

The City of Danbury

HUMAN RESOURCES HANDBOOK

(

(

(

Welcome To The City Of Danbury



The City of Danbury and You...
Leading, Achieving, Succeeding
New Hire Orientation

The City of Danbury and You...



Leading, Achieving, Succeeding

Today's Agenda

- Mission
- Mayor's Message
- Getting to Know you
- Organizational Chart,
Who's Who
- 311
- Review of Key Policies
- Security Badges &
Parking
- Payroll
- Benefits
- Pension
- The Probationary Period
& Performance Reviews
- EAP
- Summary
- What Happens Next

The City of Danbury and You...



Leading, Achieving, Succeeding

Mayor's Message

(

(

(



MISSION STATEMENT

The City of Danbury's mission is to ensure a superior quality of life for its citizens by providing the most cost effective municipal services while preserving the cultural, historical and natural resources of the City. We are committed to working with citizens to enhance Danbury's position as a premier place to live, work, and raise a family in a traditional yet progressive community.



- Values, Expectations
- Ethics
- Why you made the right choice



Questions for the Mayor

- ✓ Are there opportunities to serve on special committees or Task Forces and how can I find them and volunteer?
- ✓ What are your expectations for all City employees?
- ✓ How can I advance my career at the City of Danbury?
- ✓ How do people prefer to communicate in this organization (email, phone, meetings)?

(

(

(



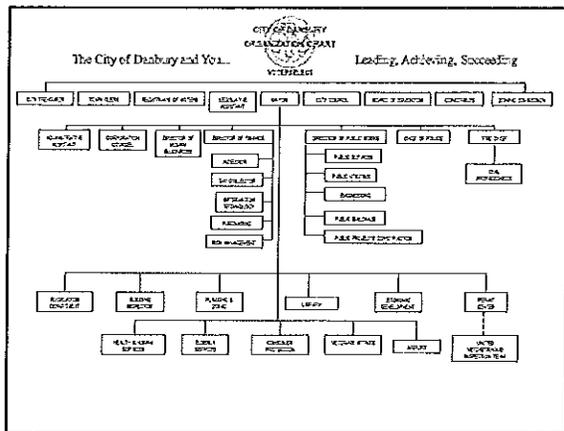
Questions for the Mayor

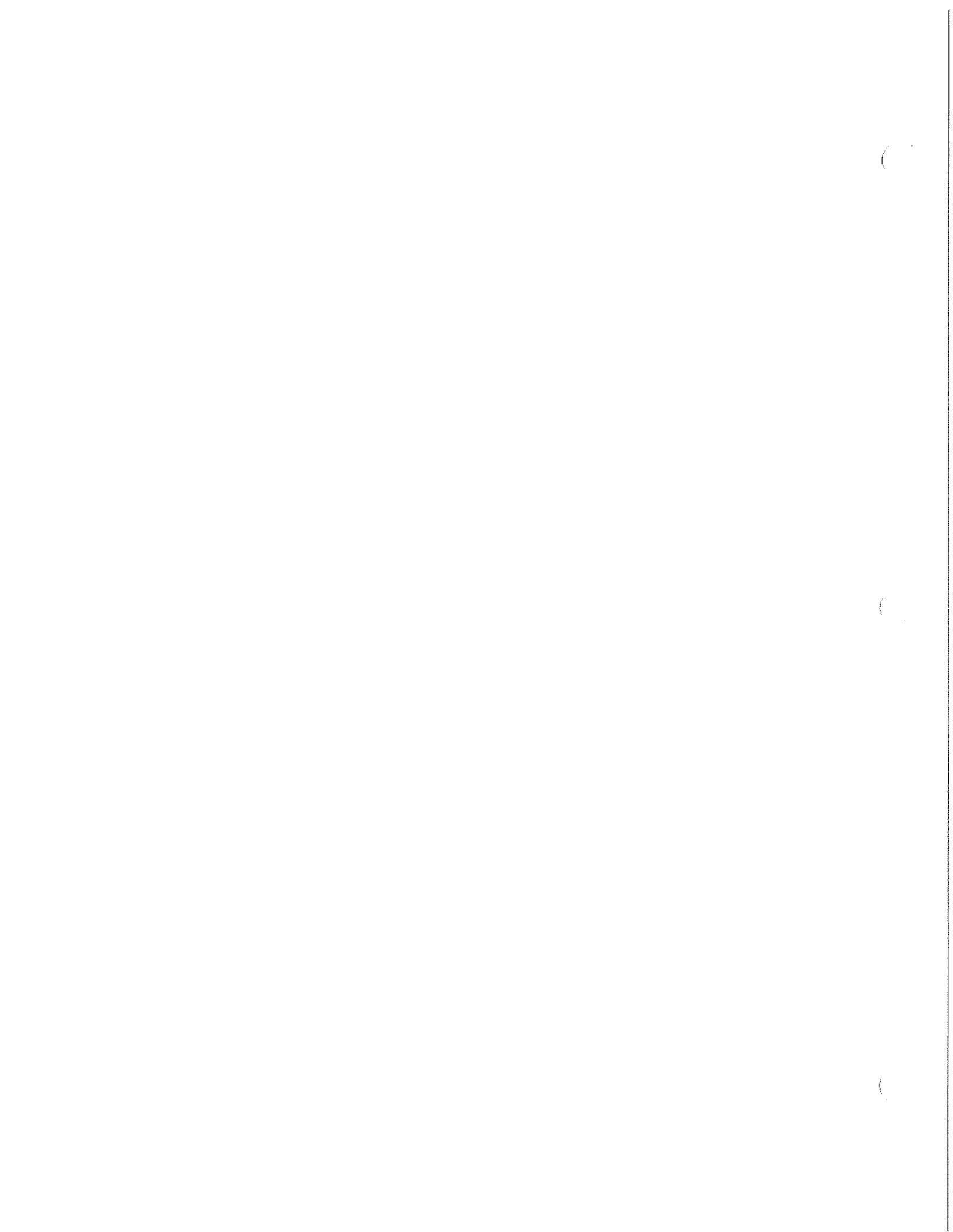
- ✓ Do we have strategic partners? Who are they?
- ✓ What are the major external issues that impact us?
- ✓ If I have ideas, suggestions, or concerns, what channels exist to share those concerns?



Organizational Chart

■ Who's Who







311

- A non-emergency call system that provides a streamlined method for citizens to gain information about City services and contact the City to report problems ranging from potholes to fallen trees or plowing issues.
- An award-winning program!



Policy Review



Key Policies:

- Sexual Harassment
- Anti-Harassment/Discrimination
- Complaint Procedure
- Violence in the Workplace
- Drug and Alcohol Free Environment
- Technology
- Safety and Prevention
- Progressive Discipline

(

(

(



Sexual Harassment

- Sexual Harassment is defined by law as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature
- Sexual Harassment is **ILLEGAL**
- The City prohibits Sexual Harassment in any form. Violators will be subject to discipline up to and including termination



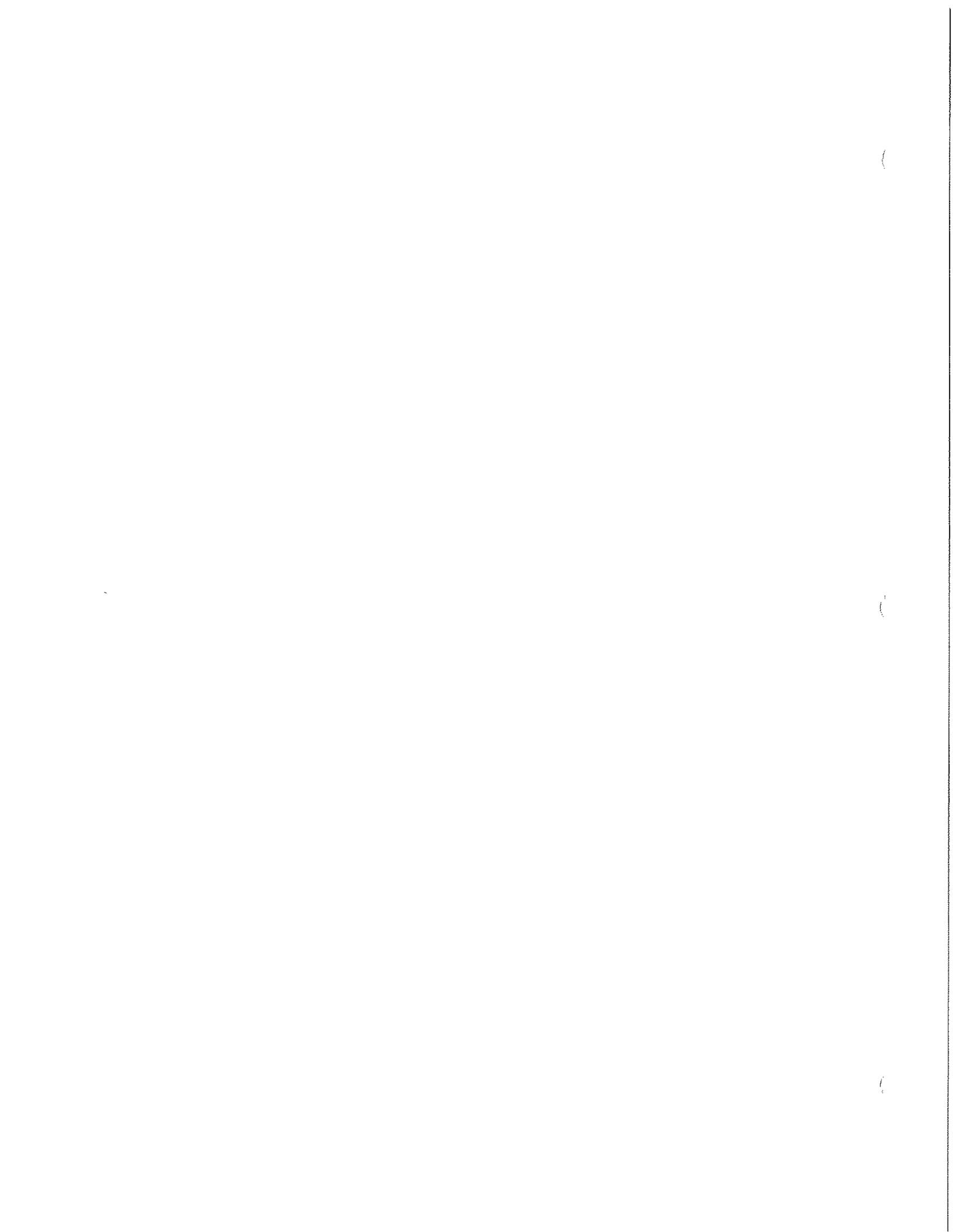
Anti-Harassment/Discrimination

- Verbal or physical conduct designed to threaten, intimidate, or coerce. Also, any taunting/slurs or inappropriate behavior which impairs an employee's ability to do his or her job.
- The City of Danbury strives to create and maintain a work environment in which people are treated with respect, dignity, and decency. The environment should be characterized by mutual trust and the absence of intimidation or exploitation.
- Harassment/Discrimination is **ILLEGAL**
- The City of Danbury will no tolerate unlawful harassment or discrimination.



Complaint Procedure

- All City of Danbury employees must share the responsibility of understanding and preventing discrimination and harassment.
- All written and signed inquiries and complaints will be reviewed and investigated to determine the appropriate action and outcome as applicable.





Violence in the Workplace

- Violence or threats of violence by or against any employee of the City of Danbury or member of the public in the workplace is strictly prohibited.
- The City of Danbury is committed to providing its employees a safe working environment.



Drug and Alcohol Free Environment

- It is the policy of the City of Danbury that employees shall not be involved with the unlawful use, possession, sale, or transfer of drugs, alcohol, and/or narcotics. The ultimate goal of this policy is to balance our respect for individual privacy with our need to keep a safe, productive, drug-free environment.
- Violation will result in further disciplinary action up to and including termination.



