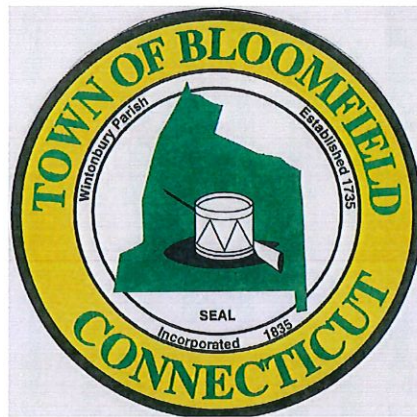


# **TOWN OF BLOOMFIELD**

## **EMPLOYEE HANDBOOK**

**For Unionized Employees**



**Rules, Regulations & Policies**

**APPROVED BY THE TOWN COUNCIL**  
**August 14, 2017**

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## **DISCLAIMER**

**THIS EMPLOYEE HANDBOOK IS NOT A CONTRACT OF EMPLOYMENT NOR IS IT INTENDED TO BE A CONTRACT OF EMPLOYMENT OR A WARRANTY OF BENEFITS. ITS SOLE PURPOSE IS TO INFORM YOU OF THE TOWN OF BLOOMFIELD'S POLICIES. THE TOWN OF BLOOMFIELD RESERVES THE RIGHT TO CHANGE ITS POLICIES AND/OR BENEFITS SET FORTH IN THIS HANDBOOK ANY TIME IT DETERMINES A NEED TO DO SO.**

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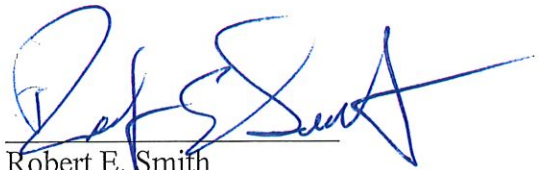
## WELCOME TO THE TOWN OF BLOOMFIELD

Congratulations and thank you for accepting the Town of Bloomfield's offer of employment. You were hired because we believe you have the skills and the potential to help the Town of Bloomfield better serve its citizens. We expect and depend upon you to perform the responsibilities assigned to you to the best of your abilities. Hard work and commitment will not only help you succeed but will also give you a sense of pride and accomplishment.

We hope your employment proves mutually satisfying and that you will make an important contribution to the accomplishment of our goals. Every employee has an important role and we value the abilities, experience and background that you bring with you. It is our employees who provide the services that our citizens rely upon.

We intend to provide you with all of the support and resources you will need to perform your job effectively. If you need assistance or guidance, at any point in time, please do not hesitate to ask a member of the Human Resources Department.

Once again, welcome to the Town of Bloomfield. We are glad to have you with us.



Robert E. Smith  
Town Manager

## INTRODUCTORY STATEMENT

The Employee Handbook (hereinafter "Employee Handbook" or "Handbook") applies to all unionized employees of the Town of Bloomfield (the "Town").

The Town Council is responsible for ensuring that the citizens of Bloomfield receive the highest possible quality of municipal services. In order to achieve that goal, the Council recognizes that recruiting and retaining dedicated, highly qualified employees is critical. The rules, regulations and policies included in this Handbook were developed in accordance with the Town Charter.

Employees of the Town shall comply with and aid in carrying out the provisions of the Charter and these rules, special departmental regulations and Town policies. Any employee who shall fail to comply with any of the provisions of the Charter or Town ordinances or of regulations adopted thereunder shall be subject to all penalties and remedies now or hereafter provided by law for the failure of an employee to do any act required of him/her by law. If any section or portion of a section of these rules, regulations and policies is found to be not in conformity with State law or the Town Charter, such finding shall not affect the remainder of the rules, regulations and policies stated herein.

This Employee Handbook is not intended to create an express or implied contract. You should read, understand and comply with all provisions of this Handbook.

This Employee Handbook supersedes any previous Rules and Regulations and/or verbal or written statements that may have been issued. Further, this Employee Handbook is not a contract of employment.

In the event that any provision of these rules, regulations and policies shall be declared by operation of law or by a court or administrative agency of competent and final jurisdiction to be invalid, unenforceable, or unconstitutional, the remainder of the provisions of these rules, regulations and policies shall not be affected thereby but shall be continued in full force and effect.

No employee handbook can anticipate every circumstance or question about policy. Where changes can be anticipated in advance, the Town will attempt to notify employees of such changes.

If you have any questions or concerns about the Employee Handbook, please ask the Director of Human Resources or a member of the Human Resources team.



## **AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

The Town is an AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY employer. The Town does not discriminate in employment opportunities or practices on the basis of race, color, religious creed, age, sex, marital status, national origin, ancestry, intellectual disability, physical disability, past or present history of mental disability, learning disability, sexual orientation, gender identity or expression, genetic information, prior conviction of a crime or other factors which cannot lawfully be the basis for employment actions, unless there is a bona fide occupational qualification.

In order to ensure that employees and job applicants are not subjected to unlawful discrimination, it is the Town's policy to comply with the Town of Bloomfield Handbook, the Town Charter adopted in 1959, and all State and Federal laws and regulations that prohibit employment discrimination.

The Town has established affirmative action and equal employment opportunity as immediate and necessary objectives. We are committed to these concepts, principles and goals. Prejudice and discrimination have no place in the workplace and will not be tolerated. Affirmative action and equal employment opportunity are necessary to ensure the prevention of and, if necessary, the eradication of discrimination to achieve the goal of a diverse workforce truly representative of all segments of the population we serve.

The actions covered in this policy include, but are not limited to, employment, promotion, demotion, transfer, recruitment, advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

This policy also prohibits all forms of harassment in our work environment and in the provision of services on the basis of protected group identity.

"AFFIRMATIVE ACTION" refers to positive action, undertaken with conviction and effort, to achieve the full and fair participation of women, minorities and any other protected group(s) found to be underutilized in the work force or affected by policies or practices having an adverse impact.

"EQUAL EMPLOYMENT OPPORTUNITY" refers to a system of employment practices under which individuals are not excluded from participation, advancement or benefits due to race, color, religious creed, age, sex, marital status, national origin, ancestry, intellectual disability, physical disability, past or present history of mental disability, learning disability, sexual orientation, gender identity or expression, genetic information, prior conviction of a crime, unless the provisions of Sections 46a-60 (b), 46a-80 (b) or 46a-81 (b) of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification, excluding persons in one of the above protected groups.



As the Town Manager I pledge my personal support and commitment to the goals and objectives of this policy. I will exercise personal leadership in establishing, maintaining, and carrying out the Town's affirmative action efforts to promote equal employment opportunity and workforce diversity at every level of the administration of the Town's operation. I expect my management and supervisory staff to treat compliance with this policy and the Town's Affirmative Action Plan as a top priority. Employees at all levels are expected to support, value and respect the advancement of affirmative action and equal employment opportunity principles in our workplace community.

I have assigned the responsibility to implement the Town's affirmative action goals and objectives to:

Cindy Coville, Director of Human Resources. Ms. Coville may be reached at Town Hall, 800 Bloomfield Avenue, or at (860) 769-3538 or at [ccoville@bloomfieldct.org](mailto:ccoville@bloomfieldct.org) and is available to counsel employees regarding Affirmative Action/Equal Employment Opportunity issues and to assist them in addressing complaints alleging discrimination in violation of this policy.

This policy will be posted at all Town's facilities and given out to staff once a year.

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## THE AMERICANS WITH DISABILITIES POLICY STATEMENT

Persons with disabilities who may need this information in an alternative format should contact the ADA Coordinator.

The Town's services and programs are administered in a non-discriminatory manner, consistent with the requirements of Title II of the Americans with Disabilities Act of 1990, as amended, and other relevant federal and state statutes that prohibit discrimination in employment and services against individuals with disabilities.

