to and including termination.

STORM PROCEDURES

In the event of a significant storm or hazardous condition, the Town Manager may, at their discretion, decide to open Town facilities late, close Town facilities early, or keep Town facilities open or closed for a full day or for extended hours. In these instances, the Town Manager's Office shall be responsible for initiating the dissemination of this information to employees and to the public.

Remote Work: In the event that Town offices are closed by the Town Manager for any period of time and for any reason pertaining to inclement weather, employees asked not to report to the office will be required to work from home during normal Town operating hours to the greatest extent possible. This may involve taking Town laptops or other devices home, using them, remotely accessing data and information through a remote-access system, making phone calls, finishing reports, responding to emails, and more.

Emergency Response: In the event of a natural disaster or other emergency situation, employees may, from time to time, be asked to take on tasks outside of their traditional scope of work in order to accommodate the pressing needs of the Town. If applicable, employees shall be subject to overtime pay for these hours worked.

WORKPLACE SAFETY

Safety: Each and every employee is expected to be safety-conscious and assist the Town in finding conditions on the premises that might cause an accident or create a fire hazard. You should report any unsafe conditions to your department director. Familiarize yourself with the locations of fire extinguishers, fire exits, first aid kits and emergency equipment.

Responsibility to Protect: Employees have a responsibility to protect themselves, their co-workers, and the residents of Winchester as public servants. As such, if an employee knows that another employee or a Winchester resident is a present danger to themselves or others, the employee with that knowledge has a responsibility to report that condition to a proper authority, which may include, but should not strictly be limited to: the police, a direct supervisor, and/or the Town Manager.

Violence in the Workplace: The Town of Winchester is committed to providing, in so far as it reasonably can do so, a safe environment for working and conducting Town business. The Town of Winchester 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. Any employee who experiences or witnesses a violent act or threat of violence shall immediately report such policy violation to their direct supervisor. All reported incidents will be promptly investigated and violations addressed.

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 of or damage to property.

Examples of conduct that may be considered threats or acts of workplace violence 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 or more individuals.
- **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 their safety.

- **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.
- **Unauthorized possession of weapons or dangerous instruments** means any weapon or dangerous instrument brought onto Town property. Any violation of this policy will result in the weapon or dangerous instrument being confiscated by the appropriate law enforcement authority or such other appropriate authority designated by the Town Manager. There is no reasonable expectation of privacy with respect to such items.
- **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.
- **Dangerous instrument** means any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury.

Issues & Solutions

DISCIPLINE

General Policy: Whenever, due to circumstances under an employee's control, their performance, attitude, work habits, or personal conduct fall below an acceptable level as outlined herein, the Town of Winchester may take disciplinary action against the employee.

Grounds for Disciplinary Action: Employee conduct or behavior which may be the subject of disciplinary action includes, but is not limited to, the following:

- a. Violation of the Town Ordinances or the Town Charter;
- b. Violation of Town personnel policies including any provisions of the Employee Handbook or policy memoranda issued by the Town Manager or their designee;
- c. Discrimination prohibited by Town of Winchester Policy, federal, state or local law;
- d. Failure to meet prescribed work standards, including inefficiency, incompetence, or failure to satisfy applicable requirements regarding the quality and quantity of the work to be produced;
- e. Unauthorized absence or abuse of leave privileges including fraudulent acquisition of leave;
- f. Fraudulent reporting of time, including falsified timesheets or "double-dipping" practices where the employee uses Town time to further any other personal monetary gain or employment;
- g. Insubordination;
- h. Conviction of a criminal offense;
- i. Misconduct, dishonesty, or unethical behavior;
- j. Conduct which brings the Town service into disrepute;
- k. Violation of established safety rules;
- l. Theft, deliberate damage, defacing, or destruction of Town property;
- m. Recklessness or negligence;
- n. Falsification of documents or records;
- o. Sexual Harassment.

The foregoing are subject to pre-disciplinary hearings.

Generally, it shall be the Town's policy to adhere to progressive and proportional disciplinary practices. Each independent instance of an infraction occurring shall be considered a separate offense for the purposes of imposing progressive and proportional discipline. Nothing in this section shall be construed as to prohibit the Town from imposing a particular type of disciplinary action against an employee or from refraining from imposing a particular type of disciplinary action against said employee, so long as the imposed discipline is generally progressive and proportional to the infraction(s) the employee has committed.

Types of Disciplinary Actions: The following actions may be taken against an employee for purposes of discipline. Denial of a pay increase and demotion are actions which may also be taken for non-disciplinary reasons (refer to section on Compensation - re-assignments/demotions).

Oral Warning: A Town employee's department director may apprise an employee of their unacceptable behavior by giving the employee an oral warning regarding such unacceptable

behavior. The Town is not required to provide the employee with prior notice of an oral warning or to maintain any written record of any such oral warning. An employee who receives an oral warning is not entitled to appeal such form of disciplinary action.

Written Warning: A Town employee's department director may apprise an employee of their unacceptable behavior by issuing a written warning to the employee describing such unacceptable behavior with reasonable particularity. The department director is required to deliver a copy of the written warning either to the Town Manager, or a representative designated by the Town Manager, who shall maintain a copy of such written warning in the subject employee's personnel file. An employee who receives a written warning is not entitled to prior notice of a written warning or to appeal such form of disciplinary action.

Denial of Pay Increase: Upon the written recommendation of a Town employee's department director, or upon the independent determination of the Town Manager, the Town Manager may withhold or reduce a merit increase or other pay adjustment that an employee would otherwise receive on the grounds that they failed to maintain a satisfactory level of performance, attitude, and conduct in the fulfillment of their duties in Town service. Denial of a pay increase will be effective upon the declaration thereof, provided that prompt written notice of such action, specifying the grounds therefore and the employee's appeal rights therefrom, is given to the employee. The Town Manager is required to maintain a record of such denial of pay increase, including the Town's written notice thereof, in the subject employee's personnel file.