Technology

- The City's technology system, including email, are City property.
- Each user is responsible for using the City's Technology Systems, resources and services in an efficient, effective, ethical and lawful manner.
- There is no presumption of privacy. The City has the right to monitor, intercept, and evaluate all usage of its systems as permitted by law.
- Information or electronic communications using the City's technology system are subject to the Freedom of Information Act.

(

(

(



Security Badges and Parking

-Paul Estefan,
Airport Administrator



Safety & Prevention

■ Dan Garrick
- Assistant Finance Director



Payroll Items

-Andi Gray, Payroll Supervisor

- Pay Cycles – Biweekly payroll
- How do I receive my paycheck?
- How do I read my paycheck?
- KRONOS and recording of time
- Direct Deposit Information
- Deferred Compensation: How do I connect with our Providers?

(

(

(

(

(

(



Pension

- General Information
- Pension Option Election Form
- Pension Frequently Asked Questions
- Where to get more information



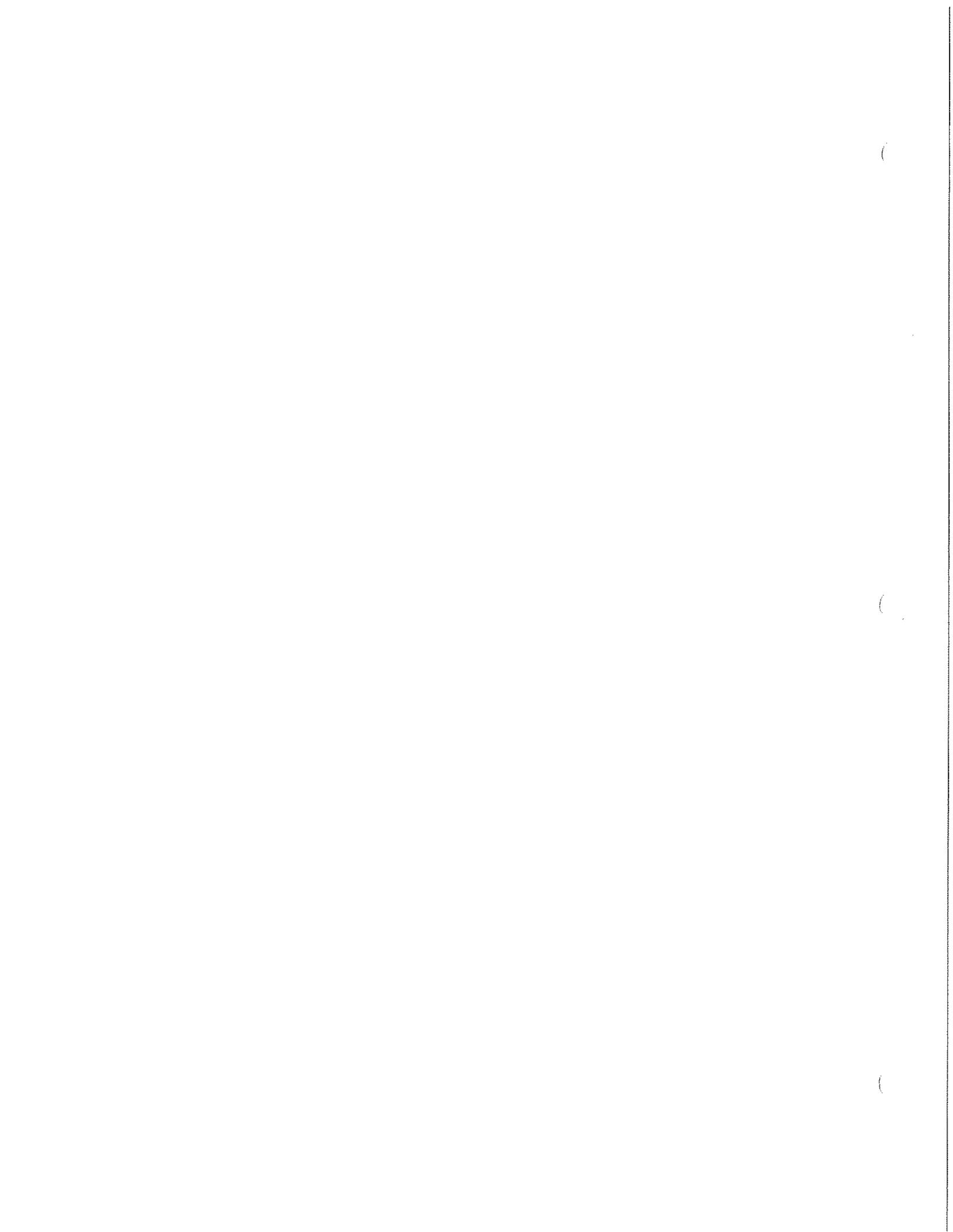
The Probationary Period and Performance Reviews

- What is the Probationary Period?
- How long is the Probationary Period?
- When are Performance Reviews completed?
- What is covered on the Performance Review?



Progressive Discipline

- The City of Danbury's practice has been to take disciplinary action in ascending order of severity to include verbal warnings, written warnings, suspension and discharge.





What Happens Next?

- Finish up any outstanding paperwork
- Report to your department
- You will receive a department specific orientation with your supervisor and/or manager



Summary:

The City of Danbury wishes you great success!

We are glad that you are part of our Team

(

(

(

**City of Danbury
Employee Personnel Handbook
Table of Contents**

Section I - Overview

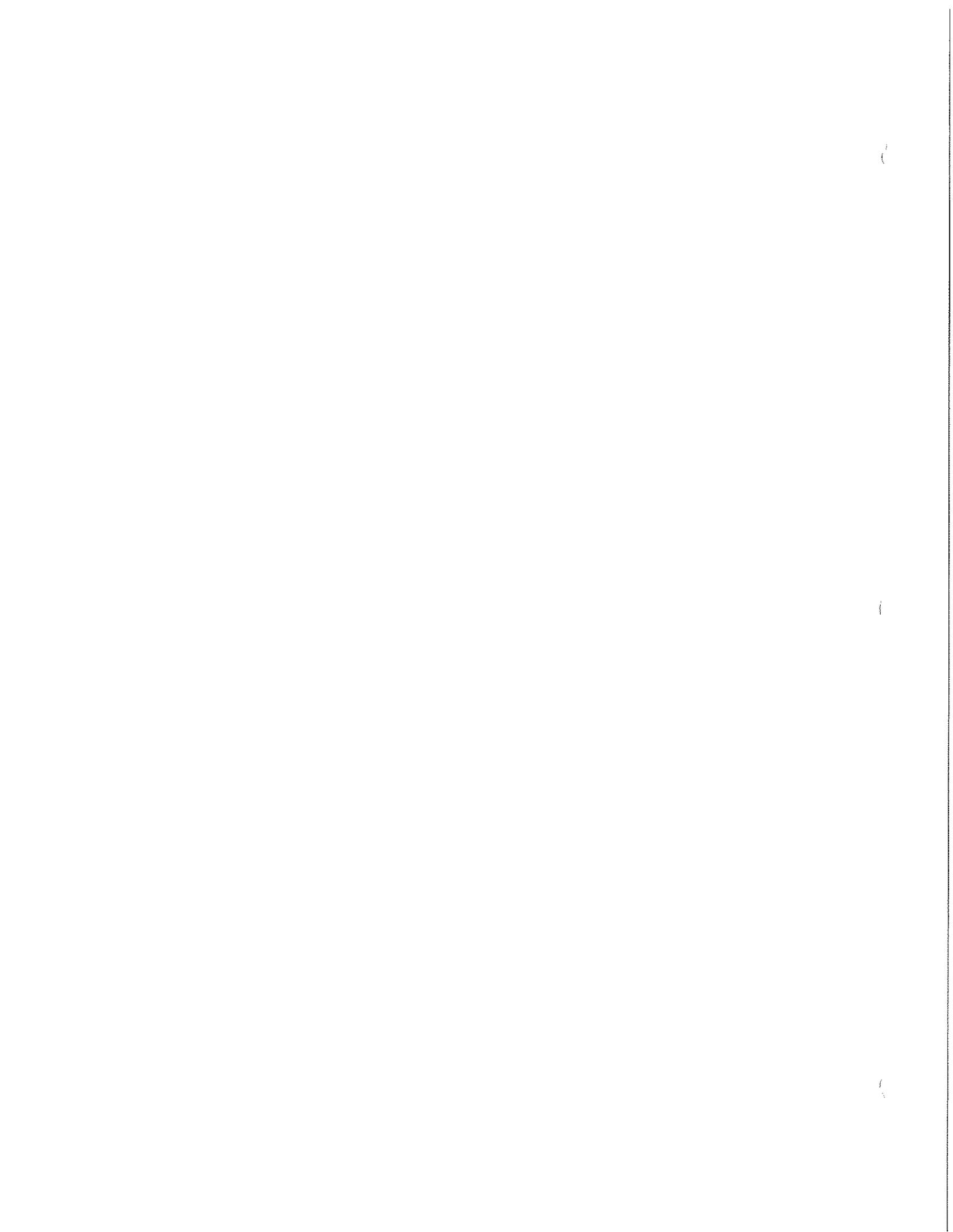
- Acknowledgement and Disclaimer of Employee Handbook
- Standard of Conduct
- Affirmative Action Plan

Section II – City Policies

- Anti- Harassment Policy and Complaint Procedure
- Compensatory Time for Exempt Employees
- Drug & Alcohol Testing Policy for Non-Safety Sensitive Employees
- Drug & Alcohol Testing Policy for Safety Sensitive Employees
- Employee Expectations
- Employee Identification Policy
- Employee-Owned and Business Cell Phone/ Telecommunications Policy
- Equipment and Property Release Policy
- Family & Medical Leave Policy
- Gun Policy
- Military Leave Policy
- Non-Smoking Policy
- Progressive Discipline
- Reasonable Accommodation Policy
- Technology Policy
- Time Keeping Policy (KRONOS)
- Travel Policy
- Tuition Reimbursement
- Vehicle use Policy
- Workplace Safety and Violence Prevention Policy
- Work Schedules – Flex; Coffee Breaks
- Internet Use Guidelines

Section III – Performance Appraisals

- Employee Performance Evaluation Form





Disclaimer and Acknowledgment of Employee Handbook

Notice: Please read carefully:

This handbook is intended to serve as a practical guide to the City of Danbury's current personnel policies and practices and to serve as your personal reference in answering questions that you may have about your job.

Since this handbook is only a summary compiled for the convenience of our employees and supervisors, it is not intended to cover all topics or circumstances. Moreover, benefit plan documents control if any discrepancy ever arises between the handbook and plan documents. In addition, the policies and procedures in this handbook are guidelines only and are not to be construed as an express or implied contract of employment, a promise of employment for any specified time.