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), we are also committed to providing reasonable accommodations to qualified persons with disabilities to ensure their full and fair participation in all Town programs, services and activities.

Under the Americans with Disabilities Act, a person with a disability is defined as a person who (1) has a physical or mental impairment that substantially limits one or more major life activities of such individual, or (2) has a record or history of having such impairment, or (3) is regarded or perceived as having such impairment.

Employees, qualified job applicants, or other individuals with disabilities who may need an accommodation to perform the essential functions of their jobs or to access Town programs and services should contact Cindy Coville, ADA Coordinator, at (860) 769-3538 or at [ccoville@bloomfieldct.org](mailto:ccoville@bloomfieldct.org).

The appropriate reasonable accommodation will be determined through an interactive process including the individual with the disability, the employee's manager and the ADA Coordinator.

Complaints alleging the Town's violation of the ADA and/or other related federal and/or state statutes must be filed with the ADA Coordinator within 30 calendar days of the alleged discriminatory act. Complaints will be investigated in accordance with the Affirmative Action Discrimination Procedure. The complaint form and procedure are available by contacting the ADA Coordinator in Human Resources or by calling Human Resources at (860) 769-3544.

To ensure that this policy is accessible to all employees and the public, it will be posted on the Town's website and bulletin boards.

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## **SEXUAL HARASSMENT PREVENTION POLICY**

In accordance with applicable law, the Town prohibits sexual harassment and harassment because of an individual's race, color, national origin, gender, religion, physical or mental disability, marital status, medical condition, sexual orientation, age or any other legally protected status. Sexual harassment, in any form, whether in the workplace, at assignments outside of the workplace, or at work sponsored social functions is prohibited.

It is the Town's policy to maintain a working environment free from all forms of sexual harassment and intimidation. Sexual harassment, like all forms of prohibited discrimination, will not be sanctioned or tolerated whether committed by supervisory, non-supervisory personnel or non-employees. The Town will not tolerate sexual harassment and will take all reasonable measures to prevent such harassment from occurring and to correct any such harassment that occurs.

Sexual harassment means any unwelcome advances or requests for sexual favors or any conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include without limitation: unwelcome sexual advances; suggestive or lewd remarks; unwanted hugs, touches, kisses, requests for sexual favors; retaliation for complaining about sexual harassment; and derogatory or pornographic posters, cartoons or drawings. These are all serious violations of Town policy and will not be condoned or permitted.

Any employee who witnesses or who is subjected to sexual harassment or intimidation should contact his/her Department Head immediately. If you do not feel comfortable addressing the issue with your Department Head, you should contact Cindy Coville, Director of Human Resources/Affirmative Action Manager. The filing of a complaint should be done in writing and will be investigated following the Affirmative Action Complaint Procedure. Complaints must be filed within 30 calendar days of the alleged discriminatory act.

All complaints of harassment will be promptly and thoroughly investigated including complaints regarding the behavior of citizens, vendors or any person doing business with the Town. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include an interview with the person filing the complaint and with witnesses. The Town will also interview the person(s) alleged to have committed harassment.

Any employee who reports unlawful harassment or cooperates in the investigation of a complaint will be protected from retaliatory action.

If it is determined that inappropriate conduct has occurred, the Town will act promptly to eliminate the offending conduct, and will impose appropriate disciplinary action, up to and including termination of employment. Violation of this policy will not be tolerated.

Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. Each manager is responsible for maintaining a work environment free of sexual harassment and to ensure mutual dignity and respect. All managers and supervisory staff share the responsibility for the implementation of this policy. A manager or supervisor who receives a complaint about harassment, witnesses harassment, becomes aware of or believes that someone is engaging in prohibited conduct shall report it immediately to Ms. Coville.

## **POLICY ON VIOLENCE IN THE WORKPLACE**

The Town maintains a zero tolerance policy for violence in the workplace. To this end, the Town has adopted a policy prohibiting workplace violence and threats of violence. Consistent with this policy, providing or otherwise contributing to any violent or disruptive act in the workplace including but not limited to acts or threats of physical violence, including intimidation, harassment, coercion, assault, battery, which involve or affect the Town of Bloomfield or which occur on the Town's property or worksites is strictly prohibited.

To ensure a safe workplace and to reduce the risk of violence, all employees are required to review and understand the provisions of this Workplace Violence Policy.

### **Prohibited Conduct**

Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at the Town of Bloomfield or to create a hostile, abusive, or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

1. All threats or acts of violence occurring on the Town's premises or worksites, regardless of the relationship between the Town and the parties involved.
2. All threats or acts of violence occurring off the Town of Bloomfield's premises involving someone who is acting in the capacity of a representative of the Town.

Specific examples of conduct which may be considered threats or acts of violence in violation of this policy, include, but are not limited to the following:

- Hitting or shoving an individual;



- Causing physical injury to another person;
- Making threatening remarks concerning an individual, his or her family, friends, associates or property;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or that subjects another individual to emotional distress;
- Intentionally damaging, or threatening to damage, Town property or the property of another employee;
- Making harassing or threatening phone calls;
- Harassing surveillance or stalking (following or watching someone);
- Unauthorized possession of a weapon while on Town property or while acting in the capacity of a representative of the Town.

### **Reporting Procedures**

Each employee is encouraged to report threats or acts of violence to the Director of Human Resources. In circumstances where there is imminent danger, the employee should contact the Police.

### **Enforcement**

The Town's prohibition against threats and acts of violence applies to all persons involved in Town business, including but not limited to personnel, contract and temporary workers and anyone else on Town property or worksites.

Threatening conduct or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination of employment and/or legal action as appropriate.

### **Weapons**

The Town believes it is important to establish a clear policy that specifically addresses weapons in the workplace. The Town prohibits all persons who enter Town property from carrying a handgun, firearm, knife, or other prohibited weapon of any kind regardless of whether or not the person is licensed to carry the weapon, except for sworn law enforcement personnel. In addition, all employees are prohibited from carrying weapons on Town worksites or while conducting Town business.



Any employee found in violation of this policy will be subject to immediate termination of employment.

## **POLICY ON DRUG AND ALCOHOL USE**

The Town maintains a policy against drug and alcohol use by its employees. The use of any illegal drugs, intoxicants or controlled substances is strictly prohibited. Illicit drug use and indiscriminate alcohol consumption puts everyone at risk and cannot be tolerated. In keeping with our efforts to promote health and safety and protect the interests of our employees, customers, and the Town, we cannot allow anyone to use, possess, sell, manufacture, purchase or be under the influence of alcohol, illegal drugs, intoxicants or controlled substances at any time on Town premises, in Town vehicles or while on Town business. Furthermore, the involvement of employees in these activities off the job raises significant concerns for the Town.

### **Prohibited Acts**

The following acts are strictly prohibited by the Town and apply to all employees:

- a. Possession, use, or being under the influence of alcohol, an illegal drug intoxicant or controlled substance while on Town property or worksites and while performing Town business.
- b. Driving a vehicle on Town business while under the influence of alcohol or an illegal drug, intoxicant or controlled substance.
- c. Distributing, selling, manufacturing or purchasing or attempting to distribute, sell, manufacture, or purchase of an illegal drug or controlled substance during working hours or while on Town-owned or occupied premises.
- d. Testing positive on a required or requested drug or alcohol test or screen.
- e. Refusing either to take or to release information regarding a required or requested drug or alcohol test or screen; and
- f. Violating any Town rule or policy regarding alcohol and drug use.