An employee who receives a denial of pay increase is entitled to appeal such form of disciplinary action in accordance with the provisions of the Grievances and Appeals section of these Personnel Rules. If the employee appeals such denial of pay increase in a timely fashion in accordance with the Grievances and Appeals section and the decision on appeal is rendered in favor of the employee, then the employee shall be entitled to the merit increase or other pay adjustment which would have been accrued by the employee but for the denial of pay increase. Resolution of the final decision on appeal against the employee shall constitute confirmation of the denial of pay increase.

Demotion: Upon the written recommendation of the employee's department director, or upon the independent determination of the Town Manager, the Town Manager may permanently or temporarily demote an employee from one position to

another position of a lower grade. Demotion will be effective upon the declaration thereof, provided that written notice of such action, specifying the grounds therefore and the employee's appeal rights therefrom, is given to the employee within 24 hours of the declaration thereof. During the period of demotion, the employee's compensation shall be reduced in accordance with the section on Compensation - Re-assignments/demotions of these Personnel Rules. The Town Manager is required to maintain a record of the demotion, including the Town's written notice thereof, in the subject employee's personnel file.

An employee who is demoted is entitled to appeal such action in accordance with the provisions of the Grievances and Appeals section of these Personnel Rules. If the employee appeals a demotion in a timely fashion in accordance with the Grievances and Appeals section and the decision on appeal is rendered in favor of the employee, then the employee shall be reinstated to the higher grade Town service position held by the employee prior to the demotion, and the employee shall be entitled to the pay and other benefits which would have been accrued by the employee but for the demotion. Resolution of the final decision on appeal against the employee shall constitute confirmation of the demotion.

Suspension:

The suspension of any Town employee requires the approval of the Town Manager. The Town Manager may suspend an employee for any length of time. A suspension will be effective upon the declaration thereof, provided that written notice of such action, specifying the grounds therefore, the length and terms thereof, and the employee's appeal rights therefrom, is given to the employee within 24 hours of the declaration thereof. The Town Manager is required to maintain a record of the suspension, including the Town's written notice thereof, in the subject employee's personnel file.

An employee who is suspended is entitled to appeal such action in accordance with the provisions of the Grievances and Appeals section of these Personnel Rules. If the employee appeals a suspension in a timely fashion in accordance with the Grievances and Appeals section and the decision is rendered in favor of the employee, then the employee shall be reinstated to the Town service position held by the employee prior to the suspension, and the employee shall be entitled to all regular pay and leave benefits which would have been accrued by the employee but for the suspension. Resolution of the final decision on appeal against the employee shall constitute confirmation of the suspension.

Termination: The final and most severe form of discipline, termination of an employee from Town service, may be imposed by the Town Manager, upon written recommendation of the employee's department director, or upon independent determination of the Town Manager, if the Town Manager determines that circumstances warrant such action. A dismissal will be effective upon the declaration thereof, provided that written notice of such action, specifying the grounds therefore and the employee's appeal rights therefrom, is given to the employee within 24 hours of the declaration thereof. The Town Manager is required to maintain a record of the dismissal, including the Town's written notice thereof, in the subject employee's personnel file.

An employee who is dismissed is entitled to appeal such action in accordance with the provisions of the Grievances and Appeals section of these Personnel Rules. If the employee appeals the dismissal in a timely fashion in accordance with the Grievances and Appeals section and the decision is rendered in favor of the employee, then the employee shall be reinstated to the Town service position held by the employee prior to the dismissal, and the employee shall be entitled to all regular pay and leave benefits which would have been accrued by the employee but for the dismissal. Resolution of the final decision on appeal against the employee shall constitute confirmation of the dismissal.

Department Directors: Disciplinary action may be taken by the Town Manager in the manner specified in this Section against department directors who are directly responsible to the Town Manager. Unless otherwise set forth in the Town Charter, department directors directly responsible to the Town Manager may appeal any disciplinary decision of the Town Manager to the State Board of Mediation or the American Arbitration Association. Arbitration fees shall be borne equally by both parties.

Town Manager: Disciplinary action may be taken against the Town Manager by the Board of Selectmen in accordance with the applicable provisions of the Town Charter.

GRIEVANCES & APPEALS

General Policy: All persons employed by the Town of Winchester are entitled to present grievances and appeals regarding any aspect of their employment in the manner outlined by this section.

Records: Copies of all grievances and appeals filed and all decisions rendered, regardless of the step at which they were resolved, shall be submitted to the Town Manager. Records of all grievances and appeals and their dispositions shall be maintained in the employee's personnel file. In addition, a duplicate copy of such record shall be maintained in a separate file of grievances and appeals if the employee who is the subject of the grievance or appeal has requested that the grievance or appeal hearing be conducted as a public meeting or hearing.

Scheduling of Hearings: All meetings and hearings held for the purpose of the disposition of a grievance or appeal shall be held during normal working hours, unless the aggrieved employee requests scheduling outside of such hours. Town employees who participate in meetings and hearings shall be granted leave with pay for time spent at such meetings and hearings held during such employee's regularly scheduled working hours.

Time Extensions: Time period requirements set forth in this section may be extended by the mutual agreement of the employee and their department director or Town Manager, as appropriate.

Protection of Employees: The Town shall not discharge, discipline, or otherwise penalize any employee because the employee registers a grievance, appeals an employment decision, or participates in any way in the grievance and appeal procedure provided herein.

Grievance Procedure:

Grievance Procedure for Aggrieved Employee whose immediate supervisor is the Town Manager:

Step 1: An aggrieved employee shall present their complaint in writing to the Town Manager. The Town Manager shall meet and discuss the grievance with the employee and other concerned parties and shall submit their decision regarding resolution of the grievance, in writing, to the employee within four (4) working days of receipt of the employee's written complaint.

Step 2: If a solution satisfactory to the aggrieved employee is not reached in Step 1, then the employee and the Town

Manager, on behalf of the Town, shall present the aggrieved employee's complaint to an arbitrator, who shall meet and discuss the grievance with the employee, other concerned parties, the employee's representative, if any, and anyone else whose presence the arbitrator determines will be helpful to the resolution of the grievance. Arbitration fees shall be borne equally by the Town and the aggrieved employee.