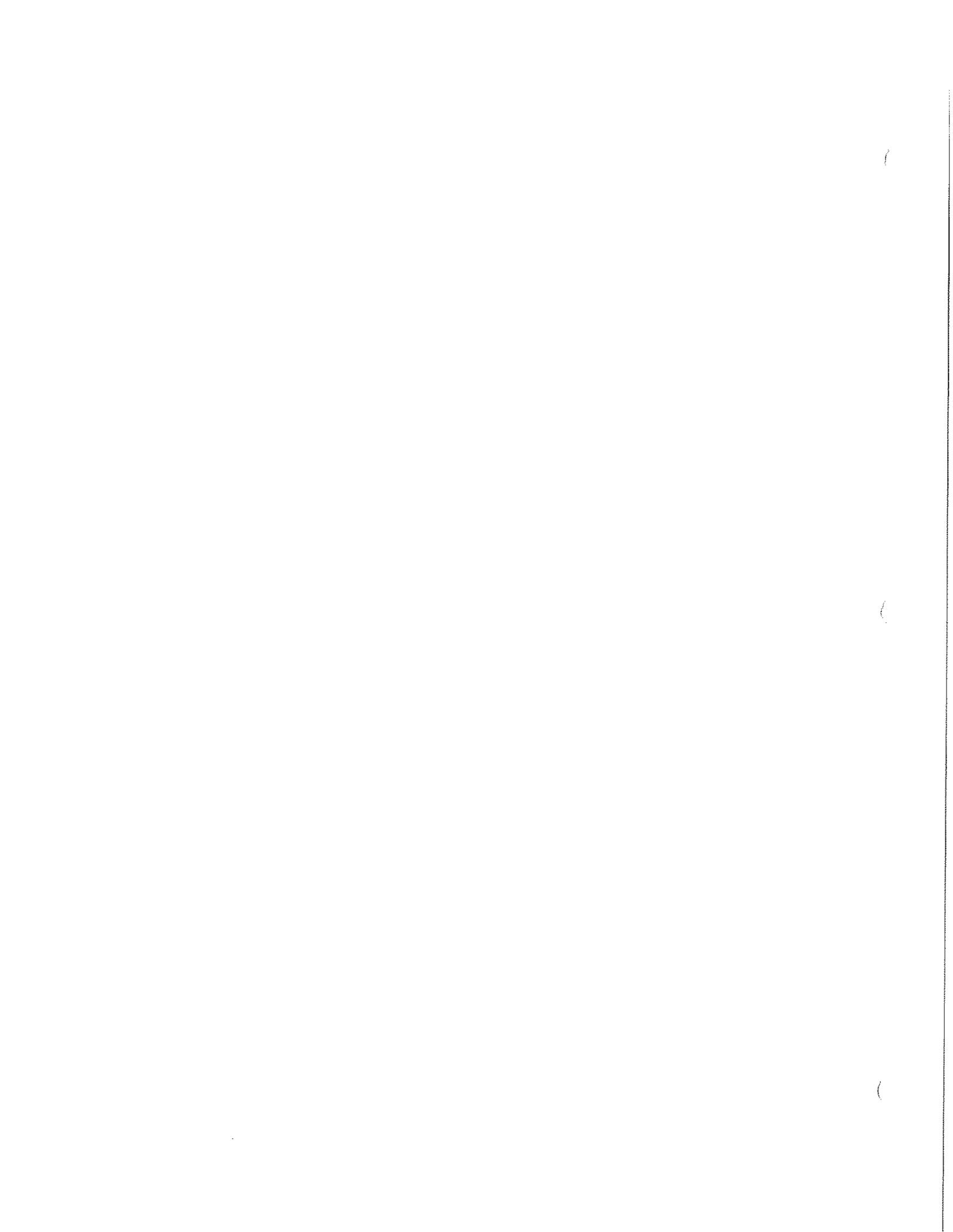
Further, no manager, supervisor, or other agent of the City has the authority to make a commitment of guaranteed or continued employment to an employee, and no City document including this handbook should be understood to make any such guarantee. The City does not recognize any contract of employment unless it is reduced to writing and signed by the employee and the Mayor.

The City may change, delete, suspend or discontinue any part or parts of this handbook at any time. Additionally, the City reserves the right to respond to specific situations in whatever manner it believes best suits the needs of the City. Consequently, the City's actions, from time to time, may vary from the attached policies and procedures, or any subsequent policies and procedures implemented. Furthermore, the City's actions may from time to time be guided by policies and procedures which are not contained in this handbook.

This handbook supersedes any and all previous oral or written communications, discussions, and agreements between the employees and the City with respect to the terms and conditions of employment at the City.

Should any provision in this handbook be found to be unenforceable and invalid, such finding does not invalidate the entire handbook, but only the subject provision.

This employee handbook takes effect on _____





The City of Danbury and You...

Leading, Achieving, Succeeding

I hereby acknowledge that I have received a copy of the City of Danbury's Employee Handbook. I understand that it is my obligation to familiarize myself with, understand, and abide by the policies and procedures set forth therein, and to be employed pursuant to such policies and procedures. I further agree that the policies can be changed at any time, and that the current handbook supersedes any former policies. Any changes to this handbook are not official unless set forth in a subsequent writing signed by the Mayor.

Employee Name:

(Please print)

(Signature)

(Date)

(

(

(

STANDARDS OF CONDUCT

Each employee has an obligation to observe and follow the City's policies and procedures and to maintain proper standards of conduct at all times. Employees are expected to reflect favorably on the city of Danbury through their demonstrated personal integrity, job, demeanor, and personal appearance. It is extremely important that each employee conduct themselves in a manner that avoids any unethical and/or illegal act, or even the appearance of such act. Any employee whose personal affairs reflect unfavorably on the City, or whose conduct causes the City to lose confidence in the employee's ability to satisfactorily perform their job, or whose image may reflect poorly on the integrity of the City, may be subject to disciplinary action up to and including termination of employment. Failure to observe and follow the City's policies and procedures, and/or maintain proper standards of conduct may also result in disciplinary action, up to and including termination of employment.

Disciplinary action may include a verbal warning, written warning, or suspension without pay and/or termination. The appropriate disciplinary action imposed will be determined by the City. The City does not guarantee that one form or action will necessarily precede another.

The following may result in disciplinary action, up to and including termination: Substandard performance; violation of City's policies and procedures or safety rules; insubordination; poor attendance; possession, use or sale of alcohol or controlled substances on work premises or during work hours; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; physical harassment; sexual harassment; or disrespect toward fellow employees, visitors or other members of the public. These examples are not all inclusive. Discharge decisions are based upon an assessment of all relevant factors.

Conflict of Interest

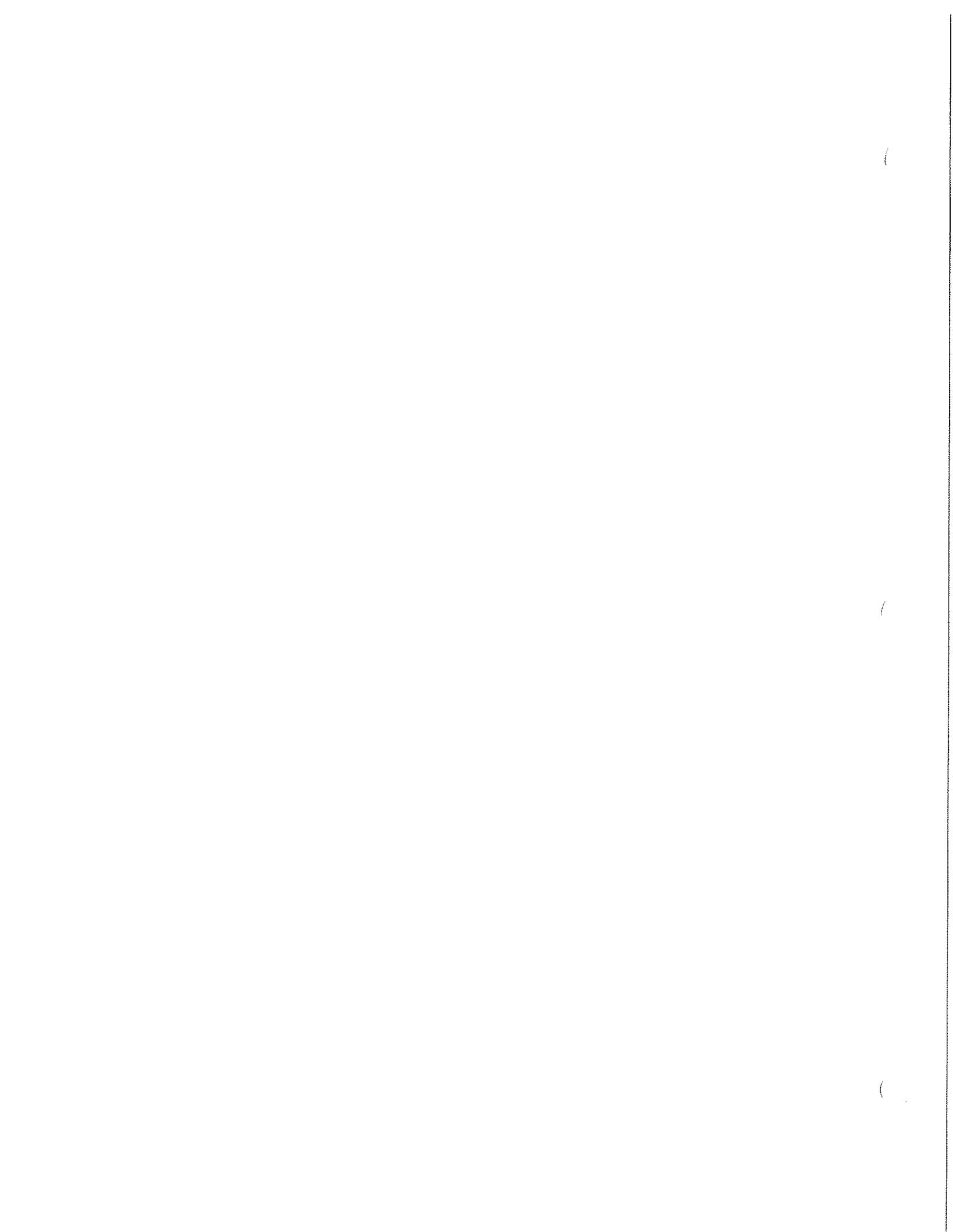
Employment with the City imposes a special obligation to conduct all business and personal affairs with the highest standards of integrity. To uphold the City's reputation, it is important to avoid actual or apparent conflicts of interest. If you are ever in a doubt as to whether a particular action poses an ethical problem, or could compromise the City's reputation, please discuss it with your supervisor or appropriate City officer.

Gifts and Favors

No manager, employee or political appointee shall solicit, encourage or accept gifts or favors from others where it might appear that such gift could influence the individual in the performance of his/her duties for the City. This prohibition includes the solicitation of gifts where the recipient would be someone other than the manager, employee or political appointee involved, such as relatives and friends.

Public Relations

The City of Danbury's reputation has been built on service excellence and quality work. To maintain this reputation requires the active participation of every employee. The opinions and attitudes that the public has toward the City are influenced by the actions of each employee.



STANDARDS OF CONDUCT

Personal Appearance

The image of the City of Danbury is maintained, in part, by the image that our employees present to the public. Employees should dress conservatively and professionally. All clothing must be clean, neat and fit properly. Proper appearance also mandates that employees maintain good hygiene and grooming while working. All employees should practice common sense rules of neatness, good taste, and comfort.

Employees are allowed to dress casually on Fridays. However, casual means using common sense and good taste.

Attendance and Punctuality

Absenteeism and tardiness increase the workload of other employees, and affect the quality of services provided. Therefore, punctuality and regular attendance are requirements of every employee. Employees are expected to report to work whenever scheduled and be ready to work at the starting time, and at the prescribed time following rest and meal periods.

The City recognizes that circumstances beyond an employee's control cause occasional tardiness and/or absences. However, unauthorized and/or excessive absences or tardiness may be grounds for disciplinary action.