### **Testing Program**

- a. After an offer of employment but before the applicant commences employment;
- b. When “reasonable suspicion” exists that any employee is under the influence of alcohol or any illegal drug, intoxicant, or controlled substance while on the job, or is otherwise in

violation of this policy. Reasonable suspicion means suspicion based on information regarding among other things, an employee's appearance, behavior, speech, attitude, mood and/or breath odor.

- c. When any employee is found in possession of alcohol or an illegal drug, intoxicant or controlled substance in violation of this policy, or when any of those items are found in an area controlled or used by the employee, such as a desk or locker.
- d. When an accident, near-miss, or incident occurs in which safety precautions are violated or careless acts are performed, and reasonable suspicion exists that the employee involved is under the influence of alcohol or an illegal drug, intoxicant or controlled substance.
- e. After any employee has participated in a rehabilitation program; and
- f. When required by a state or federal law or regulation (e.g. (i) persons driving commercial motor vehicles with a gross vehicle weight rating of 26,001 pounds or more or carrying hazardous materials in interstate commerce ("DOT testing"); or (ii) for other reasons required by law). The testing required by the Town will involve an initial screening test. If that result is positive, the positive result will be confirmed using a different testing methodology.

Employees suspected of possessing alcohol, illegal drugs, intoxicants or controlled substances are subject to inspection and search, with or without notice. Employees who are suspected of possessing alcohol, illegal drugs, intoxicants or controlled substances are subject to having their personal belongings, including any bags, purses, briefcases and clothing, and all Town property, subject to inspection and search, with or without notice. Employees who violate the Town's drug and alcohol abuse policy will be removed from the workplace immediately. The Town may also bring the matter to the attention of appropriate law enforcement authorities. Any conviction for criminal conduct involving illegal drugs, intoxicants or controlled substances whether on or off duty, or any violation of the Town's drug and alcohol abuse policy, including, having a positive drug-test result, may lead to disciplinary action, up to and including termination.

Any employee's involvement in the sale, distribution, manufacturing or attempted sale, distribution, or manufacturing, or possession of any controlled substance while off Town property will not be tolerated and will result in termination of employment because that conduct, even though off duty, reflects adversely on the Town. In addition to reflecting adversely on the Town, the Town must keep people who are involved with illegal drugs and controlled substances off premises owned or occupied by the Town in order to keep those substances off the premises.

The use of prescription drugs and/or over-the-counter drugs may also affect an employee's job performance and seriously impair that employee's ability to perform his or her duties. Any employee who is using prescription or over-the-counter drugs that may impair his or her ability to safely perform the job or may affect the safety or well-being of others must submit a physician's statement that the prescription drug use will not affect job safety. The employee is not required to identify the medication or the underlying illness. Various federal, state and local laws protect the



rights of individuals with disabilities and others with regard to the confidentiality of medical information, medical treatment, and the use of prescription drugs and substances taken under medical supervision. Nothing contained in this policy is intended to violate or interfere with individual rights under these laws.

### **Accommodation of Employees Seeking Treatment/Rehabilitation**

The Town will attempt to reasonably accommodate employees with chemical dependencies (alcohol or drugs), if they voluntarily wish to seek treatment and/or rehabilitation. Employees desiring that assistance should seek advice from Human Resources regarding types of leave that may be used during treatment and/or rehabilitation. The Town's support for treatment and rehabilitation does not obligate the Town to employ any person who violates the Town's drug and alcohol abuse policy or whose job performance is impaired because of substance abuse. The Town is also not obligated to reemploy any person who has participated in treatment or rehabilitation if that person's job performance remains impaired as a result of dependency. Employees who are given the opportunity to seek treatment and/or rehabilitation and are involved in any further violations of this policy will not be given a second opportunity to seek treatment or rehabilitation.

## **RECRUITMENT**

### **Immigration Law Compliance**

The Town of Bloomfield is committed to employing only United States citizens and aliens who are authorized to work in the United States. The Town does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Town of Bloomfield within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues should contact the Human Resources Department.

### **Employment Applications**

The Town of Bloomfield relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the Town of Bloomfield's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

## **PAYROLL**

### **Recording Time**

Federal and state laws require the Town of Bloomfield to keep an accurate record of time worked in order to calculate employee pay and benefits. All non-exempt employees are required to complete a timesheet each week which is to include the start and end time of the workday and the start and end time for the employee's lunch period each day. Lunch periods are unpaid for non-exempt employees.

Altering, falsifying, tampering with time records, or recording time on another employee's time report will result in disciplinary action, up to and including termination of employment. It is the employee's and the supervisor's responsibility to sign timesheets to certify the accuracy of all time recorded.

### **Error in Pay**

Every effort is made to avoid errors in employees' paychecks. Employees who believe an error has been made, should immediately inform Finance or Human Resources. Necessary steps will be taken to research the problem and to ensure that any necessary correction is made promptly.

### **Pay Deductions**

The law requires that the Town of Bloomfield make certain deductions from every employee's wages. Among these deductions are applicable federal and state income taxes. The Town must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base."

The Town of Bloomfield offers programs and benefits beyond those required by law. In some instances, the cost of these programs will be deducted from the employee's compensation.

Employees who have questions concerning the deductions made from their paycheck or how these deductions were calculated, should contact the Human Resources Department.

## **LEAVE**

### **Community Service**

The Town of Bloomfield encourages its employees to become involved in Bloomfield civic activities. The Town Manager or his/her designee may grant an employee time off with pay to participate in a community project upon the recommendation of the Department Head.



## **Jury Duty**

Regular full-time and regular part-time employees will be granted time off for jury duty. Employees will be expected to give advance notice to the Department Head and to the Human Resources Department of having been called for jury duty, supply to Human Resources a time verification slip from the clerk of the court as evidence of having served, and work as much of the day as possible for each day the employee is called to serve.

Eligible employees receive their regular pay for time spent in jury duty in accordance with applicable state law. Employees must sign over any checks received for jury duty to the Town of Bloomfield and forward them to the Finance Department.

## **Workers' Compensation and Injury**

The Town of Bloomfield provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers certain injuries and illnesses arising out of and in the course of employment. In addition, the Town provides regular full-time employees with supplemental pay during the employee's leave of absence for a work-related injury which is covered by workers' compensation. The supplemental pay provided by the Town is the employee's regular rate of pay minus payments made to the employee through the workers' compensation insurance. Workers' compensation will be supplemented for a period of time not to exceed (12) months from the date of an injury. However, if it is determined at any time during the employee's absence that he/she, because of his/her injury, will never be able to perform the essential functions of his/her position, employment with the Town will be separated. Further, if an employee remains out of work for a period in excess of twelve (12) months for any reason including but not limited to a workers' compensation leave of absence, employment with the Town may be separated.

Sick leave and other accrued leave will be charged to an employee until such time that the injury is deemed compensable. When deemed compensable, sick leave and other accrued leave used will be reinstated.

Nothing shall prohibit an employee whose employment with the Town is separated pursuant to this section from reapplying for a position with the Town in the future.

## **Bereavement/Funeral**

The Town Manager may grant leave with pay for employees to attend funerals of co-workers.



## **Birth/Adoption**

Leave for the birth or adoption of a child will be administered in accordance with the Family and Medical Leave Act.

## **MILITARY LEAVE**

The Town of Bloomfield complies with all rights and conditions of the Uniformed Services Employment and Reemployment Rights Act ("USERRA") which expands both job and benefit protections for workers who serve in the military. Under USERRA, anyone who has been absent from work due to service in the uniformed services has certain reemployment or reinstatement rights.

USERRA prohibits discrimination against applicants and employees who serve in the military in the areas of hiring, job retention and advancement and strengthens the right to reemployment without any loss of seniority, status or pay.