Grievance Procedure for Aggrieved Employee whose Immediate Supervisor is not the Town Manager:

Step 1: An aggrieved employee shall present their complaint in writing to their department director. Each department director shall make an effort to resolve the difference on the departmental level whenever possible. The department director shall meet and discuss the grievance with the employee and other concerned parties, and shall submit their decision regarding resolution of the grievance, in writing, to the employee within four (4) working days of receipt of the employee's written complaint.

Step 2: If a solution satisfactory to the aggrieved employee is not reached in Step 1, then the employee shall present their complaint in writing to the Town Manager. The Town Manager shall meet and discuss the grievance with the employee and other concerned parties, and shall submit their decision regarding resolution of the grievance, in writing, to the employee within four (4) working days of receipt of the employee's written complaint.

Step 3: If a solution satisfactory to the aggrieved employee is not reached in Step 2, then the employee and the Town Manager, on behalf of the Town, shall present the aggrieved employee's complaint to an arbitrator, who shall meet and discuss the grievance with the employee, other concerned parties, the employee's representative, if any, and anyone else whose presence the arbitrator determines will be helpful to the resolution of the grievance. Arbitration fees shall be borne equally by the Town and the aggrieved employee.

Appeal Procedure: An employee may appeal from disciplinary action or Town-initiated separation provided that a written notice of appeal is submitted to the Town Manager within two (2) working days of receipt of the written notice of the Town's action. The Town Manager shall hold an informal appeal hearing within four (4) working days after receipt of such notice of appeal. Present at the hearing shall be the employee, their representative, if any, the department director and the parties whose presence the Town Manager believes will be helpful to the resolution of the appeal, including a Town attorney. The hearing may be private or public, at the employee's discretion. The Town Manager shall render a decision within ten (10) working days of the conclusion of the appeal hearing.

Notwithstanding the foregoing, department directors who are directly responsible to the Town Manager may appeal from disciplinary action or Town-initiated separation provided that a written notice of appeal is submitted to the Town Manager within two (2) working days of receipt of the written notice of the Town's action. Within two (2) working days of receipt thereof, the Town Manager shall present such written notice of appeal, either to the State Board of Mediation or the American Arbitration Association, requesting that an appeal hearing be held by the arbitrator as promptly as practicable. Arbitration fees shall be borne equally by the Town and the employee requesting the appeal.

Discrimination Complaints: Any person claiming to be aggrieved by an alleged discriminatory employment practice undertaken by the Town may, in addition to, or in lieu of, the Town's grievance and appeal procedure hereunder, exercise any and all rights of action afforded the employee under Chapter 814c of the Connecticut General Statutes or any other provision of state or federal law.

SEPARATION

Types of Separation:

Employee-Initiated: An employee voluntarily leaves Town service upon resignation. A letter of resignation should state the effective date of the resignation and the reason(s) for leaving. Said letter will be placed in the employee's personnel file. An employee who leaves Town service of their own volition is entitled to be paid for any unused accumulated vacation and sick leave in accordance with these Personnel Rules or the appropriate employment agreement.

Town Manager: The resignation of a Town Manager shall be done in accordance with the provisions of the Town Charter.

Department Directors: An employee resigning from Town service that reports directly to the Town Manager should give at least four (4) weeks advance notice, not including any paid time off that they intend to use during that period. A failure to give proper notice shall result in the employee being ineligible to receive payouts for their accumulated vacation and/or sick leave in accordance with this policy. Once notice of separation is given to the Town, the Town is under no obligation to grant paid time off requests to the resigning employee. In the event of extenuating circumstances, the Town Manager may waive or shorten the notice requirement.

Other Employees: Any other employee resigning from Town service should give at least two (2) weeks advance notice, not including any paid time off that they intend to use during that period. A failure to give proper notice shall result in the employee being ineligible to receive payouts for their accumulated vacation and/or sick leave in accordance with this policy. Once notice of separation is given to the Town, the Town is under no obligation to grant paid time off requests to the resigning employee. In the event of extenuating circumstances, the Town Manager or department director, with the approval of the Town Manager, may waive or shorten the notice requirement.

Town-Initiated: The Town may initiate the termination of an employee's Town service as designated below:

Layoff: The Town may layoff an employee due to lack of work, lack of funds, departmental reorganizations, abolition of a Town position, or employee reclassifications. Before resorting to layoff, the Town Manager and employee will consider alternatives to layoff such as transfer, demotion, shortened work weeks, pay cuts and raise freezes. When layoff of a Town employee is necessary, the department director shall recommend to the Town Manager which employee or employees are to be laid off, taking into consideration the employees' qualifications, lengths of service and performance.

End of Assignment: Where the Town has employed an employee on a temporary basis or for a specific term, the Town may terminate such employee's Town service upon the completion of the project or assignment for which the employee was employed or upon the conclusion of the employee's specified term of employment.

Dismissal: The Town may dismiss an employee in accordance with the provisions of the Section on Discipline of these Personnel Rules.

Disability: An employee may be separated from Town service for disability when they cannot perform the essential functions of their position, with or without a reasonable accommodation, because of physical or mental impairment. In cases of disability, the Town will work with the employee, the employee's union, if applicable, and the appropriate medical and/or occupational experts to explore whether any reasonable accommodation would allow the employee to perform the essential functions of the job. If no such accommodation is possible, a separation may be initiated by the employee, their legal representative, or by the Town. Any disability separation that may qualify for compensation through Town insurance plans must be supported by appropriate medical evidence acceptable to the Town Manager and the appropriate insurance carrier.

Death: An employee's separation from Town service shall be effective as of the date of death of the employee.

Retirement: An employee may voluntarily retire upon reaching the age of retirement in accordance with the Town's Retirement Plan.