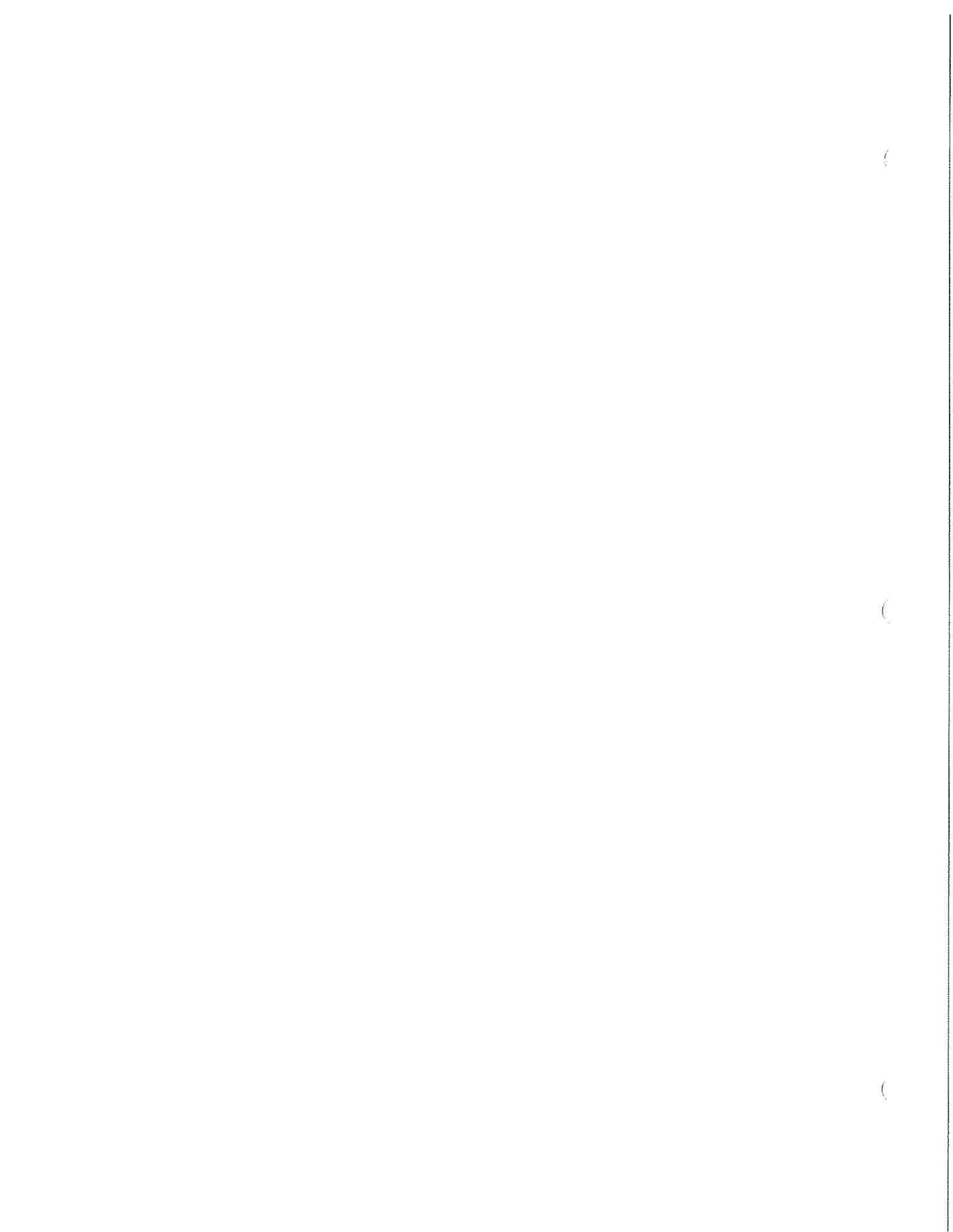
Medical Documentation May Be Required

The City reserves the right to verify any occasional, non-occupational illness or an injury, by requiring the employee to furnish a statement from a physician after three or more days of absence; or in situations where there is excessive use of sick time, or if there is a documented pattern of sick time use. The doctor's note should document the medical necessity for the employee's absence, and the employee's medical well being to return to work.

The City reserves the right to have an employee medically evaluated by a physician solicited and paid by the City for a "second opinion and/or fit for duty evaluation." If there is a conflict between the opinion of the employee's physician and the opinion of the physician selected by the City, a third medical opinion shall be obtained from a physician mutually selected by the City and the employee. The third medical opinion shall prevail. In the event an employee refuses to provide medical documentation or to report for the evaluation, the employee will be subject to disciplinary action up to and including termination.

Returning to Work with Medical Restrictions

If an employee returns to work with restrictions due to non-occupational related sickness or injury, those restrictions must be clearly identified in a doctor's note. Additionally, the note must also state the projected duration of the restricted duty, and give a "follow up date," in which the employee is schedule to meet with his/her doctor for a reevaluation. It is the employee's responsibility to keep his/her supervisor informed during periods of limited duty, due to non-occupational medical restrictions.



STANDARDS OF CONDUCT

The City reserves the right to have an employee medically evaluated by a physician selected by the City for a "fit for duty evaluation."

Reporting Work Related Injuries

Immediate notice of injury connected with work is mandatory in order for Worker's Compensation Insurance to provide maximum benefits. The Risk Management Department and the Personnel Department must be notified as soon as possible.

Changes in Personal Data

The Personnel Department and the Finance Department must maintain up-to-date employee information in order to aid you and/or your family in case of a personal emergency, as well as to insure accurate information for benefit entitlements and tax purposes. Changes in name, address, telephone number, marital status, number of dependents, changes in next of kin, and/or beneficiaries, and any other changes should be submitted to the Personnel Department, in writing, immediately.

Care of City Equipment and Property

Employees are expected to take care when using City property and equipment. No property or equipment may be removed from the premises without the proper authorization of management. If an employee loses, breaks, or damages any property, it must be reported to his/her supervisor at once.

Safety is Each Employee's Responsibility

Each employee, supervisor, and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify your supervisor of any emergency situations. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor or the Personnel Department.
2. The use of alcoholic beverages or illegal drug substances, or the abuse of legal prescription drugs during work hours will not be tolerated. The possession of any of these substances on City property is forbidden.
3. Use, adjust and repair machines and equipment only if you are trained and qualified.
4. Get help when pushing and lifting heavy objects.
5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, do not guess. Ask your supervisor.
6. Know the locations, contents and use of first aid, fire fighting equipment, and emergency exits.
7. A violation of safety precautions is in itself an unsafe act and may lead to disciplinary action, up to and including termination of employment.

f

(

(

STANDARDS OF CONDUCT

Good Housekeeping

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. Report anything that needs repair or replacement to your supervisor.

In Conclusion

This handbook is intended to provide employees, in a general way, with information which will enable them to understand the policies, procedures and benefits of the City of Danbury.

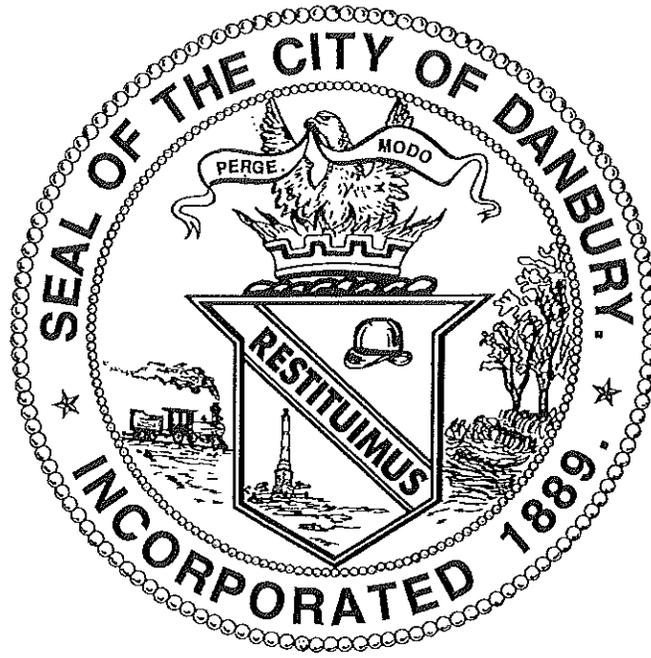
Any inquiries employees may have concerning these policies should be directed to your supervisor or the Personnel Department, who will be glad to provide complete details or explanations.

It is our sincere wish that your employment with the City of Danbury will be of mutual benefit and success.

()

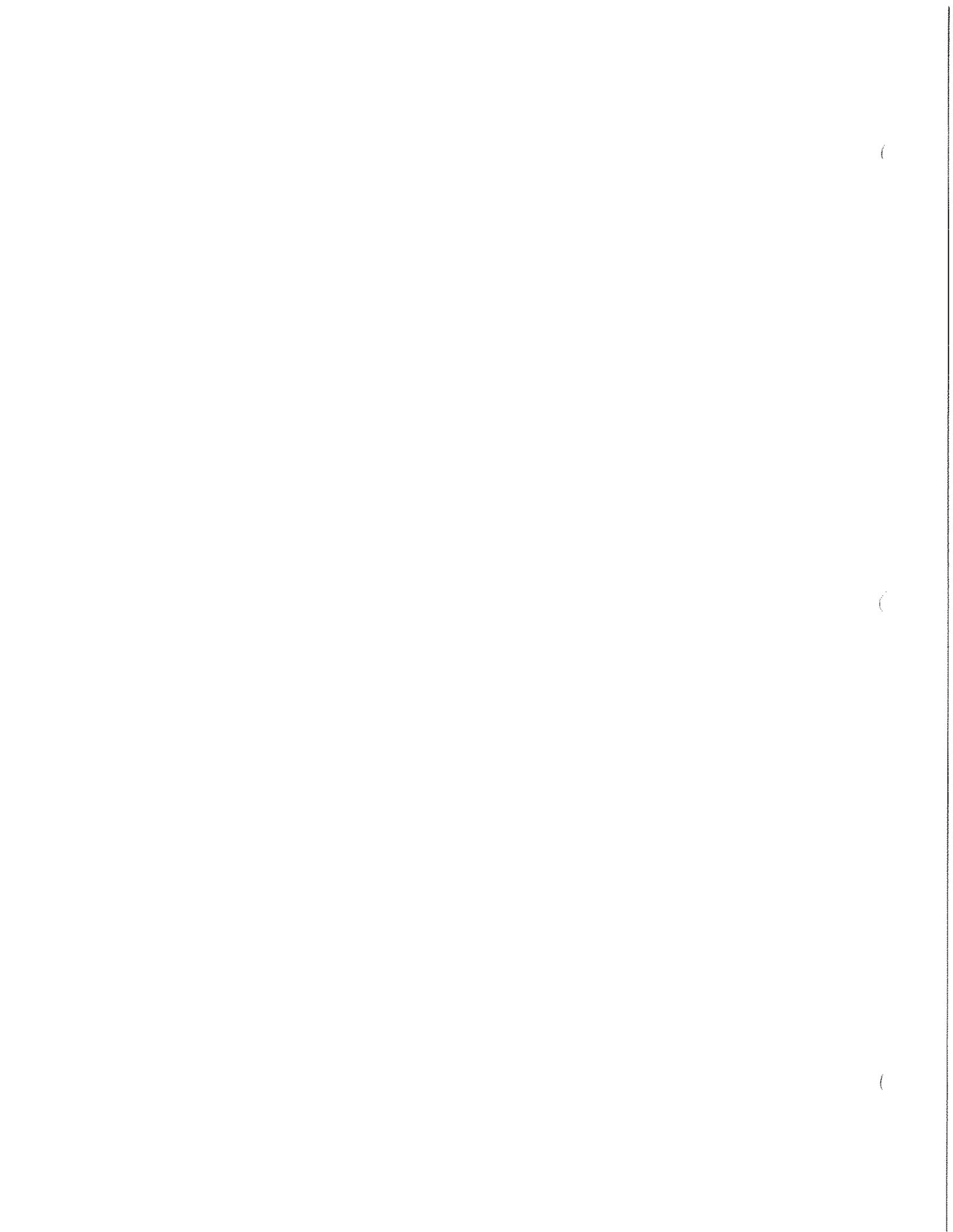
()

()



The City of Danbury

POLICIES





Distribution: <u>CITY OF DANBURY EMPLOYEES</u>	SUBJECT: ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE
EFFECTIVE DATE: February 1, 2004	PAGE NO. 1 OF 7
Approved By: <u><i>MD</i></u> Mark D. Boughton, Mayor	

PURPOSE:

Each of us should be able to work in a happy and satisfying environment free of discrimination, and free of any form of harassment, based on race, color, religion, age, gender, sexual orientation, pregnancy, national origin, disability, marital or other protected status.

I wish to ensure that no City of Danbury employee is subjected to harassment. Therefore, any offensive physical, written or spoken conduct, including conduct of a sexual nature, is prohibited at the City of Danbury. It is a violation of this policy for any employee, supervisor, or manager, male or female, to engage in the acts or behavior categorized below.

In order to ensure that this policy has the intended effect, I ask each of you to report any violations of the policy as soon as they occur by utilizing the complaint procedure set forth, in this document.