The uniformed services include Army, Navy, Marine Corps, Air Force, and Coast Guard, including the Reserves for each of these branches of the military. Also included is service in the Army National Guard or Air National Guard, commissioned corps of the Public Health Service and any other category of persons designated by the President in time of war or emergency.

### **Notice and Eligibility**

USERRA covers nearly all employees, including full-time, part-time and probationary employees.

Advance notice of service is required as follows unless it is not possible due to military necessity or is otherwise impossible or unreasonable.

**Federal Orders** – Leave time (long-term deployment usually more than 30 calendar days) necessary to comply with Federal Orders of deployment or assignment. To be considered "timely", requests for Leave must be submitted within seventy-two (72) hours of receiving official notice. A copy of the orders must be submitted to the immediate supervisor and to Human Resources.

**National Guard/Reservist Duties** – Leave time necessary to comply with National Guard of Reservist commitments. To be considered "timely", requests for Leave must be submitted 30 days in advance of National Guard/Reservist duties. A copy of the orders must be submitted to the immediate supervisor and to Human Resources.

### **Compensation and Benefits**

Under USERRA, military leave is unpaid and vacation, holidays and sick days will not accrue during military leave. However, employees may use vacation time for a portion of the absence. In addition to the federal requirements under USERRA, Connecticut State Law CGS 7-461

requires municipal employers to pay their employees who are reservists the difference between their regular salary and their military salary (for up to 30 days in any calendar year), while they engage in required field training. The Town provides a greater benefit to employees than that required under USERRA and State law.

Employees on leave for National Guard/Reservist duties are authorized 2 days per month for drills (usually scheduled on weekends) and two weeks annually for training designated in Munis as Leave With Pay - Military. Leave in excess of the above amount per month for drills or annually for training must be taken using the employees accrued leave time.

For long-term deployment, the employee receives full pay for the first thirty (30) calendar days designated in Munis as Leave With Pay-Military. On the thirty-first (31) calendar day through six (6) months, the employee receives the difference in pay providing the military pay is not higher than the employee's pay. After six (6) months, the leave is unpaid and the employee may use twenty (20) hours of accrued leave per pay period through the end of the deployment or until the accrued leave is exhausted so that benefits do not cease. If the employee exhausts accrued leave, he/she may elect to continue employer sponsored health care for up to twenty-four (24) months under COBRA; however, the employee may be required to pay up to 102 percent of cost of the full premium.

Life insurance will continue to be in force under the same terms and in the amount assigned for active employees in the same employee unit.

USERRA pension protections apply to defined benefit plans and defined contribution plans. For purposes of pension plan participation, vesting, and accrual of benefits, USERRA treats military service as continuous service. Once an employee returns from military duty and is reemployed, the employer contributions that would have been made if the employee had been employed will be credited to the employee's account. If employee contributions are required or permitted under the plan, the employee has a period equal to three times the period of military duty or five years, whichever ends first, to make up the contributions on a pre-tax basis.

### **Reemployment/Reinstatement**

USERRA provides that returning service members are to be reemployed in the job that they would have attained had they not been absent for military service, (the "escalator" principle), with the same seniority, status and pay, as well as other rights and benefits determined by seniority. USERRA also requires that reasonable efforts (such as training or retraining) be made to enable returning service members to qualify for reemployment. If the service member cannot qualify for the "escalator" position, he or she must be reemployed, if qualified, in any other position that is the nearest approximation to the escalator position and then to the pre-service position. USERRA also provides that while an individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other similarly-situated individuals on non-military leaves of absence. The time limits for returning to work are as follows:



**Less than 31 days service:** By the beginning of the first regularly scheduled work period after the end of the calendar day of duty, plus time required to return home safely and an eight hour rest period. If this is impossible or unreasonable, then as soon as possible.

**31 to 180 days:** The employee must apply for reemployment in writing to the Human Resources Department no later than 14 days after completion of military service. If this is impossible or unreasonable through no fault of the employee, then they must reapply as soon as possible.

**181 days or more:** The employee must apply for reemployment in writing to the Human Resources Department no later than 90 days after completion of military service.

**Service-connected injury or illness:** Reporting or application deadlines are extended for up to two years for persons who are hospitalized or convalescing.

## **FMLA (FAMILY AND MEDICAL LEAVE)**

### **Eligibility**

In order to qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

The employee must have worked for the Town of Bloomfield for 12 months.

The employee must have worked for the Town of Bloomfield at least 1,250 hours during the 12-month period immediately prior to the date when the leave is requested to begin.

### **Reasons for Leave**

In order to qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

1. a serious health condition (defined below) of the employee
2. the birth of a child or placement of a child with the employee for adoption or foster care;
3. to care for a spouse, child, or parent with a serious health condition; or
4. a “qualifying exigency” (defined below) arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call to active duty status in support of a contingency operation.

### **Definitions**

A serious health condition means an illness, injury impairment or physical or mental condition that involves at least one of the following:

Hospital care: Inpatient (overnight) care in a hospital, hospice or residential care facility, including any period of incapacity or treatment connected to inpatient care.

Absence plus treatment: A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves one of the following:

Two or more visits to a health care provider. The first visit must occur within seven days of the first day of the incapacity, and both visits must take place within 30 days.

A regimen of continuing treatment, with the first visit taking place within seven days of the onset of the incapacity.

Pregnancy: Any period of incapacity due to pregnancy, or for prenatal care.

Chronic conditions requiring treatments: A chronic condition that extends over a period of time and requires periodic treatments. "Periodic visits" are defined as at least two visits to a health care provider per year. During that period, the incapacity may be episodic rather than continuous. Examples include asthma, epilepsy or diabetes.

Permanent/long-term conditions requiring supervision: A permanent or long-term incapacity due to a condition that may not respond to treatment. The employee or family member must be under the continuing supervision of (but need not be receiving active treatment by) a health care provider. Examples: Alzheimer's or the terminal stages of a disease.

Multiple treatments (non-chronic conditions): Any period of absence to recover from or receive multiple treatments for restorative surgery after an accident or injury, or for a condition that would probably result in a period of incapacity of more than three consecutive days in the absence of medical treatment, such as cancer (chemotherapy, etc.), severe arthritis (physical therapy) and kidney disease (dialysis).

A qualifying exigency is defined as a non-medical activity that is directly related to the covered military member's active duty or call to active duty status, for one or more of the following qualifying activities:

1. Short notice deployment;
2. Military events and related activities;
3. Childcare and school activities;
4. Financial and legal arrangements;
5. Counseling;
6. Rest and recuperation;



7. Post-deployment activities; and,
8. Additional activities that arise out of the covered military member's active duty or call to active duty status provided that the employer and employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

### **Leave Available**

In all circumstances except when leave is required to care for an ill or injured member of the Armed Services, eligible employees may receive up to a total of 12 workweeks of unpaid leave during a 12-month period. A 12-month period begins on the date of the employee's first use of federal Family and Medical Leave. Successive 12-month periods commence on the date of an employee's first use of Family and Medical Leave after the preceding 12-month period has ended. When leave is taken to care for an injured or ill service member, an eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave may not exceed 26 weeks in a single 12-month period. Service member FMLA runs concurrent with other leave entitlements provided under federal and state law.

### **Notice and Certification**

Employees who are in need of Family and Medical Leave may be required to provide:

- a. 30 days advance notice when the need for leave is foreseeable;
- b. Medical certification from a health care provider (prior to the start of the leave period and before returning to work);
- c. Periodic re-certification; and
- d. Periodic reports during the leave.

Failure to provide a health care provider's certification of the serious health condition of the employee or the employee's family member may result in a denial of leave. Medical Certification Forms can be obtained in the Human Resources Department.

When leave is needed to care for an immediate family member or an employee's own serious health condition and is for planned medical treatment, employees are required to schedule treatment so as not to unduly disrupt the Town's operation.