Employees who leave Town service shall receive payment for earned unpaid compensation and accrued leave in accordance with the following provisions:

Vacation: An employee who leaves Town service is entitled to be paid, at their current rate of pay, for any unused accumulated vacation leave provided that the employee has successfully completed the introductory period established for their employment in such position, has no language in their contract to the contrary, has been working in such position as a Regular Full-time employee, and has given proper notice of their resignation. Vacation leave shall not be included for the purpose of computing retirement pension benefits.

Sick Leave: Provided that an employee has successfully completed the introductory period established for their position, has no language in their contract to the contrary, has been working in such position as a Regular Full-time employee, has given proper notice of their resignation, and has been a Town employee for at least ten consecutive years, ~~then~~ such employees shall be entitled to be paid, at their current rate of pay, 50% of any unused accumulated sick leave upon the effective date of termination from Town service

in good standing for reasons other than retirement or death. Sick leave shall not be included for the purpose of computing retirement pension benefits. Sick leave will be paid to the employee after the termination date.

Death: If an employee's service with the Town is terminated because of the employee's death, separation payments shall be made either to the employee's spouse, next-of-kin or estate as required by applicable law.

Liability In excess of Separation Payment: Employees who terminate employment with the Town will be liable for any advanced time used in excess of time normally accrued. The Town may charge this liability against any severance pay or sick time reimbursements outstanding and bill the employee if these means do not cover the loss.

Return of Equipment & Supplies: Prior to the end of the last day of work, the employee in Town service must return all Town equipment and property to their department director. This includes, but is not limited to, Town records, decals, passes, identification cards, laptop(s), phone(s), and keys. Final payments made to an employee upon separation from Town service may be reduced by the replacement value of any Town property which has been lost or destroyed by such employee or which the employee has failed to return to the Town, and the Town may bill the employee if these means do not cover the loss.

Benefits Continuation: Federal law, known as COBRA, may allow employees and their dependents who are covered by the Town's health insurance program to temporarily continue that coverage following certain qualifying events (such as termination of employment) when health coverage would otherwise end. For Employees hired prior to January 2015, employees retiring at age 62 or beyond shall be offered the provision of health benefits to continue at their own expense until age 65, at which time, the former employee will have the option of going on Medicare/Medicaid supplement rider program, at their own expense. COBRA limitations are specifically waived by the Town of Winchester for employees retiring at age 62, or beyond, in good standing. For additional information, please contact the Finance Department.

HANDBOOK/POLICY AMENDMENTS

The Town Manager may make lawful amendments to the Employee Handbook/Personnel Policies in consultation with the Board of Selectmen.

Administrative Policies

CODE OF ETHICS

All employees of the Town of Winchester are subject to the Code of Ethics as adopted as an ordinance by the Board of Selectmen. If the Ethics Commission finds, through its inquiries, that any part of the Code of Ethics was violated by a member of the Town's staff, or if any violation of these policies or other approved departmental policies is discovered, that employee shall be subject to discipline up to and including termination.

Employees have a responsibility to serve the public by acting as safeguards against breaches in the Code of Ethics. If an employee becomes aware of a breach in the Code of Ethics, they must inform their Department Director within one business day of learning said information. If their Department Director is unavailable in that period of time, or if the Department Director in question is the person who has violated the Code of Ethics, the same report shall be made to the Town Manager. If an employee becomes aware of the Town Manager violating the Code of Ethics, they must inform the Mayor within one business day of learning said information. Any employee found assisting another employee to violate the Code of Ethics or any employee who is aware of a breach of the Code of Ethics and fails to report it may be subject to discipline up to and including termination.

Employees who are investigated for breaches of the Code of Ethics are strictly prohibited from retaliating against any other person who may be involved with the investigation in any way. Employees who are found to have retaliated against another employee in this manner may be subject to discipline up to and including termination.

Any employee who is found to have purposefully made a false claim about another employee violating the Code of Ethics may be subject to discipline up to and including termination.

A copy of the Code of Ethics shall be made available on the Town's website, to members of the public on request under applicable Freedom of Information Act laws, and to all Town employees on or before their Hire Date.

EVOLUTION OF POWERS

In the event that a position that traditionally reports directly to the Town Manager is vacant, the Town Manager shall be considered to hold the interim powers of that position and shall sign any documents on behalf of the given department as needed until such a time as a new person is appointed by the Town Manager to said position on a permanent or interim basis.

FREEDOM OF INFORMATION ACT REQUESTS

Any request to view or receive printed or electronic copies of documents kept by the Town that is outside the normal scope of Town operations shall be considered a request under the Connecticut Freedom of Information Act and shall require the Town staff's full cooperation under the auspices of that Act.

All requests made under the Freedom of Information Act must be made to the Town Manager's Office. Departments that receive Freedom of Information Act requests shall refer the request to the Town Manager's Office for documentation before processing the request. The Town Manager's Office shall be responsible for collecting fees associated with Freedom of Information Act requests, the rates for which shall be set from time to time by the Board of Selectmen in accordance with the Freedom of Information Act. Documents requested by a member of the public shall not be remitted to that individual until all applicable fees are paid.

Nothing about this policy shall require Town staff to create new documents to satisfy a Freedom of Information Act request.

Nothing about this policy shall hinder or halt the free-of-charge issuance and remittance of standard Town documents to members of the public, including but not limited to issuing and remitting permits to applicants.

The Town Manager's Office shall keep a record of all Freedom of Information Act requests made to each respective department and shall make a report of such requests made available to the Board of Selectmen at their request.

The Town Manager shall retain the right to report abuse of the Freedom of Information Act request system to the Connecticut Freedom of Information Commission for review with the intention of barring abusers of the system from making repeated or extraordinary requests.