If any of you believe that you are being subjected to any form of harassment or discrimination, please bring this immediately to the attention of the appropriate persons in management. The very nature of harassment or discrimination makes it virtually impossible to detect unless the person being harmed registers his or her discontent with the appropriate management representative. Consequently, we ask that you report such offensive conduct or situations immediately. You may report offensive conduct or situation to your supervisor or manager. If your manager is the person who is responsible for the harassment, or if you have reported harassment to the manager and no action was taken, then please report such conduct or situations to the Personnel Director. If the Personnel Director is unavailable, please report the conduct or situation to the Assistant Personnel Director or the Executive Secretary. You can also contact the following: Connecticut Commission on Human Rights and Opportunities, Southwest Region, 1057 Broad Street, Bridgeport, Connecticut, 06604; telephone: 203-579-6246. If you wish to file a formal complaint, please follow the complaint procedure set out in this policy.

Common courtesy and decency dictates that we treat each other with respect. I ask each of you to commit to this policy by policing your own behavior which could hurt a co-worker. Should you have any questions, please direct them to the Personnel Department at 203-797-4598.

POLICY STATEMENT:

The City of Danbury strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of the City of Danbury should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Employees should be able to work and learn in a safe, yet stimulating atmosphere. The accomplishment of this goal is essential to the mission of the City of Danbury. For that reason, the City of Danbury will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, the City of Danbury will seek to prevent, correct and discipline behavior that violates this Policy.

All employees, regardless of their position, are covered by and are expected to comply with this policy, and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based upon the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.

A. PROHIBITED CONDUCT UNDER THIS POLICY

1. Discrimination:

- a. It is a violation of this Policy to discriminate in the provision of employment opportunities, benefits or privileges, to create discriminatory work conditions, or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, or marital status.
- b. Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act 1964; the Age Discrimination Act of 1975; and the Americans With Disabilities Act of 1990. This Policy is intended to comply with the prohibitions stated in these anti-discrimination laws.
- c. Discrimination in violation of this Policy will be subject to severe sanctions up to and including termination.

2. Harassment:

Harassment, including sexual harassment, is prohibited by federal and state laws. This Policy prohibits harassment of any kind, and the City of Danbury will take appropriate action swiftly to address any violations of this policy. The definition of harassment is: verbal or physical conduct designed to threaten, intimidate or coerce. Also, verbal taunting (including racial and ethnic slurs) which, in the employee's opinion, impairs his or her ability to perform his or her job.

Examples of harassment are:

- a. Verbal: Comments which are not flattering regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body disability, or appearance. Epithets, slurs, negative stereotyping.
- b. Non-verbal: Distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility or aversion toward an individual, or group because of national origin, race color, religion, age, gender, sexual orientation, pregnancy, appearance disability, marital or other protected status.

3. Sexual Harassment:

Sexual harassment in any form is prohibited under this policy. Sexual harassment is a form of discrimination and is unlawful under Title VII of the Civil Rights Act of 1964. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature... when... submission to or rejection of such conduct is used as the basis for employment decisions... or such conduct has the purpose or effect of... creating an intimidating, hostile, or offensive working environment."

Sexual harassment includes unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when such conduct:

- a. Is made explicitly or implicitly a term or condition of employment, or
- b. Is used as a basis for an employment decision, or

**SUBJECT:
ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE**

Page 3

- c. Unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or otherwise offensive environment.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, that is personally offensive, that lowers morale and therefore interferes with work effectiveness. Sexual harassment may take different forms.

Examples of conduct that may constitute sexual harassment are:

- a. Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, threats. Requests for any type of sexual favor (this includes repeated, unwelcome requests for dates). Verbal abuse or "kidding" which is oriented towards a prohibitive form of harassment, including that which is sex oriented and considered unwelcome.
- b. Non-verbal: The distribution, display, or discussion of any written or graphic material, including calendars, posters, and cartoons that are sexually suggestive, or shows hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, that is sexual in nature.
- c. Physical: Unwelcome, unwanted physical contact, including but not limited to, touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling; forced sexual intercourse or assault.

Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees, including men and women, that are acceptable to and welcomed by both parties, are not considered to be harassment, including sexual harassment.

There are basically two types of sexual harassment:

1. "Quid pro quo" harassment, where submission to harassment is used as the basis for employment decisions. Employee benefits such as raises, promotions, better working hours, etc., are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Example: A supervisor promising an employee a raise if she goes on a date with him; A manager telling an employee she will fire him if he does not have sex with her.
2. "Hostile work environment," where the harassment creates an offensive and unpleasant working environment. Hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees, or customers. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

What you should do if you are a victim of sexual harassment:

- a. If you are the recipient of any unwelcome gesture or remark of a sexual nature, do not remain silent.
- b. Make it clear to the harasser that you find such conduct offensive and unwelcome.
- c. State clearly that you want the offensive conduct to stop at once.
- d. Consider going to the supervisor or manager of the person harassing you, the employer cannot solve the problem if he or she is not aware of it. You may also do so if you find it uncomfortable to confront the individual engaging in the offensive conduct.
- e. If the conduct does not stop after you speak with the harasser or after you have gone to the harasser's supervisor or manager, you should then notify your supervisor or manager.
- f. Review the complaint procedure set forth in this document. If you decide to file a complaint, please contact the Director of Personnel. If the Personnel Director is unavailable, please contact the Assistant Personnel Director or the Executive Secretary.
- g. You may wish to keep a written log of all incidents of harassment, noting the date and time, place and persons involved, and any witnesses to the event.

4. Consensual Sexual Relationships:

- a. The City of Danbury strongly discourages romantic or sexual relationships between a management or other supervisory employee and his or her staff (an employee who reports directly or indirectly to that person), because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by the staff member is suspect and may be viewed by others or, at a later date, by the staff member themselves as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, or coercion or exploitation undermines the spirit of trust and mutual respect which is essential to a healthy work environment. If there is such a relationship, the parties need to be aware that one or both may be moved to a different department, or other actions may be taken.
- b. As in all cases, the burden of proving sexual harassment rests with the accuser. But, when charges of harassment are brought by the subordinate employee during or subsequent to such a relationship, and the supervisor claims that the relationship was consented to by the employee, the burden will be on the supervisor to prove that the relationship was consensual and voluntary.
- c. If any City of Danbury employee enters into a consensual relationship which is romantic or sexual in nature with a member of his or her staff (an employee who reports directly or indirectly to him or her), or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify the manager. Although the parties may feel that what they do during non-working hours is their business and not the business of the City of Danbury, but because of potential issues regarding "quid pro quo" harassment, the City of Danbury has made this a mandatory requirement. This requirement does not apply to employees who do not work in the same department, nor to parties who do not supervise or otherwise manage responsibilities over the other.
- d. Once the relationship is made known to the City of Danbury, the City of Danbury will review the situation with the Personnel Director in light of all the facts (reporting relationship between the parties, affect on co-workers, job titles of the parties, etc.), and will determine whether one or both parties need to be moved to another job or department. If it is determined that one party must be moved, and there are jobs in other departments available for both, the parties may decide who will be the one to apply for a new position. If the parties cannot amicably come to a decision, or the party is not chosen for the position to which he or she applied, the parties will contact the Personnel Director, who will decide which party should be moved. That decision will be based on which move will be least disruptive to the organization as a whole.
- e. If it is determined that one or both parties must be moved, but no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning.

B. RETALIATION

1. No hardship, no loss or benefit, and no penalty may be imposed on an employee as punishment for:
 - a. Filing or responding to a bona fide complaint of discrimination or harassment;
 - b. Appearing as a witness in the investigation of a complaint; or
 - c. Serving as an investigator.
2. Retaliation or attempted retaliation is a violation of this Policy and anyone who does so will be subject to severe sanctions up to and including termination.

C. THE COMPLAINT PROCESS

Any person electing to utilize this complaint resolution procedure will be treated courteously, the problem handled swiftly and as confidentially as feasible in light of the need to take appropriate corrective action, and the registering of a complaint will in no way be used against the employee, nor will it have an adverse impact on the individual's employment status. While reporting such incidents would be a difficult personal experience, allowing harassment activities to continue will most certainly lead to less desirable outcomes. For that reason, employees are strongly urged to utilize this procedure. However, filing groundless and malicious complaints is an abuse of this policy and is prohibited.

D. RESPONSIBILITIES

1. All City of Danbury employees must share the responsibility of understanding and preventing discrimination and harassment. But, ultimately, no satisfactory investigation or resolution of complaints can occur without the initiative and continued cooperation of the injured person. Individuals who believe they have been discriminated against or harassed have the primary obligation of informing their supervisor or Personnel Director of the act of discrimination, harassment or retaliation, recounting specific actions or occurrences whenever possible.
2. Managers and supervisors have the special responsibility as possible agents of the City of Danbury to act promptly to eliminate any discrimination or harassment which exist in their areas of responsibilities. If a manager or supervisor knows that discrimination, harassment or retaliation is occurring, or receives information that discrimination, harassment or retaliation might be occurring, he or she must take immediate action to address the problem. Such action should include, but is not limited to, speaking directly with the injured person, developing a specific account of the actions, omissions or occurrences that are alleged to be discriminatory, consultation with the Personnel Director, and corrective or disciplinary action.
 - a. If the alleged discrimination, harassment or retaliation is not within their area of responsibility or oversight, managers and supervisors must notify the Personnel Director or other appropriate management employee, who must then take prompt steps to address the allegation.
 - b. Any City of Danbury employee with supervisory or hiring responsibilities who is found to have engaged in conduct prohibited under this Policy is subject to disciplinary action, including removal from that position for cause.
3. The Personnel Director has the primary responsibility of implementing this Policy. In particular, the Personnel Director will respond to inquiries and complaints from management and employees regarding discrimination, sexual harassment, other harassment, or retaliation; maintain records of these inquiries and complaints as well as their resolution, and keep the City of Danbury advised of them. Together with the City of Danbury and other staff, the Personnel Director will also provide information and education to the employees and management on recognizing, understanding, and combating unlawful discrimination and harassment.

E. CONFIDENTIALITY

1. Before filing a complaint:
 - a. The City of Danbury wishes to create a safe environment in which individuals are not afraid to discuss concerns and complaints, or to seek general information about discrimination, harassment, and retaliation. The City of Danbury recognizes that individuals may be concerned about the confidentiality of information they share, and will strive to preserve confidentiality to the fullest extent possible.
 - b. The Employee Assistance Program ("EAP") provides confidential counseling services to City of Danbury employees. Persons wishing to discuss confidentially an incident of possible

SUBJECT:
ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE

Page 6

discrimination, harassment or retaliation, or persons seeking information and advice without committing to future action, are encouraged to contact the EAP at 888-EAP-8900 (888-327-8900) or www.eaphelp.com. The role of the EAP in such cases will be limited to personal counseling and treatment of the person who is then a client.

- c. Discussions for the purpose of obtaining general information or advice from responsible administrators or managers (such as the Personnel Director or Legal Counsel) at the City of Danbury may remain confidential. No action will be taken when individuals wish only to make an inquiry, so long as they do not disclose any identifying information about themselves or the person accused (e.g., names, department, position).
 - d. However, the anonymity described cannot always be maintained if the individual wishes to have the City of Danbury take some corrective or disciplinary action in a particular case. Moreover, the City of Danbury may be legally obligated to take action once informed that discrimination, harassment or retaliation has occurred or may be occurring. Confidentiality cannot be guaranteed in such a case.
2. During the complaint process:
- a. Once an individual discloses identifying information, and such information is sufficiently complete and specific to state a claim of discrimination, harassment or retaliation, he or she will be considered to have filed a complaint with the City of Danbury.
 - b. The City of Danbury will take prompt responsive action upon receipt of a complaint unless the complainant expressly requests that no action be taken and the City of Danbury determines in the exercise of her sole discretion (based upon legal advice) that federal, state or local laws do not mandate action.
 - c. While the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person regarding action by the City of Danbury cannot be guaranteed in every instance, they will be protected to as great a degree as is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the City of Danbury's legal obligation to act upon the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the City of Danbury and those involved in the investigation.
 - d. During the investigative process, any notes or documents written by or received by the person(s) conducting the investigation will be kept confidential to the extent not violative of any existing state or federal law.

F. COMPLAINT PROCEDURE

The following complaint procedure will be followed in order to address a complaint regarding, harassment, discrimination, or retaliation.