### **Employee Benefits During Leave**

While an employee is on leave, the Town will continue the employee's group health insurance during the leave period at the same level and under the same conditions as if the employee had continued to work.

When on paid leave, the Town will continue to make payroll deductions to collect the employee's share of the health insurance premiums. While on unpaid leave, the employee must continue to



make this payment, either in person or by mail to the Human Resources Department. The payment must be received by the 15th day of each month. If the payment is more than 30 days late, the employee's health coverage may be dropped for the duration of the leave. The Town will provide 15 days' notification prior to the employee's loss of coverage.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member, the Town may require the employee to reimburse the Town the amount the Town paid for the employee's health insurance premium during the leave period.

### **Compensation During Leave**

Family and Medical Leave is unpaid; however, if an employee has accrued vacation, sick leave, comp time, perfect attendance and/or personal days, the employee must use the paid leave first and then take the remainder of the twelve (12) weeks as unpaid leave as follows:

1. Use of accrued sick time, except that the employee has the option of retaining 70 (35-hour work week) or 80 hours (40-hour work week).
2. Use of all accrued compensatory time.
3. Use of all accrued perfect attendance time (when applicable).
4. Use of all personal days.
5. Use of accrued vacation leave, except that the employee has the option of retaining 70 hours (35-hour work week) or 80 hours (40-hour work week).
6. Employees on leave for the birth or adoption of a child will receive five (5) days of paid leave before being required to use accrued time. However, additional days of paid leave will not be granted for multiple births or adoptions (twins, triplets, etc.).

The use of paid time does not extend the length of a Family and Medical Leave.

Workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA leave.

### **Intermittent Leave or a Reduced Work Schedule**

The employee may take FMLA in consecutive weeks, may use the leave intermittently, or under certain circumstances may use the leave to reduce the workweek or workday, resulting in a reduced work schedule as required under law. In all cases, the leave may not exceed a total of 12 workweeks over a 12-month period, or 26 weeks in the single 12-month period where all or a portion of the leave is to care for a covered military service member who is recovering from a serious illness or injury sustained while on active duty.

The Town may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

### **Job Reinstatement**

Upon expiration of an FMLA leave of absence, employees will be reinstated to employment in accordance with the FMLA.

## **EMPLOYEE PROGRAMS**

### **Fitness Program**

The Town of Bloomfield is committed to assisting employees with wellness initiatives including subsidizing memberships at fitness centers.

All regular full-time and regular part-time benefitted employees are eligible to participate in the fitness center program. However, employees are not eligible during the probationary/introductory period. To participate, an employee has two (2) options as follows and must commit to a one-year membership:

An employee may sign up through the Town Manager's office to become a member of The Gym, a fitness center located at 22 Mountain Ave in Bloomfield. The membership is paid in full by the Town. An employee must use the facility a minimum of eight (8) hours per month. The employee will be charged the monthly amount paid on his/her behalf through a payroll deduction for each month he/she falls below the eight-hour minimum.

If an employee wishes to join a fitness center other than The Gym, he/she must sign up and pay for the membership. Proof of membership must be provided annually to the Town Manager's office for the fiscal year with an exception for a new hire. New hires may begin the program after the successful completion of the probationary/introductory period. Each month, the employee is responsible to provide proof to the Town Manager's office that he/she used the facility for a minimum of eight (8) hours per month. The employee will then be reimbursed in his/her pay check for each month he/she is eligible in an amount equal to the monthly cost for The Gym Fitness Center.

Please contact the Town Manager's office to obtain the necessary forms or to get answers to any questions you may have regarding the Fitness Program.

### **Employee Assistance Program**

The Town of Bloomfield provides an Employee Assistance Program (EAP) through an outside vendor. Services are available to employees and their dependents and all contact is confidential.



Employees experiencing problems with alcohol or other drugs, financial difficulties, or family/life issues are encouraged to seek assistance through our EAP. Additionally, the EAP is also available to assist supervisors when employee performance on the job is perceived to be a potential problem. For more information, contact the Human Resources Department.

## **INFORMATION TECHNOLOGY POLICY – ACCEPTABLE USE**

The Town is committed to protecting Town employees and the Town from knowingly or unknowingly engaging in illegal or damaging actions by individuals, prohibits inappropriate uses which expose the Town to risks including virus attacks, the compromise of communication systems, and other legal issues. Communication systems include services, equipment, and software including, but not limited to, telephone, paging, faxing, Internet, Intranet, Extranet, network devices, FTP, Telnet related systems, computers, software, operating systems, storage media, network accounts providing electronic mail, WWW/HTTP browsing are the property of Town. The communication system shall be used for business purposes in serving the interests of the Town, its citizens and customers in the course of normal Town operations. Effective security requires the participation and support of all Town employees and the Town's agents and affiliates who deal with information and/or data and voice systems. Individual departments may develop technology policies unique to their own requirements but the most restrictive policies will apply. It is the responsibility of every user to know these guidelines, and to conduct their activities accordingly.

### **APPLICABILITY:**

This policy applies to all Town employees, Town contractors, vendors, consultants, agents, and affiliates, including all personnel affiliated with third parties. This policy also applies to all equipment owned, leased, and/or utilized to access the Town's communication systems.

The Town's Data and Communications Equipment shall only be used for official town business. It shall not be used for union business, other than by authorization from the Human Resources Department and/or the Town Manager and Union officials communicating with the Human Resource Department, except where the Town and Union officials agree on particular uses of town equipment.

### **General Use and Ownership**

The Town maintains its Communication Systems for official business-related communication. This system is provided by the Town and its use is reserved solely for the conduct of business by the Town and its authorized representatives. Additionally, all correspondence composed, sent, or received on the Electronic Message System are Town property. They are not the private property of any employee and messages could be subject to CT Freedom of Information Act ("FOIA").



All programs and data residing on the Town's computers are the property of the Town and as such may be subject to inspection for the purpose of determining compliance with this and other Town policies. This includes data files, programs, application software, documents, electronic mail, etc. The Town does not provide confidentiality of information stored on any device owned or accessing the Town's network.

Employees must exercise good judgment in using the Town's communication networks in the performance of their assigned duties.

For security and network maintenance purposes, the Town Manager and/ or his/ her duly authorized designee may monitor equipment, systems and network traffic at any time without notice.

The Town reserves the right to audit its communication networks and systems to ensure compliance with this policy.

Prior to purchase, all communication system technology shall be reviewed and approved by the Town Information Systems and Technology (hereinafter "IST") Director. New purchases shall not be installed unless reviewed and procured through normal business practice through the IST Department.

No person(s), other than the IST staff and its duly authorized agents, may install and/ or uninstall software and/ or make any hardware/ software modifications to communications systems operated by the Town.

No person(s), other than authorized IST staff and/ or its duly authorized agents may connect any equipment to the Town's communication networks (i.e. connection of personal computers or unauthorized equipment onto Town communication networks.)

All communications equipment used on the Town communication networks shall be registered to the Town.

## **Security**

Authorized users are responsible for the security of their passwords and accounts. Passwords and accounts should not be shared. System level passwords should be changed quarterly, while user level passwords shall be changed in accordance with Town's Password Policy. Any user who suspects that his/her network account has been compromised must notify IST immediately after changing their password in accordance with the Town's Password Policy.

All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at fifteen (15) minutes or less, or by logging-off when the host will be unattended. In the case of sensitive material, the user must activate security if he/she needs to leave the computer unattended.

Since information contained on portable communication equipment is especially vulnerable, special care should be exercised to ensure the physical security of these devices. If a device is lost or stolen, the employee must immediately notify the IST and his/her supervisor.