PERSONNEL FILES

Personal Information: The Town Manager, or the Town Manager's designated representative, shall maintain, or cause to be maintained, personnel files for all persons employed by the Town of Winchester with the exception of the Board of Education. It is important that personnel files contain accurate and up-to-date information about each employee. Each employee is responsible to notify their department director and the Town Manager's Office, in writing, within thirty (30) calendar days of any changes such as address, contact information, marital or family status (i.e. - marriage, divorce, separation, birth, death, etc.). Employees are also encouraged to supply the Town Manager's Office with evidence of new certifications and degrees received during the time that they are employed with the town, as such information is directly pertinent to promotional processes.

Contents: Such files shall include:

- Papers, documents, reports, etc. used to determine the employee's eligibility for employment, re-assignment, separation, compensation or discipline;
- Medical records, confidential records, and recommendations;
- Personnel Action Forms, records of re-assignments, and changes in compensation;
- Attendance and leave records;
- Records of training or education received, including evidence of certifications, certificates, and degrees received;
- Performance evaluations and self-evaluations;
- Records of disciplinary action, proposed or taken, and of grievances and appeals filed and their disposition;
- Documents developed for use in civil or criminal proceedings;
- Notification of employment outside of the Town service;
- Termination notice and exit interview forms;
- Other pertinent information such as awards, letters of appreciation, or publications.

Said records shall be maintained on a current basis for each employee and shall not be disposed of during the employment of the employee; the record may not be disposed of until at least five (5) years following their separation from the Town, or when the State Statutes permit such documents to be destroyed in accordance with the Freedom of Information Act, whichever is longer.

Inspection: Town employees may inspect their personnel files upon written request not more than twice each year. The Town Manager shall require the inspection to take place in the presence of a designated Town official.

Alteration: An employee may request that their personnel file be changed in some way. If the Town Manager refuses to make such change, the employee shall be entitled to state their position in writing and such writing shall be placed permanently in the employee's personnel file.

Confidentiality: No individually identifiable information maintained by the Town Manager, or the Town Manager's designated representative, shall be disclosed without the permission of the employee except as otherwise provided by federal, state or local laws. Information relating to each employee considered a matter of public record and

made available upon request include: name, date of employment, current position title, department, and salary/wages.

TOWN MANAGER'S ABSENCE FROM TOWN

In the event that the Town Manager expects to be out of Town for a period of time equal to or exceeding five full calendar days, the Town Manager shall be required to name, in writing, an individual who shall serve as the designated decision-maker in the Manager's absence. If a question arises or a document needs to be signed during such times, the Town shall follow the following procedure:

1. First, the Town Manager's designee shall attempt to communicate with the Town Manager via email to receive written approval for action to be taken.
2. Second, the Town Manager's designee shall attempt to communicate with the Town Manager via the phone to receive written approval for action to be taken.
3. If the Town Manager is unable to be reached in a timely manner after multiple earnest efforts have been made to reach the Manager, the Manager's designee may decision on the question-at-hand and/or sign document(s) in the Town Manager's place.

A full report on any decisions made or documents signed in the Town Manager's absence must be submitted to both the Mayor and the Town Manager upon the Manager's return.

TOWN VEHICLE USE

It is the policy of the Town of Winchester that certain positions may require employee access to municipal vehicles, either during the work shift or on an off-duty basis. It is established that Town vehicles are not personal vehicles and may not be used for personal use except as otherwise set forth below. Town vehicles should be viewed as belonging to the citizens of the Town and are assigned solely for purposes consistent with providing services to those citizens. The provisions of this policy apply to all general government employees.

Assignment of On-Duty Vehicle Usage: The assignment of municipal vehicles during work time shall be based upon the essential functions of employee job classifications. Department Heads who have municipal vehicles available for this purpose shall consult with the Town Manager and may assign such vehicles in a manner consistent with departmental workload and employee function. The assignment of vehicles may be rescinded at any time by the Town Manager.

Assignment of Off-Duty Vehicle Usage: The assignment of vehicles for usage outside of the regular working hours of the position shall be made by the Town Manager. Vehicles in any department may not be taken to an employee's home without the express written permission of the Town Manager.

Tax Liability: On January 1st of each year, the Finance Director shall be provided with the names of all employees authorized to use Town vehicles for commuting purposes and the normal one-way commuting distance to compile any such documentation for determination of the imputed tax liability as required of the employer pursuant to the Internal Revenue Code as amended from time-to-time. Employees who are assigned marked and unmarked police vehicles and/or marked municipal vehicles carrying tools and meeting certain other required eligibility criteria may not be subject to imputed taxation as a result of such vehicle assignment.

General Rules Governing Usage of Town Vehicles:

- Municipal vehicles should have the Town seal or name affixed on the driver and passenger side doors. This does not apply to unmarked police vehicles. This may be done with decals or with magnets.
- Close Relatives shall not be transported in Town vehicles unless explicitly authorized by the Town Manager.
- Vehicles should contain only those items for which the vehicle is designed. The Town shall not be liable for the loss or damage of any personal property transported in the Town vehicle.
- Employees are expected to keep municipal vehicles clean and to report any malfunction or damage to their immediate supervisor immediately.
- Employees may not operate municipal vehicles under the influence of alcohol, illegal drugs, or prescription drugs or medications which may interfere with effective and safe operation of the Town vehicle.
- Employees who operate municipal vehicles must have a valid motor vehicle license and may be required to provide proof of valid motor vehicle license periodically.
- Employees driving municipal vehicles shall obey all applicable traffic and parking regulations, ordinances, and laws.

- Employees who incur parking or other fines in municipal vehicles will generally be personally responsible for payment of such fines unless the payment of such fines by the Town is approved by the Town Manager.
- Employees who are issued citations for any offense while using a municipal vehicle must notify their supervisor immediately when practicable, but in no case later than 24 hours following the incident. Failure to provide such required notice may be grounds for disciplinary action up to and including termination of employment.
- An employee who is assigned a municipal vehicle and who is arrested for and/or charged with a motor vehicle offense for which the punishment includes suspension or revocation of the motor vehicle license, whether in their personal vehicle or in a municipal vehicle, must notify their supervisor as soon as practicable, but in no case later than 24 hours following the incident. Conviction for such offense may be grounds for loss of municipal vehicle privileges and/or appropriate disciplinary action up to and including termination of employment.
- No employee may use a municipal vehicle for out-of-state travel without advance approval of the Town Manager.