1. A person who feels harassed, discriminated or retaliated against may initiate the complaint process by filing a written and signed complaint with the Personnel Director. No formal action will be taken against any person under this Policy unless a written and signed complaint is on file containing sufficient details to allow the Personnel Director to determine if the policy may have been violated. If a supervisor or manager becomes aware that harassment or discrimination is occurring, either from personal observation or as a result of an employee coming forward, the supervisor or manager should immediately report it to the Personnel Director.
2. Upon receiving the complaint, or being advised by a supervisor or manager that violation of this policy may be occurring, the Personnel Director will notify the City of Danbury, and review the complaint

SUBJECT:
ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE

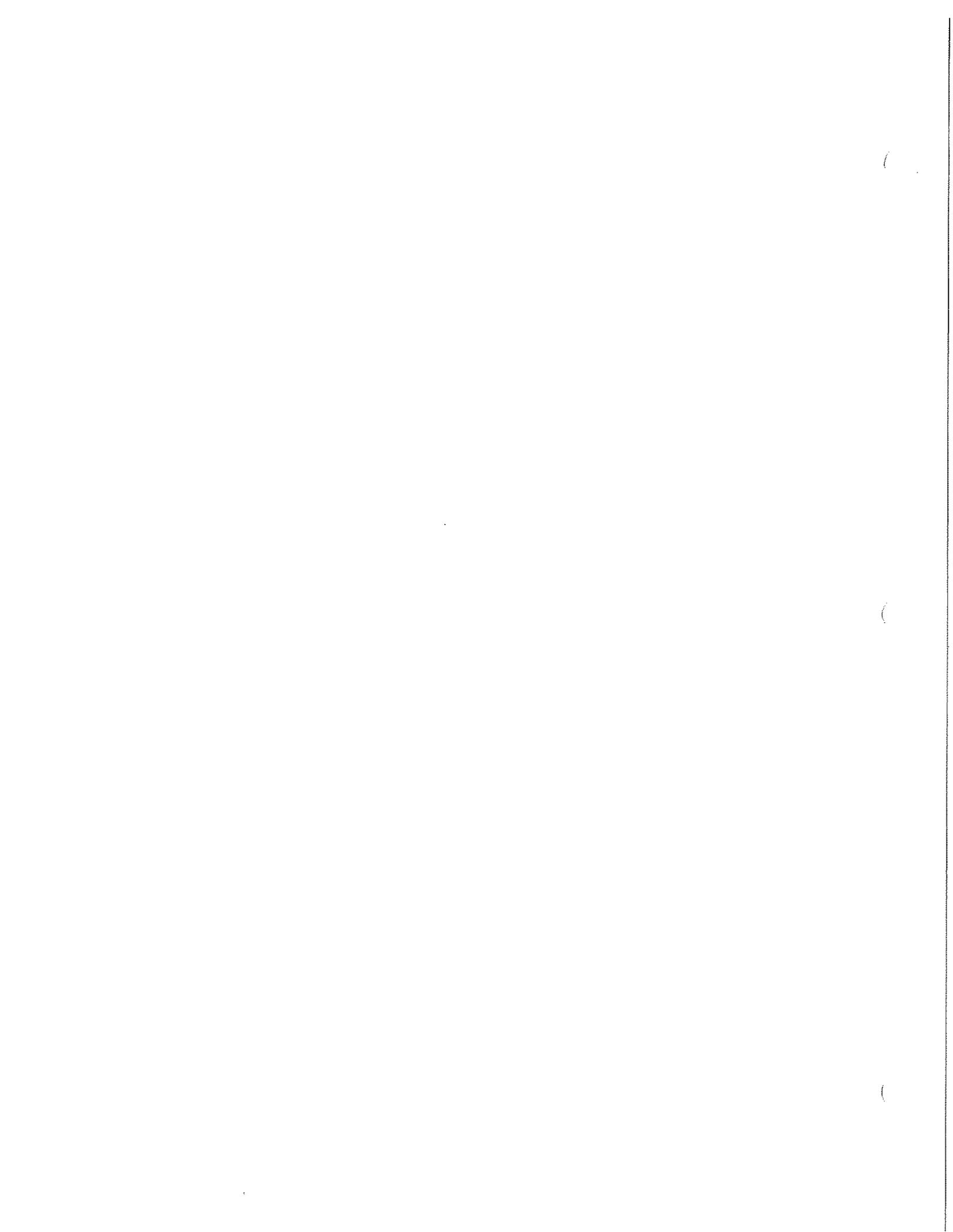
Page 7

with the City of Danbury's Legal Counsel and the manager or supervisor of the department in which the alleged harassment or discrimination is occurring.

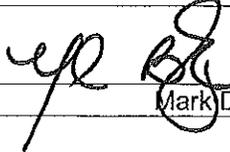
3. Within five (5) working days of receiving the complaint, the Personnel Director will:
 - a. Provide a copy of the complaint to the person(s) charged (hereafter referred to as "respondent(s)"; and
 - b. Initiate the investigation to determine whether there is a reasonable basis for believing that the alleged violation of this Policy occurred.
4. During the investigation, the Personnel Director, together with legal counsel or other management employees, will interview the complainant, the respondent, and any witnesses, to determine whether the conduct occurred.
5. Within fifteen (15) business days of the complaint being filed (or the matter being referred to the Personnel Director), the Personnel Director or other person conducting the investigation will conclude the investigation and submit a report of his or her findings to the City of Danbury, with copies to the appropriate manager or supervisor, complainant, and respondent.
6. If it is determined that harassment or discrimination in violation of the City of Danbury's policy has occurred, the Personnel Director will recommend that appropriate disciplinary action to be taken by the City of Danbury. The appropriate action will depend on the following factors: (i) The severity, frequency and pervasiveness of the conduct; (ii) Prior complaints made by the complainant; (iii) Prior complaints made against the respondent; (iv) The quality of the evidence (first hand knowledge, credible corroboration etc.).
7. If the investigation is inconclusive or it is determined that there has been no harassment or discrimination in violation of this Policy, but some potentially problematic conduct is revealed, preventative action may be taken.
8. Within five (5) days after the investigation is concluded, the Personnel Director will meet with the complainant and the respondent separately, in order to notify them in person of the findings of the investigation and to inform them of the action being recommended by the Personnel Director.
9. The complainant and the respondent may submit statements to the Personnel Director challenging the factual basis of the findings. Any such statement must be submitted no later than five (5) working days after the meeting with the Personnel Director in which the findings of the investigation is discussed.
10. Within ten (10) days from the date the Personnel Director meets with the complainant and respondent, the City of Danbury will review the investigative report and any statements submitted by the complainant or respondent, discuss results of the investigation with the Personnel Director and other management staff as may be appropriate, and decide what action, if any, will be taken. The Personnel Director will report the City of Danbury's decision to the complainant, the respondent, and the manager or supervisor assigned to the department(s) in which the complainant and the respondent work. The City of Danbury's decision will be in writing and will include finding of fact and a statement for or against disciplinary action. If disciplinary action is to be taken, the sanction will be stated.

G. ALTERNATIVE LEGAL REMEDIES

Nothing in this policy shall prevent the complainant or the respondent from pursuing formal legal remedies or resolution through state or federal agencies or the courts.





Distribution: DEPARTMENT HEADS, NON-UNION, EXEMPT EMPLOYEES	SUBJECT: Compensatory Time for Exempt Employees
EFFECTIVE DATE: October 10, 2000	PAGE NO. 1 OF 1
Approved By:  Mark D. Boughton, Mayor	

PURPOSE:

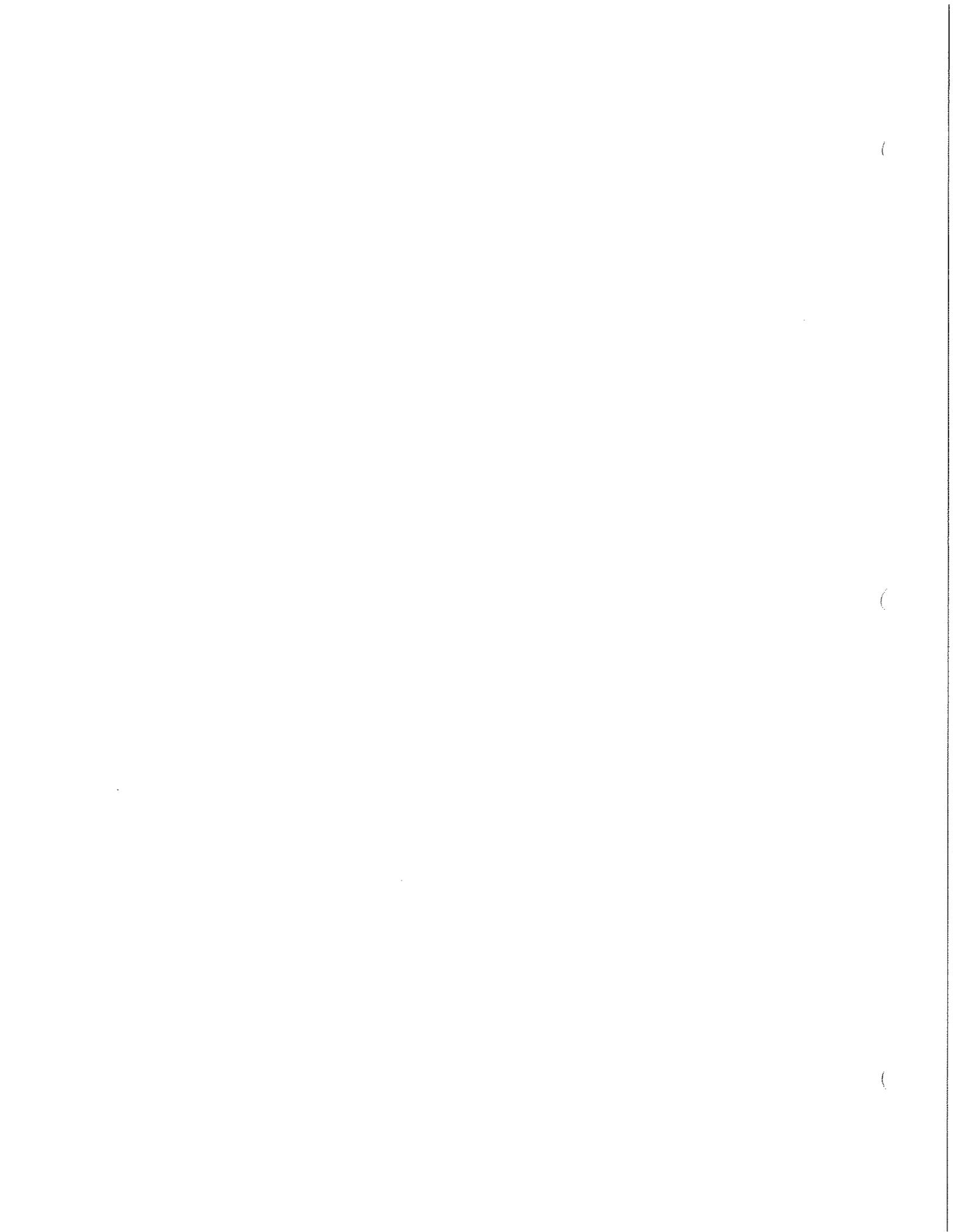
To establish a policy and guidelines for the granting and use of compensatory time by exempt, non-union employees of the City.

POLICY STATEMENT:

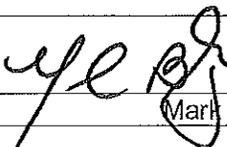
The City may grant compensatory time to a salaried, management, administrative or professional employee who is not covered by a collective bargaining agreement, when the employee works a substantial amount of time in excess of the hours normally associated with the employee's position. Compensatory time may be granted and taken only with the approval of the employee's department head and/or the Mayor.