Unless performed in the course of professional business duties no employee shall post online without the express permission of the Town Manager and/or his/her duly authorized designee. Any authorized posting shall contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of the Town.

Unless expressly authorized in writing by the Town Manager and/or his/her duly authorized designee, all hosts used to connect to the Town's communication networks via Internet/Intranet/Extranet, shall be continually executing approved virus-scanning software with a current virus database and running an approved firewall application/device.

Employees shall exercise extreme caution when opening e-mail and files received from unknown senders, or visiting suspect websites which may contain viruses, e-mail bombs, or malicious code.

Employees shall provide all passwords or encryption keys for all protected hardware, software, or documents, to the employee's supervisor and the IST prior to employing such measures. Employees shall notify in writing and obtain approval from their supervisors of their intent to use a password or encryption method to secure computer systems or documents, and explain how and why they intend to use it. Other passwords or data encryption methods may only be used for the purposes of securing information that is part of Town business and such passwords or encryption are necessary to protect the information according to Town requirements for confidentiality. Employees shall provide all encryption keys and/or passwords for hardware, software, and documents upon request or severance from employment.

### **Unacceptable Use**

Unless expressly authorized by the Town Manager and/or his/her duly authorized designee, employees are prohibited from engaging in the list of unacceptable uses set forth below. Exceptions to this policy shall be limited to activities necessitated to complete legitimate job responsibilities (i.e., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of the Town authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Town communication system resources. The list of unacceptable uses set forth below are by no means exhaustive, but attempt to provide a framework for communication system activities.

### **Prohibited System and Network Activities**

The following activities are strictly prohibited, unless authorized in writing by the Town Manager or his/her duly authorized designee:



- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Town.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Town or the end user does not have an active license is strictly prohibited.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The Town Manager and/ or his/ her duly authorized designee shall be consulted prior to export of any material that is in question.
- Introduction of malicious programs into the Town's communication networks (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- Revealing your account password to others or allowing use of your account or Town equipment by others. This includes but is not limited to temporary employees, town employees, vendors and family or other household members when work is being done at home.
- Using a Town computing asset to actively engage in procuring or transmitting material that is in violation of laws and Town policies pertaining to sexual harassment or hostile workplace.
- Making fraudulent offers of products, items, or services originating from any Town account.
- Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server/workstation or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- Port scanning or security scanning is expressly prohibited except by the Town's Director of Information Systems and Technology or his/her duly authorized agents.



- Executing any form of network monitoring which will intercept data not intended for the employee's host, except by the Town's Director of Information Systems and Technology and/ or his/ her duly authorized agents.
- Circumventing user authentication or security of any host, network or account.
- Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
- Unless performed in the course of approved professional business duties, providing Town information to outside parties, including lists of Town employees and data managed by the Town.
- Connection of any personal communications equipment including personal computers, laptops, handheld computers, PDAs or networking equipment onto any portion of the Town's communication networks. Town Department Heads are exempt from this restriction but only the Outlook/Exchange connector will be configured to sync email, contacts and calendar.
- Peer to Peer file sharing and media streaming software and websites including but not limited to: Kazza, Morpheous, LimeWire, etc.
- Playing or installation of computer games including but not limited to: (Solitaire, Hearts, Online gaming, etc.), unless they are located in computer labs designed to be used by the public.

### **Prohibited Email and Communications Activities**

The following activities are strictly prohibited, unless authorized in writing by the Town Manager or his/her duly authorized designee:

- Sending unsolicited messages, including the sending of "junk mail" or other material to individuals who did not specifically request such material (spam).
- Any form of harassment via email, telephone, fax, online or paging, whether through language, frequency, or size of messages.
- Unauthorized use, or forging, of email header information.
- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.

- Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
- Use of unsolicited email originating from within the Town's communication system of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by the Town or connected via the Town's communication networks.
- Posting the same or similar non-business-related messages to large numbers of newsgroups (newsgroup spam).
- Soliciting for commercial or personal ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
- Access to non-Town POP/Web based email.
- Use of Instant Messaging services including but not limited to: Google, AOL, Yahoo, MSN, etc.

### **Exceptions**

Exceptions to the Town's Acceptable Use Policy, for use of Data and Communications Equipment are handled on a case-by-case basis. Exception requests must be submitted in writing to the Town Manager and/or his/her designee, who shall then respond in writing if an exception is approved. Copies of exception request and approvals, if applicable, will be maintained on file.

### **Retention**

Pursuant to C.G.S. §1-200, 'public records or files' means any recorded data or information relating to the conduct of the public's business prepared, owned, used, received or retained by a public agency, or to which a public agency is entitled to receive a copy of law or contract under section 1-218, whether such data or information be had written, typed, tape recorded, printed, photo stated, photographed or recorded by any other method. The Connecticut Uniform Transmissions Act (CUETA) defines an electronic record as 'a record created, generated, sent, communicated, received or stored by electronic means, including, but not limited to, facsimiles, electronic mail, telexes and Internet messaging. (C.G.S. §1-267). Based on the aforementioned statutes, electronic communications sent or received in the conduct of public business are public records. Therefore, public officials should not use private e-mail accounts to conduct public business. These messages are subject to disclosure under FOIA, a court action, or an audit and should be treated in the same manner as any other recorded information.

A record may not be destroyed if any litigation, claim, audit, FOIA request, administrative Review, or other action involving the record is initiated before the record has been disposed of (even if its retention period has expired and approval has been granted). The record must be retained until the completion of the action as the resolution of all issues that arise from the action.



## Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

## Definitions

Term	Definition
Spam	Unauthorized and/or unsolicited electronic mass mailings.
Host	Computer, laptop, PDA, or communication device used to access Town's communication networks.
Ponzi	Pyramid scheme
Trojan Horse	A program that appears desirable but actually contains something harmful; "the contents of a trojan can be a virus or a worm"; "when he downloaded the free game it turned out to be a trojan horse"
Email Bomb	Computer software (computer programs) whose express purpose is to cause harm. Computer viruses, computer worms, Trojan horse programs and logic bombs are all examples of malware or malicious software.
Virus	(Computers) a program or segment of program code that may make copies of itself (replicate), attach itself to other programs, and perform unwanted actions within a computer; also called computer virus or virus program. Such programs are almost always introduced into a computer without the knowledge or assent of its owner, and are often malicious, causing destructive actions such as erasing data on disk, but sometime only annoying, causing peculiar objects to appear on the display.
Firewall	A computer or computer software that prevents unauthorized access to private data (as on a company's local area network or intranet) by outside computer users (as of the Internet).
Networking Equipment	Including but not limited to computers, laptops, servers, facsimile machines, printers, card readers, USB or IEEE Firewire devices.

## INFORMATION TECHNOLOGY POLICY - COMPUTER PASSWORDS

Passwords and/or pass phrases are an important aspect of the Town's communication networks security. They are the front line of protection for user & system accounts. A poorly chosen password/pass phrase may result in the compromise of the Town's entire communication networks. As such, all Town employees (including contractors and vendors with access to the Town's communication networks) are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords/pass phrases.

This policy applies to all personnel who have or are responsible for an account (or any form of access that supports or requires a password/pin/pass phrase) on any system that resides at any of



the Town's facilities, has access to the Town's communication networks, or stores any non-public Town information.

## **General**

All system-level passwords (e.g., root, enable, NT admin, application administration accounts, etc.) must be changed on at least a quarterly basis.

All production system-level passwords must be part of the Information Systems and Technology administered global password management database.

All user-level passwords (e.g., email, web, desktop computer, voice mail, etc.) must be changed at least every ninety (90) calendar days. This is the minimum recommended change interval.

User accounts that have system-level privileges granted through group memberships or programs must have a unique password from all other accounts held by that user.

Passwords must not be inserted into email messages or other forms of electronic communication.