Tracking Vehicle Usage: The Town Manager shall create and place a vehicle tracking log in each Town Hall vehicle. Users of these vehicles shall, at the start and end of each use of the vehicle, fill out the information requested therein. This shall include, but is not strictly limited to: the name of the person driving the vehicle, the date of the use, the start and end vehicle mileage, and the destination(s) visited while using the vehicle.

Personal Vehicle Use: Employees are permitted to use their personal vehicle to conduct Town business only when Town vehicles are not available and a function of their job explicitly requires the use of a vehicle. Employees are using their personal vehicles to conduct such business recognize and agree that they are liable for their own actions in that vehicle. The Town of Winchester is not responsible for damage to an employee's personal vehicle while being used on Town business. Employees who have written approval from their supervisor to travel out-of-town using their personal vehicle to tend to a matter of Town business or Town-related professional development shall be reimbursed for mileage at the IRS mileage reimbursement rate. Any employee choosing to use their own vehicle when a Town vehicle is available shall not be reimbursed for mileage.

PERSONNEL TRAINING

It is the policy of the Town of Winchester to, when affordable and logistically possible, improve the abilities of its staff and volunteers to operate professionally by allowing, encouraging, and requiring personnel training sessions at regular intervals.

Each Department Director is responsible for researching annual training opportunities for their staff members and for advocating for funding for said trainings through the annual budgetary process. Such trainings should directly pertain to the daily operations of the employee(s) attending the training.

In the event an employee wishes to attend a training and the department does not have the funding to pay for associated costs, the Town Manager must approve funding for said training. Nothing in the personnel policies shall be construed as to require the Town Manager to authorize attendance at such training sessions.

The Town Manager shall have the authority to require Town employees to attend specific training sessions that are directly pertinent to that employee's job description and ability to function suitably as a member of the Town's staff.

If a license or certification is required to be held by a given position and the Town elects to hire a candidate into that role that does not already hold such license or certification, the Town shall cover the cost for that employee to attend such trainings as are required for the obtainment of the license or certification.

With the permission of the Town Manager, employees that do not require given licenses and certifications to hold their current positions may pursue licenses and certifications that are required to hold a higher position in the same department (e.g., with permission of the Town Manager the Assistant Tax Collector shall be eligible to pursue and obtain their Tax Collector and/or Assessors certification; a Custodian shall be eligible to pursue and obtain their CDL, etc.). The Town Manager may not approve such proactive training unless there is sufficient funding in the budget, as determined by the Town Manager, to cover such costs.

ACKNOWLEDGEMENT OF RECEIPT OF PERSONNEL RULES

Once signed by the employee, this acknowledgement form will be placed in the employee's personnel file.

I hereby acknowledge receipt of the Town of Winchester Employee Handbook (Personnel Policies). I understand it is my responsibility to read and become familiar with the rules contained herein and to familiarize myself with updates made to the Handbook, which I understand will be sent to me via email or shared with my department through interoffice mail. Further, I understand if I have questions about its contents or need clarification, I should direct those questions to my department director or the Town Manager. I understand and accept that my failure to know or understand these policies is not an excuse to violate them, and that violations of this handbook may result in disciplinary action as described herein.

Employee's Signature

Date

Employee's Printed Name

Appendix A: Employee Classification & Wage Matrix

EMPLOYEE CLASSIFICATION & WAGE MATRIX FY 2024

In an effort to improve access to information about employee classifications and wage scales, this matrix has been developed. An updated version of this matrix shall be adopted each year by the Board of Selectmen to reflect general wage increases and updates to other portions of individual positions. Elected officials that are also considered to be staff members and grant-funded positions are not listed below. Wage scales for unionized employees may not be accurate in the event that a new contract has been adopted since this matrix was approved by the Board of Selectmen; signed employment contracts and collective bargaining agreements supersede the information listed below.

Chief Executive Officer

The Chief Executive Officer of the Town, per the Town Charter, is the Town Manager. The Town Manager is hired with a contract negotiated by the Board of Selectmen in a manner consistent with the Charter.

Title	Reports to	Full-Time/Part-Time	Hours Worked	Union	FLSA Status	Regular/Seasonal	Minimum Salary	Maximum Salary
Town Manager	Board of Selectmen	FT	35 per Week	Non-Union	Exempt	Regular	Set by BOS	Set by BOS

Department Directors

The Department Directors oversee individual departments of the Town and report directly to the Town Manager. Department Directors are appointed by the Town Manager or as specified in the Town Charter. The listing below is organized in alphabetical order by department.

Title	Dept.	FT/PT	Hours Worked per Week	Union	FLSA Status	Regular/Seasonal	Minimum Salary	Maximum Salary
Director of Economic Development	Economic Development	PT	19	Non-Union	Exempt	Regular	\$33,000.00	\$48,000.00
Director of Finance	Finance	FT		Non-Union	Exempt	Regular	\$95,000.00	\$115,000.00
Fire Chief	Fire	FT	40	Non-Union	Exempt	Regular	\$75,000	\$90,000.00
Director of Land Use	Land Use	FT	35	Non-Union	Exempt	Regular	\$70,000.00	\$85,000.00
Chief of Police	Police	FT	40	Non-Union	Exempt	Regular	\$95,000.00	\$115,000.00
Director of Public Works	Public Works	FT	40	Non-Union	Exempt	Regular	\$85,000.00	\$105,000.00
Director of Recreation	Recreation	PT	19	Supervisors	Non-Exempt	Regular	\$31,247.09	\$40,381.84
Director of Senior Services	Senior Services	FT	35	Supervisors	Non-Exempt	Regular	\$57,560.42	\$74,387.59
Director of Social Services	Social Services	FT	35	Non-Union	Exempt	Regular	\$56,000.00	\$76,000.00

Supervisors

Supervisors are individuals that either oversee a section of a department or supervise multiple employees but report to a Department Director rather than the Town Manager. The listing below is organized in alphabetical order by department and then by job title.