GUIDELINES:

1. Exempt employees are paid a salary and are generally expected to work the hours required to fulfill their professional responsibilities.
2. In recognition of the fact that a special project or need may result in an exempt employee working an extraordinary number of hours in a particular week(s), the City may grant that employee compensatory time. Compensatory time is not given for those additional hours that exempt employees often put in, such as working through lunch or coming in early/staying late to complete a meeting or do paperwork. Therefore, compensatory time will be granted only when the employee works substantially more hours in a week than would normally be required to complete the employee's professional responsibilities.
3. The granting of compensatory time is discretionary, and requires express approval by the department head and/or the Mayor. An employee must accurately record the hours worked for which comp time is earned and taken.
4. An employee may take compensatory time in the same manner and subject to the same approval as vacation or personal time. All compensatory time should be taken in the calendar year in which it is earned; it may not be carried over from one year to the next.
5. Employees will be granted or may take up to forty (40) hours of compensatory time in a calendar year. However, in extenuating circumstances the Mayor may grant more than 40 hours of comp time per calendar year.
6. In no event will compensatory time be used as the basis for additional compensation. There is no payment for unused compensatory time upon separation from employment with the City.





Distribution: ALL DEPARTMENT HEADS	SUBJECT: Drug & Alcohol Testing Policy for Non-Safety Sensitive Employees
EFFECTIVE DATE: August 1, 2000	PAGE NO. 1 OF 3
REVISED: March 15, 2006	
Approved By: <u></u> Mark D. Boughton, Mayor	

OVERVIEW

There are special reasons why the City of Danbury's position must be absolutely clear regarding employee drug or alcohol abuse. A great many of our employees are required to work in hazardous situations where the ability to think clearly and react quickly is of the utmost importance. In many circumstances, the safety of employees depends on the ability and judgment of fellow employees. The safety of City equipment and the reliability of service to our community may also depend substantially on this ability and judgment. Many of our employees, as part of their jobs, visit the premises of taxpayers, and it is important that they continue to have full confidence in our employees and services.

Prescription Drugs

Employees who, under physician's care and prescription, use a controlled substance, SHALL carry the substance in the original container, with the prescriber's and pharmacist's identification thereon, and may be required to provide documentation from said physician. Employees using a prescription drug, which may impair mental or motor functions, shall inform their supervisor of such drug use. For the safety of all employees, the City 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 City reserves the right to have its Medical Review Officer (MRO) determine if a prescription drug produces hazardous effects or to restrict the quantity the employee is allowed to bring to the workplace.

Penalties for Violations

Employees who are involved with illegal drugs or controlled substances in their own time will be subject to disciplinary action up to and including discharge, if such involvement has an adverse effect on the City. Examples of adverse effects are impaired work performance or attendance, endangered safety of employees and the public, improper use of City property, and undermined public confidence in the City.

The following are the specific penalties for employees who violate the City's Drug and Alcohol Policy for Non-Safety-Sensitive Employees:

- a. Refusal to submit to testing: Discharge.
- b. Positive drug or alcohol test: First occasion - Opportunity for rehabilitation; if accepted and successfully completed, return to work after leave which shall be considered a disciplinary suspension; if rejected or if not successfully completed - Discharge.
- c. Positive drug or alcohol test, second occasion: Discharge.
- d. Possession of drug paraphernalia: Discharge.
- e. Sale or distribution of drugs: Discharge.
- f. Abuse of prescription drugs: Same approach as illegal drugs.
- g. Use of alcohol while on duty: Discharge.

Positive Test Result

A positive test is determined when an employee has an alcohol concentration of 0.04 or greater or has used the drugs prohibited under these rules, as determined through testing.

Employee Assistance Program (EAP)

Employees with personal drugs or alcohol dependency problems are encouraged to seek counseling immediately through the City's or the union's approved E.A.P.

Any employee who advises the City that he/she has a problem with drug or alcohol use, shall be granted sick leave status according to collective bargaining agreement between the parties, for a period of up to sixty (60) days, unless extended by mutual agreement, so that the employee may participate in a treatment program. This privilege shall be granted as a matter of right only once during the employment of any employee.

Rejection of Treatment - Failure of Rehabilitation

Any employee who tested positive for alcohol misuse or drug use and rejects treatment or leaves a prescribed treatment program prior to being properly discharged will be immediately terminated.

Education and Training

The City shall provide each affected employee with a copy of this policy and with information concerning the effects of alcohol and controlled substances and resources available for evaluation and treatment of substance abuse problems. Employees shall sign a statement certifying receipt of this policy and information.

City shall provide each employee in a supervisory or other position that would place the employee in a position of determining whether reasonable suspicion exists with at least sixty (60) minutes of training in alcohol misuse and an additional sixty (60) minutes of training in controlled substance use and abuse. This training shall cover the physical, behavioral, speech and performance indicators of probable alcohol and controlled substance abuse.

Confidentiality of Drug Testing Records

Employees drug testing results and records are maintained under strict confidentiality by the City, the drug testing laboratory and Medical Review Officer/Physician. They can not be released to others without the written consent of the employee.

Seniority Status During Rehabilitation

While undergoing treatment the employee shall continue the accrual of seniority.

Pre-Employment Drug Testing

The City will administer, as per FHA guidelines, a pre-employment test on all candidates applying for Safety Sensitive positions. Positive tests results will subject the individual to a re-test, and the result of the second test, not the first, becomes the test of record upon which the City will rely.

(

(

(

The rules require the use of evidential breath testing devices (EBT) approved by the National Highway Traffic Safety Administration (NHTSA). Two breath tests are required to determine if a person has a prohibited alcohol concentration.

The City of Danbury is responsible for implementing the testing programs. Before performing an alcohol or controlled substance test under these rules, the City must notify the employee being tested that the alcohol or controlled substance test being administered is required by rule. The notice can be oral or written. Essentially, employees are prohibited from performing safety sensitive functions while having an alcohol concentration of 0.04 or greater as indicated by an alcohol breath test, or while using alcohol, or within four hours after using alcohol.

The City of Danbury is required to administer four types of tests.

1. Post Accident: Conducted after accidents on covered employees whose performance could have contributed to the accident (as determined by a citation for a moving traffic violation) and for all fatal accidents even if the driver is not cited for a moving traffic violation.
2. Reasonable Suspicion: Based on specific, contemporaneous, articulate observations by a trained supervisor concerning the appearance, behavior, speech, or body odors of the employee.

Reasonable suspicion testing is authorized only if the required observations are made during, just preceding, or just after the period of the workday that the covered employee is performing a safety sensitive function.

3. Random: Conducted on a random unannounced basis immediately before, during or immediately after performance of safety sensitive functions.

A computer-based random number generator that is matched with employee's social security numbers will be used to select covered employees.

4. Return-to-Duty and Follow-Up: Conducted when a worker who has violated the prohibited conduct standards, returns to performing safety sensitive duties.

Testing for Prohibited Drug Use.

Drug testing is conducted by analyzing an employee's urine sample. The analysis is performed at laboratories certified and monitored by the Department of Health and Human Services (DHHS).

The City is responsible for providing information to safety sensitive employees on drug use and treatment resources and conducting random, unannounced drug tests. The total number of random tests conducted each year must equal at least 50 percent of the safety

sensitive employees. Once notified of selection for testing an employee must proceed to the collection site to accomplish the urine specimen collections.

All urine specimens are analyzed for the following drugs:

- Marijuana (THC Metabolite)
- Cocaine
- Amphetamines
- Opiates (including Heroin)
- Phencyclidine (PCP)

All drug test results are reviewed and interpreted by a Medical Review Officer (MRO)/Physician before they are reported to the employer. If the laboratory reports a positive result to the MRO/Physician, the MRO/Physician contacts the employee (in person or by telephone) and conducts an interview to determine if there is an alternative medical explanation for the drug found in the employee's urine specimen.

Use of any of the drugs being tested for under these rules by safety sensitive employees is prohibited on or off duty.

Prescription Drugs

Employees who, under physician's care and prescription, use a controlled substance, SHALL carry the substance in the original container, with the prescriber's and pharmacist's identification thereon, and may be required to provide documentation from said physician. Employees using a prescription drug, which may impair mental or motor functions, shall inform their supervisor of such drug use. For the safety of all employees, the City 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 City reserves the right to have its Medical Review Officer (MRO) determine if a prescription drug produces hazardous effects or to restrict the quantity the employee is allowed to bring to the workplace.

Positive Test Results

Following a determination that an employee has an alcohol concentration of 0.04 or greater or has used the drugs prohibited under these rules, as determined through testing, the employee will immediately be removed from safety-related functions. Before the employee is allowed to return to the performance of safety sensitive functions the following must occur:

For Alcohol Misuse

The employee will undergo evaluation by a substance abuse professional and where necessary rehabilitation;

A substance abuse professional determines that the employee has successfully complied with any required rehabilitation; and

The employee undergoes a return-to-duty test with a result of less than 0.02, which is necessary to return to regular duty.

In the event a covered employee is found to have an alcohol concentration of 0.02 or greater, but less than 0.04, the employee is not permitted to perform safety sensitive functions for a minimum of 24 hours.

In addition, the employee must:

1. Be evaluated again by a substance abuse professional to determine whether the employee has successfully complied with the rehabilitation program prescribed following the initial evaluation; and
2. Be subject to a minimum of six (6) unannounced follow-up tests over the following twelve (12) months. Four (4) tests of which are to occur within the first six (6) months of the employee's return to employment, and two (2) tests are to occur within the second six (6) months.
3. The employee takes a return-to-duty test with a verified negative test result.

During the period when an employee is prohibited from performing safety sensitive functions, he/she may be assigned to non-safety sensitive functions until such time as the employee complies with the requirements for returning to duty.

Positive Drug Test

Each covered employee whose test for illicit drugs show positive results will be evaluated by a substance abuse professional to determine whether the employee needs assistance resolving problems associated with illicit drug use and refer the employee for any necessary treatment. Before returning to duty after a violation, each employee must undergo a drug test with a verified negative drug test result.

In addition, each employee identified as needing assistance must:

1. Be evaluated again by a substance abuse professional to determine whether the employee has successfully complied with the rehabilitation program.
2. Be subject to a minimum of six (6) unannounced, follow-up tests over the following twelve (12) months. Four (4) tests of which are to occur within the first six (6) months of the employee's return to employment, and two (2) tests are to occur within the second six (6) months.

Follow-up and return-to-duty tests need not be confined to the substance involved in the violation. If the substance abuse professional determines that an employee needs assistance with a poly-substance abuse problem, the substance abuse professional may, for instance, require alcohol tests to be performed along with the required drug follow-up and/or return-to-duty.

Employee Assistance Program (EAP)

Employees who believe they have a drug or alcohol problem are encouraged to seek counseling immediately through the union approved EAP.

Any employee who advises the City that he/she has a problem with drug use or dependency or has tested positive during post accident, reasonable suspicion or random test; shall be granted sick leave status according to the collective bargaining agreement between the parties, for a period of up to sixty (60) days, unless extended by mutual agreement, so that the employee may participate in a treatment program. This privilege shall be granted as a matter of right only once during the employment of any employee.

Penalties for Violations

The following are the specific penalties for employees who violate the City's Drug and Alcohol Policy:

- a. Refusal to submit to testing: Discharge.
- b. Positive drug or alcohol test: First occasion – Opportunity for rehabilitation; if accepted and successfully completed, return to work after leave which shall be considered a disciplinary suspension; if rejected or if not successfully completed - Discharge.
- c. Positive drug or alcohol test, second occasion: Discharge.
- d. Possession of drug paraphernalia: Discharge.
- e. Sale or distribution of drugs: Discharge.
- f. Abuse of prescription drugs: Same approach as illegal drugs.
- g. Use of alcohol while on duty: Discharge.

Rejection of Treatment - Failure of Rehabilitation

Any employee who tested positive for alcohol misuse or drug use and rejects treatment or leaves a prescribed treatment program prior to being properly discharged will be immediately terminated.

Education and Training

The City shall provide each affected employee with a copy of this policy and with information concerning the effects of alcohol and controlled substances and resources available for evaluation and treatment of substance abuse problems. Employees shall sign a statement certifying receipt of this policy and information.