Where SNMP is used, the community strings must be defined as something other than the standard defaults of "public," "private" and "system" and must be different from the passwords used to log in interactively. A keyed hash must be used where available (e.g., SNMPv2).

## **Guidelines**

All user-level and system-level passwords must conform to the guidelines described below.

### **General Password Construction Guidelines**

Passwords are used for various purposes at the Town. Some of the more common uses include: user level accounts, web accounts, email accounts, screen saver protection, voicemail password, and local router logins. Very few systems have support for one-time tokens (i.e., dynamic passwords which are only used once) therefore, everyone should be aware of how to select strong passwords.

#### **Poor, weak passwords have the following characteristics:**

- The password contains less than eight characters.
- The password is a word found in a dictionary (English or foreign).
- The password is a common usage word such as: Names of family, pets, friends, co-workers, fantasy characters, etc.
- Computer terms and names, commands, sites, companies, hardware, software.

- The words "Town of Bloomfield", "Bloomfield", "BPD", or any derivation.
- Birthdays and other personal information such as addresses and phone numbers.
- Word or number patterns like aaabbb, qwerty, zyxxvuts, 123321, etc.
- Any of the above spelled backwards.
- Any of the above preceded or followed by a digit (e.g., secret1, 1secret).

**Strong passwords have the following characteristics:**

- Contain both upper and lower case characters (e.g., a-z, A-Z).
- Have digits and punctuation characters as well as letters e.g., 0-9, !@#\$%^&\*()\_+|~-  
=\{}[]:;'<>?,./).
- Are at least eight alphanumeric characters long.
- Are not words in any language, slang, dialect, jargon, etc.
- Are not based on personal information, names of family, etc.

Passwords should never be written down or stored on-line. Try to create passwords that can be easily remembered. One way to do this is create a password based on a song title, affirmation, or other phrase. For example, the phrase might be: "This May Be One Way To Remember" and the password could be: "TmB1w2R!" or "Tmb1W>r~" or some other variation. NOTE: Do not use either of these examples as passwords!

**Password Protection Standards**

Do not use the same password for Town accounts as for other non-Town access (e.g., personal ISP account, option trading, benefits, etc.). Where possible, don't use the same password for various Town access needs.

Do not share Town passwords with anyone, including administrative assistants or secretaries. All passwords are to be treated as sensitive, "Confidential" Town information.

Do not reveal a password over the phone to ANYONE.

Do not reveal a password in an email message.

Do not talk about a password in front of others.

Do not hint at the format of a password (e.g., "my family name").

Do not reveal a password on questionnaires or security forms.

Do not share a password with family members.

Do not reveal a password to co-workers while on vacation.

If someone demands a password, refer them to this document or have them call someone in the Information Systems and Technology Department.

Do not use the "Remember Password" feature of applications (e.g., Outlook, Internet Explorer). Information Systems and Technology will disable these items via network group policies to enhance and strengthen overall network security.

Do not write passwords down and store them anywhere in your office. Do not store passwords in a file on ANY computer system (including PDA's or similar devices) without encryption.

### **Password Change Frequency**

As stated above, change passwords at least once every ninety (90) calendar days (except system-level passwords which must be changed quarterly).

If an account or password is suspected to have been compromised, change all passwords immediately and the user SHALL report the incident to Information Systems and Technology.

### **Security/Audit checks**

Password cracking or guessing may be performed on a periodic or random basis by the Town's Director of Information Systems and Technology and/or his/her duly authorized designee. If a password is guessed or cracked during one of these scans, the user will be required to change it.

### **Use of Passwords and Pass-phrases for Remote Access Users**

Access to the Town's communication systems via remote access is to be controlled using either a one-time password authentication or a public/private key system with a strong pass-phrase.

### **Pass-phrases**

Pass-phrases are generally used for public/private key authentication. A public/private key system defines a mathematical relationship between the public key that is known by all, and the private key, that is known only to the user. Without the pass-phrase to "unlock" the private key, the user cannot gain access.



Pass-phrases are not the same as passwords. A pass-phrase is a longer version of a password and is, therefore, more secure. A pass-phrase is typically composed of multiple words. Because of this, a pass-phrase is more secure against "dictionary attacks."

A good pass-phrase is relatively long and contains a combination of upper and lowercase letters and numeric and punctuation characters. An example of a good pass-phrase: "T0r1\$wvbt = Traffic on (substituted a zero for an "o") route 15 (\$ substituted for a "5") was very busy today."

All of the rules above that apply to passwords apply to pass-phrases.

### **Enforcement**

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

### **Definitions**

<b>Terms</b>	<b>Definitions</b>
Application Administration Account	Any account that is for the administration of an application (e.g., Oracle database administrator, ISS administrator).
ISP	Internet Service Provider (Frontier, Comcast, Level3, etc.)
VPN	Virtual Private Network
OWA	Outlook Web Access

## **PERSONNEL POLICIES - MISCELLANEOUS**

### **Outside Employment/Conflict of Interest**

In order to protect the Town of Bloomfield's interests, we must ensure that any outside employment undertaken by a Town employee does not conflict with his or her obligation to the Town. Outside employment is acceptable when the activities related to the employment do not involve work time, Town equipment or facilities; the employee does not approach co-workers or visitors on Town property to buy products or services; the employee maintains high work performance standards and the outside employment does not conflict with the employee's obligation or reflect negatively upon the Town. If any of these criteria are not met, the outside employment is unacceptable and the outside employment must be terminated upon notification in writing to the employee by the Town Manager. Failure to do so will result in termination of employment with the Town of Bloomfield.

## **Personal Appearance**

It is important that all employees maintain a personal appearance so as to project a professional image on behalf of the Town of Bloomfield. Employees are expected to dress and groom themselves in accordance with accepted social and business standards. Employees should apply standards of good judgment when choosing work attire. Extreme fads in dress or grooming, wearing revealing clothing or clothing displaying offensive slogans is inappropriate and unacceptable.

The Town reserves the right to determine the appropriateness of an employee's dress and appearance. An employee who comes to work dressed or groomed inappropriately for the workplace may be asked to leave the workplace until he or she is properly attired or groomed. In addition, employees who violate these standards may be subject to appropriate disciplinary action.

## **Office Security**

The Town requests that employees not leave valuables exposed during the day and remove all valuables overnight and on weekends. The Town is not responsible for the loss or damage of employees' personal belongings. Employees should refrain from bringing unnecessary personal items to work. If an employee loses or breaks personal items during the performance of the duties of his/her job, the Town will not replace or reimburse the employee.

Before borrowing any piece of equipment from another employee's work area, please ask permission. Employees who observe any suspicious or unusual activity are asked to report such activity to the Director of Human Resources.

## **Use of Equipment**

Equipment essential in accomplishing job duties is expensive and may be difficult to replace. When using Town property, employees are expected to exercise care and follow all operating instructions, safety standards, and guidelines.

Employees should notify their supervisor if any equipment or machines appear to be damaged, defective, or in need of repair. Prompt reporting of damage, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Employees should not attempt to repair damaged equipment on their own.



## **Use of Town Vehicles**

The Use of Employer Provided Vehicle Policy sets forth the guidelines under which Town vehicles will be authorized to Town personnel and the guidelines under which Town vehicles may be operated and used. It also outlines reimbursement to employees for business use of personal vehicles. Employees shall operate all vehicles used for Town business in a safe, courteous and lawful manner.

The policy is located on the Town Manager's page of the Town Website under Town Approved Policies and on the Town of Bloomfield employee intranet.

## **Severe Inclement Weather Policy**

The purpose of this policy is to formalize and communicate the policy regarding the use of leave for severe inclement weather for nonessential personnel. For the purpose of this policy, employees designated as essential personnel will be determined by the Town Manager or his/her designee.