Title	Dept.	FT/PT	Hours Worked per Week	Union	FLSA Status	Regular / Seasonal	Minimum Wage	Maximum Wage
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Assessor	Finance	FT	35	Supervisors	Non-Exempt	Regular	\$62,320.81	\$90,000.00
Tax Collector	Finance	FT	35	Supervisors	Non-Exempt	Regular	\$58,947.07	\$76,209.05
Fire Fighter	Fire	FT	40	Supervisors	Non-Exempt	Regular	\$53,800.66	\$70,642.84
Captain	Police	FT	40	Non-Union	Exempt	Regular	\$82,741.52	\$95,000.00
Sergeant	Police	FT	~40	Police	Non-Exempt	Regular	\$77,600.37	\$82,741.51
Chief Plant Operator Sewer Plant	Public Works	FT	40	Supervisors	Non-Exempt	Regular	\$71,341.92	\$92,205.36
Chief Plant Operator Water Plant	Public Works	FT	40	Supervisors	Non-Exempt	Regular	\$62,495.27	\$80,780.34
Superintendent of Streets	Public Works	FT	40	Supervisors	Non-Exempt	Regular	\$62,495.27	\$80,780.34
Superintendent of Water Works	Public Works	FT	40	Supervisors	Non-Exempt	Regular	\$62,495.27	\$80,780.34
Program Coordinator	Recreation	PT	15	Non-Union	Non-Exempt	Regular	\$18/hr	\$20/hr

Non-Supervisors

Non-Supervisors are all Employees of the Town that do not supervise any section of a department and that does not supervise any other employees. The listing below is organized in alphabetical order by department and then by job title.

Title	Dept.	FT/PT	Hours Worked per Week	Union	FLSA Status	Regular/Seasonal	Minimum Wage	Maximum Wage
Assistant Assessor	Finance	FT	35	Clerical	Non-Exempt	Regular	\$42,652.02	\$61,850.40
Assistant Tax Collector	Finance	FT	35	Clerical	Non-Exempt	Regular	\$42,652.02	\$61,850.40
Budget Analyst/Grants Manager	Finance	FT	35	Non-Union	Non-Exempt	Regular	\$60,000.00	\$75,000.00
Office Manager/Asst. to Finance Director	Finance	FT	35	Clerical	Non-Exempt	Regular	\$42,652.02	\$61,850.40
Payroll Clerk	Finance	FT	35	Clerical	Non-Exempt	Regular	\$42,652.02	\$61,850.40
Purchasing Agent	Finance	PT	25	Supervisors	Non-Exempt	Regular	\$39,177.80	\$50,631.34
Treasurer	Finance	PT	19	Non-Union	Non-Exempt	Regular	\$33,000.00	\$48,000.00
Administrative Assistant	Land Use	FT	35	Clerical	Non-Exempt	Regular	\$42,652.02	\$61,850.40
Building Official	Land Use	FT	35	Supervisors	Non-Exempt	Regular	\$60,954.90	\$78,754.86
Fire Marshal	Land Use	FT	35	Supervisors	Non-Exempt	Regular	\$56,276.95	\$72,731.75
Asst. Town Planner/Enforcement Officer	Land Use	FT	35	Supervisors	Non-Exempt	Regular	\$58,423.46	\$75,503.98
Animal Control Officer	Police	PT	19	Clerical	Non-Exempt	Regular	\$29,069.52	\$29,069.52
Public Safety Coordinator	Police	FT	40	Clerical	Non-Exempt	Regular	\$55,788.22	\$55,788.22
Executive Assistant to Chief of Police	Police	FT	35	Clerical	Non-Exempt	Regular	\$42,652.02	\$61,850.40
Patrol Officers	Police	FT	~40	Police	Non-Exempt	Regular	\$55,943.83	\$74,361.71
Carpenter/Mason	Public Works	FT	40	Public Works	Non-Exempt	Regular	\$53,810.85	\$64,761.64
Cemetery Attendant/Highway	Public Works	FT	40	Public Works	Non-Exempt	Regular	\$52,742.98	\$60,920.29

Maintainer III								
Cemetery Attendant/Maintainer IV	Public Works	FT	40	Public Works	Non-Exempt	Regular	\$57,083.11	\$64,706.72
Crew Leader	Public Works	FT	40	Public Works	Non-Exempt	Regular	\$54,943.00	\$67,203.56
General Laborer/Building Maintainer	Public Works	FT	40	Public Works	Non-Exempt	Regular	\$56,013.99	\$59,136.27
Highway Maintainer II	Public Works	FT	40	Public Works	Non-Exempt	Regular	\$44,955.67	\$57,216.23
Highway Maintainer III	Public Works	FT	40	Public Works	Non-Exempt	Regular	\$51,677.81	\$60,920.29
Highway Maintainer IV	Public Works	FT	40	Public Works	Non-Exempt	Regular	\$56,012.74	\$63,636.77
Mechanic	Public Works	FT	40	Public Works	Non-Exempt	Regular	\$54,065.03	\$66,599.73
Mechanic's Helper	Public Works	FT	40	Public Works	Non-Exempt	Regular	\$50,827.30	\$60,042.32
Project Administrator/Engineer	Public Works	FT	40	Non-Union	Exempt	Regular	\$80,000.00	\$100,000.00
Secretary/Office Assistant	Public Works	FT	40	Clerical	Non-Exempt	Regular	\$42,652.02	\$61,850.40
Working Foreman	Public Works	FT	40	Public Works	Non-Exempt	Regular	\$57,384.71	\$67,670.10
Assistant Director (Summer Camp)	Recreation	FT	40	Non-Union	Non-Exempt	Seasonal	\$18.00/hr	\$18.00/hr
Camp Counselor	Recreation	FT	40	Non-Union	Non-Exempt	Seasonal	\$15.00/hr	\$15.00/hr
Lifeguard (Supervisor)	Recreation	FT	40	Non-Union	Non-Exempt	Seasonal	\$20.00/hr	\$20.00/hr
Lifeguard (Head Guard)	Recreation	FT	40	Non-Union	Non-Exempt	Seasonal	\$18.00/hr	\$18.00/hr
Lifeguard	Recreation	FT	40	Non-Union	Non-Exempt	Seasonal	\$16.25/hr	\$16.25/hr
Maintainer (Supervisor)	Recreation	FT	Varies	Non-Union	Non-Exempt	Seasonal	\$23.00/hr	\$23.00/hr
Maintainer	Recreation	PT	Varies	Non-Union	Non-Exempt	Seasonal	\$18.25/hr	\$18.25/hr
Playground Director	Recreation	FT	40	Non-Union	Non-Exempt	Seasonal	\$21.00/hr	\$21.00/hr
Staff Counselor	Recreation	FT	40	Non-Union	Non-Exempt	Seasonal	\$15.00/hr	\$15.00/hr
Assistant Town Clerk	Town Clerk	FT	35	Clerical	Non-Exempt	Regular	\$42,652.02	\$61,850.40
Communications & IT Coordinator	Town Manager	PT	15	Supervisors	Non-Exempt	Regular	\$23,506.68	\$30,378.80
Executive Assistant to the Town Manager	Town Manager	FT	35	Non-Union	Non-Exempt	Regular	\$53,000.00	\$68,000.00