The Town Manager or his/her designee in his/her absence will make the determination as to if and when Town buildings will be closed due to inclement weather. Notification of the time of closure will be sent to Department Heads by the Town Manager's office via text message or via e-mail during working hours. It is the responsibility of the Department Heads to notify their employees.

The policy is located on the Town Manager's page of the Town Website under Town Approved Policies and on the Town of Bloomfield employee intranet.

## **Expense Reimbursement**

The Town will reimburse employees for mileage for work-related travel at an approved IRS mileage reimbursement rate. Other pre-approved work-related expenses will be reimbursed by the Town at its discretion, provided the expenses are reasonable and an expense reimbursement form accompanied by an original receipt is promptly submitted to the Finance Department.

## **Gifts and Gratuities**

Employees are prohibited from directly or indirectly soliciting or accepting any gift, loan or any item or service having monetary value from any person or company that is seeking to conduct or currently conducting business with the Town.

## **Cellular Phone Usage**

Town-issued cell phones are provided to Town employees with the approval of the Town Manager based on business need and availability of funding within the relevant departmental budget. Employees using Town of Bloomfield cell phones for personal use should be aware that records of phone use are available to the public through the Freedom of Information Act.

Employees are not permitted to use personal cell phones during work time except in the case of an emergency. Employees are free to use personal cell phones during their break time or other non-working time.

## **Use of Telephone and Mail Systems and Telephone Monitoring**

Personal use of Town-owned telephones for long-distance and toll calls is not permitted. Employees should limit the use of Town telephones when making personal calls.

The Town reserves the right to monitor all phone calls made from Town telephones without further notice to employees. Employees should not expect privacy while using the Town's telephones, including its cellular phones.

The use of Town-paid postage for personal business is not permitted.

## **Attendance and Punctuality**

The Town of Bloomfield expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the Town. When employees cannot avoid being late to work or are unable to work as scheduled, they must notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness is disruptive. Either situation may lead to disciplinary action, up to and including termination of employment. Employees who are absent from work for three (3) consecutive workdays without notifying their supervisor or Department Head will be considered to have voluntarily resigned from their employment with the Town.

## **Employee Information**

### **Access to Personnel Files**

The Town maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, rate of pay and other employment records. Personnel files are the property of the Town and access to the information they contain is generally restricted. However, information may be disclosed to permit the Town



to comply with legal obligations, including requests made under the Freedom of Information Act.

Employees who wish to review their personnel file should make a written request to the Human Resources Department.

### **Changes to Employee Data**

Each employee is responsible for notifying the Human Resources Department of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, legal name changes, individuals to be contacted in the event of an emergency and other such information should be accurate and current at all times. Inaccuracies may prevent employees from receiving important correspondence or communications. If any personal data has changed, employees must notify the Director of Human Resources as soon as possible.

### **Employee Conduct**

The Town is committed to providing quality service to its residents and a work environment for its employees that is conducive to congenial and professional working relationships, productivity and employees' well-being. It is therefore appropriate to establish fundamental guidelines for all employees that will protect the best interests of all employees and the Town.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are some examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment. In all cases, the penalty to be applied is within the discretion of the Town:

- Activities prohibited by Town Charter, ordinance or State law;
- Theft or inappropriate removal or possession of property;
- Dishonesty, including but not limited to dishonesty on an application for employment and falsification of time records or other Town records;
- Working under the influence of alcohol or illegal drugs and/or the possession or use of alcohol or illegal drugs in the workplace;
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of Town-owned property;
- Insubordination or other disrespectful conduct toward other employees or supervisors;
- Violation of safety or health rules;
- Fraudulently obtaining sick or injury leave or FMLA leave;
- Smoking in non-designated areas;
- Sexual harassment or other unlawful or unwelcome harassment;
- Acceptance of a gift or other valuable consideration which was given and received with the expectation of influencing the employee in the performance of his or her duties;
- Possession of weapons or other dangerous materials;
- Excessive absenteeism or tardiness, or any absence without notice;

- Unauthorized use of the Town's telephones, mail system, computer system or other Town-owned equipment;
- Unsatisfactory performance or conduct.

## **Safety Regulations and Procedures**

The Town is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. The Town requires that all employees make every effort possible to maintain a safe and healthy working environment for themselves and their coworkers. Appropriate protective clothing and safety procedures should be employed when working with or near hazardous materials.

Employees should immediately report any suspected unsafe working conditions to their Department Head.

If an accident or job-related injury occurs, employees must immediately report the accident or injury to their supervisor. Their supervisor will prepare a First Report of Injury form and Supervisor's Accident/Investigation Report which will be forwarded to the Human Resources Department as soon as possible after the injury or accident.

Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each Department Head make the safety of employees an integral part of her or his regular management functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

Employees should know the location of the fire extinguisher(s) in the office or the area of the building in which they are working and make sure these locations are kept clear at all times. Employees should notify their supervisor if an extinguisher is used or if the seal is broken.

Upon the activation of the fire alarm or other emergency, all personnel must immediately evacuate the building in accordance with the Town of Bloomfield Emergency Action Plan. A copy of this plan is located in each department. The employee's supervisor will conduct a cursory search of their office to ensure that employees have vacated the area.

## **Smoking in the Workplace**

To protect and enhance our indoor air quality and to contribute to the health and well-being of all employees, the Town prohibits smoking in any form through the use of tobacco products or "vaping" with e-cigarettes in all of its buildings and vehicles. The use of all tobacco and smoking products through pipes, cigars, cigarettes and electronic cigarettes (E-cigarettes) is banned from all Town property except as designated in this policy.



In cases where specific areas are identified as designated smoking areas, employees are required to limit smoking on Town properties to these areas.

The Human Resources Department maintains information on smoking cessation programs to assist employees interested in making better health choices.

## **BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN**

The Town is committed to providing a safe and healthful work environment for all employees. The Town of Bloomfield Blood Borne Pathogens Exposure Control Plan is designed to eliminate or minimize occupational exposure to blood borne pathogens in accordance with OSHA Standard 29 CFR 1910.1030, "Occupational Exposure to Blood Borne Pathogens".

A copy of the Blood Borne Pathogens Exposure Control Plan can be accessed on the employee intranet.

## **SEPARATION FROM EMPLOYMENT**

### **Resignation**

An employee resigning from his/her position with the Town of Bloomfield should give his/her supervisor at least ten (10) working days' notice. A written resignation must be supplied by the employee to his/her supervisor stating the reason for the resignation with a copy to Human Resources for the employee's personnel file.

### **Retirement -Notice of Intent to Retire**

Written notice of the date the employee intends to retire should be given to the Town Manager or his/her designee as soon as the employee knows the date on which they want to retire.

### **Return of Property**

Employees are responsible for all Town property issued to them. Any Town property issued to employees, such as keys and cell phones, must be returned to the Town immediately upon request or upon the employee's separation of employment. Employees will be responsible for all lost or damaged items belonging to the Town.

### **Post-Employment Inquiries**

The Director of Human Resources will respond to employment reference inquiries that are received in writing. Employees are not permitted to respond to employment reference inquiries or requests for letters of recommendation for present or former Town employees. Employees and former employees should direct the person or organization seeking the information to contact the Town's Human Resources Department.

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## EMPLOYEE ACKNOWLEDGEMENT FORM

I acknowledge that I have received a copy of the Town of Bloomfield Employee Handbook for Unionized Employees. I understand that I should consult the Human Resources Director regarding any questions not answered in the handbook.

The policies described in the handbook take effect immediately and supersede and replace all previous personnel practices, guidelines, and any oral or written representations made by any Town employee.

**I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.**

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_