Unpaid interns or interns whose wages are paid by another agency may work on behalf of the Town, with permission from the Town Manager granted, without further permission needing to be granted by the Board of Selectmen.

Appendix B: Current Facility Operating Hours

CURRENT FACILITY OPERATING HOURS FY 2024

In FY 2024, per order of the Town Manager, with the exception of holidays recognized by the Town and any subsequent orders from the Town Manager, Town facilities will be open during the following hours and on the following days:

Town Hall (338 Main St)

- Monday - Wednesday: 8:00 AM to 4:00 PM
- Thursday: 8:00 AM to 6:00 PM
- Friday: 8:00 AM to 12:00 PM (Noon)

Police Department (338 Main St, Bottom Floor) & Fire Department (27 Elm St)

Our Police Officers and Fire Fighters are always on-call and will respond to emergencies at all hours of the day or night, any day of the year, even on Town-recognized holidays. ***Call 911 in the event of an emergency.*** To speak to a member of the Police Department or Fire Department about non-emergency matters during their normally-scheduled hours, please contact those departments to set up an appointment to do so.

- Police: 860-738-6957
- Fire: 860-379-5155

Senior Center (80 Holabird Ave)

- Monday - Friday: 8:00 AM to 4:00 PM

Public Works (189 Rowley St)

- Monday - Friday: 7:00 AM to 3:30 PM

Sewer Plant (North Main Street)

- Monday - Friday: 7:00 AM to 3:30 PM

Water Plant (on Crystal Lake)

- Monday - Friday: 7:00 AM to 3:30 PM

Parks, Trails, Athletic Fields, and Tennis Courts

All Town-owned parks (with the exception of East End Park), athletic fields, and tennis courts open 30 minutes before sunrise and close 30 minutes after sunset, as defined on a day-to-day basis by the National Oceanic and Atmospheric Administration (NOAA) unless written permission to use a given area during off-hours is provided by the Director of Recreation or the Town Manager. East End Park shall open 30 minutes prior to Sunrise and shall close at 10:00 PM each day. Using Town-owned property during off-hours is considered trespassing on Town property and individuals who access the parks during such hours will be subject to removal and possible charges.

Playgrounds & Beaches

All Town-owned beaches and playground that are posted as open to the public shall open 30 minutes before sunrise and close 30 minutes after sunset each day, as defined on a day-to-day basis by the National Oceanic and Atmospheric Administration (NOAA) unless written permission to use a given beach during off-hours is provided by the Director of Recreation or the Town Manager. Using Town-owned property during off-

hours is considered trespassing on Town property and individuals who access the parks during such hours will be subject to removal and possible charges.

Skate Park

The Skate Park, located at the corner of Willow Street and Rowley Street, is open 30 minutes before sunrise to 30 minutes after sunset each day, as defined on a day-to-day basis by the National Oceanic and Atmospheric Administration (NOAA), from April 1st through November 30th, weather permitting. Using Town-owned property during off-hours is considered trespassing on Town property and individuals who access the parks during such hours will be subject to removal and possible charges.

Cemeteries

Town-owned cemeteries are open 30 minutes before sunrise to 30 minutes after sunset each day, as defined on a day-to-day basis by the National Oceanic and Atmospheric Administration (NOAA). Cemeteries are not cleared of snow, and entry during winter months is done at the risk of the individual who chooses to enter. Burials do not typically occur during winter months. Using Town-owned property during off-hours is considered trespassing on Town property and individuals who access the cemeteries during such hours will be subject to removal and possible charges.

Non-Town Offices

While the Town does not oversee these offices, they are vital to our community, and we have provided their contact information below:

- Winsted Ambulance Service: 911 for emergencies; 860-379-6596 for non-emergencies.
- Library: 860-379-6043
- Housing Authority: 860-639-4573

Holidays

Town offices will be generally closed on the following days each year (in the event that they fall on a Saturday,

Town offices shall be closed on the prior Friday in observance of the holiday; in the event that they fall on a Sunday, Town offices shall be closed on the next Monday in observance of the holiday):

- | | | |
|------------------------------|--|--|
| • New Year's Day | • Labor Day | • Christmas Day |
| • Martin Luther King Jr. Day | • Indigenous People's Day/
Columbus Day | • Other days as declared by the
Town Manager or
Board of
Selectmen. |
| • Presidents' Day | • Veterans Day/
Armistice Day | |
| • Good Friday | • Thanksgiving | |
| • Memorial Day | • Day after
Thanksgiving | |
| • Juneteenth | | |
| • Independence Day | | |