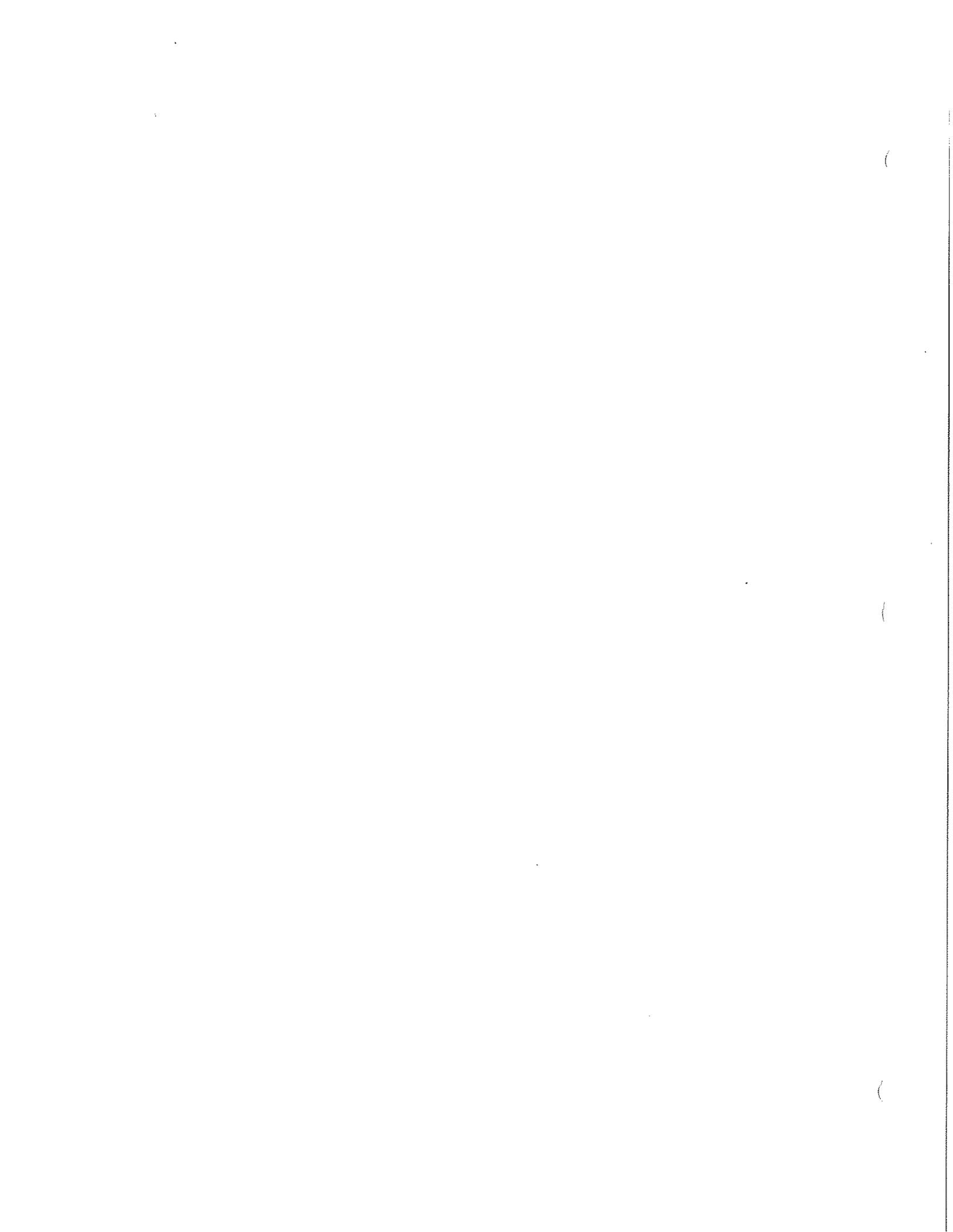
The City shall provide each employee in a supervisory or other position that would place the employee in a position of determining whether reasonable suspicion exists with at least sixty (60) minutes of training in alcohol misuse and an additional sixty (60) minutes of training in controlled substance use and abuse. This training shall cover the physical, behavioral, speech and performance indicators of probable alcohol and controlled substance abuse.

Confidentiality of Drug Testing Records

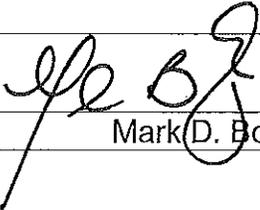
Employees drug testing results and records are maintained under strict confidentiality by the City, the drug testing laboratory and Medical Review Officer/Physician. They cannot be released to others without the written consent of the employee.

Seniority Status During Rehabilitation

While undergoing treatment the employee shall continue the accrual of seniority.





Distribution: ALL EMPLOYEES	SUBJECT: EMPLOYEE EXPECTATIONS
EFFECTIVE DATE: December 3, 2001	PAGE NO. 1 OF 1
Approved By:  Mark D. Boughton, Mayor	

PURPOSE:

This policy sets forth some basic expectations for all employees of the City of Danbury. This policy supplements and does not in any way diminish other duties and responsibilities of employees, including those outlined in other City policies, job descriptions, collective bargaining agreements and work rules.

POLICY STATEMENT:

All employees are expected to give their best work efforts, to achieve the standards set for their jobs, and to contribute to and improve the quality of services to the community. Employees are expected to support the mission, goals, objectives, and other lawful directives and expectations (written as well as verbal) of the City and the employee's department. Employees are expected to cooperate with management and their co-workers to achieve the objectives of the City and the department in which they work. In doing so, employees shall actively seek ways to respond to directives in a positive manner and shall be responsive to the reasonable requests of the public served. Employees shall treat others with the dignity and respect they deserve as fellow human beings and shall maintain a positive attitude while at work.

Employees have the responsibility to know their job duties and to perform them efficiently, effectively, safely, correctly, and pleasantly. Among employees' most important work responsibilities is regular attendance at work. Employees shall adhere to all organizational directives (verbal and written) as well as customs and practices that are legitimately established. All employees are expected to adjust to the changes that may occur in their jobs and to advance their knowledge and professional development by keeping abreast of such changes.

Employees are expected not to let personal conditions or problems interfere or unduly affect their responsibilities to the public, their jobs, their supervisors, and their coworkers.

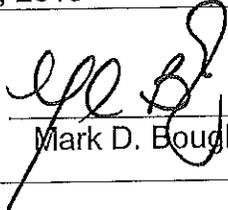
Decisions concerning an employee's employment status (for example, selection, retention, compensation, advancement, or training) shall take into consideration the employee's proven ability to be productive, work in a positive manner with other employees and the public, and to exhibit professional conduct at all times.

(

(

(



DISTRIBUTION: <u>CITY OF DANBURY EMPLOYEES</u>	SUBJECT: <u>Employee Identification Badges</u>
DATE: June 1, 2008, February 11, 2013	PAGE NUMBER 1 OF 3
Approved By:  Mark D. Boughton, Mayor	

Purpose

In an effort to assist the public in identifying City employees performing their City work duties and responsibilities and to promote workplace security, the following policy has been established regarding identification badges and employee access to secured and/or restricted areas.

Policy Statement

All employees will be issued and must wear identification badges as provided by the City upon employment. Identification badges must be worn in a conspicuous manner that allows the identification of an employee by photographic image, name, and title to be clearly visible to others. Additionally, employee badges may be used to gain access to City buildings and/or areas within the City buildings for work purposes only based on their job duties or work assignments. Access will be granted to employees based on their position requirements on an "as-needed" basis for work purposes only.

City of Danbury employee identification badges are also used to record employee's hours with an automated time clock. Employees are responsible for the accurate recording of their own time and are expected to comply with City of Danbury policy and provisions of their collective bargaining agreement pertaining to hours of work (please see the City of Danbury Time Keeping Policy).

Procedures

1. All City employees will be issued a City of Danbury Identification Badge upon hire that must be worn at all times during work hours.
2. City of Danbury badges are used to: identify staff; gain entry to specific buildings and/or areas within each building based on work need; and as a card to swipe in and out of the automated time clocks.
3. Should a badge become lost, it is the responsibility of the employee to immediately notify their Department Head. The Department Head will then contact the issuing authority immediately so that badge access can be turned off and a new badge can be issued.
4. Access to buildings, and/or restricted, and/or secured areas is limited solely to those employees assigned to such areas or others who have specific authorization to be in such areas for the purposes of conducting their job tasks while on duty.
5. All employees are responsible for their own identification card. Using another employee's card for access to buildings or secured areas or falsification or swiping another employee's card in the time clocks is strictly prohibited.
6. The Department Head is responsible to retrieve identification badges from employees on suspension, administrative leave, or other extended periods of paid or unpaid absence associated with discipline or other non-training absence. The Department Head must notify Human Resources and the issuing authority immediately so that the badge can be deactivated and access to restricted areas may be suspended.

Upon the employees' return to work, the Department Head must notify Human Resources and the issuing authority so that access may be reinstated.

7. The Department Head is responsible for retrieving the employee's Identification Badge immediately upon separation from employment with the City of Danbury. Human Resources and the issuing authority must be notified immediately so that the badge can be deactivated and access may be terminated. The badge should then be returned to Human Resources.

Responsibility

- Employees shall not use their City ID badge for any purpose other than what is listed in this policy. Additionally, any inappropriate misuse of a badge off duty may be grounds for discipline up to and including termination.
- It shall be the responsibility of each City employee to comply with the provisions of this policy. Failure to comply with the provisions of this policy may result in disciplinary action up to and including termination.
- Employees may be considered to be trespassing if they access unauthorized areas not required by their job duties or work assignments or if they access such areas during hours in which they are considered off-duty.





Distribution: City Of Danbury Employees	SUBJECT: Employee-Owned and Business Cell Phone/Telecommunications Policy
Effective Date: April 1, 2003	
Revised: October 1, 2009	Page: 1 of 2
Approved By:  Mark D. Boughton, Mayor	

POLICY:

The purpose of this policy is to promote a safe and productive work environment, increase public safety, and to comply with CT. law on the use of hands-free communication devices. This policy refers to personal and business cell phone use. The term "cell phone" or "telecommunication equipment" refers to but is not limited to any device that makes or receives calls, leaves messages, sends text messages, surfs the Internet, or downloads and allows for the reading of and responding to e-mail whether the device is business-supplied or personally owned.

I. Personal Cell Phones/Telecommunication Equipment

1. The use of any personal cell phones or telecommunications equipment during work hours is prohibited. Except for emergency calls, employees must limit personal calls to breaks or off-duty time. During work periods, equipment must be rendered incapable of originating or receiving a call or signal.
2. Use of hand-held cell phones or any other telecommunication equipment is strictly prohibited while driving if engaged in City business or if operating a City of Danbury vehicle.

II. Business Cell Phones/Telecommunications Equipment

1. City issued cell phones are to be used only for City business.
2. All employees with City issued cell phones must be professional and conscientious at all times. Cell phones must be turned off or set to

silent/vibrate mode during meetings, conferences and in any location or instance where incoming calls or cell phone conversations may disrupt normal work flow or customer service.

3. Use of hand-held cell phones or any other telecommunication equipment is strictly prohibited while driving if engaged City business or if operating a City of Danbury vehicle.
4. Users are not authorized to make any changes to their cell phone plan or to incur additional charges for uncovered services such as texting, unnecessary directory assistance, or any chargeable downloaded applications.
5. To receive and use a City issued cell phone, users must complete the appropriate forms and must receive the proper authorizations.



Equipment and Property Release Form

Employee Name:	Job Title:
Department:	Location:

As a City of Danbury employee, the following equipment has been given to me to conduct City business under the scope of responsibility for the position in which I am employed:

Equipment	Condition	Date Issued	Date Returned

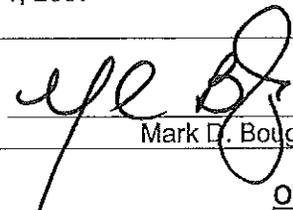
I have been given a copy of the Equipment and Property Release Policy and I understand that I am responsible for the condition and proper return of the above equipment.

Employee Signature Date

Manager Print Name Date

Manager Signature Date



Distribution: DEPARTMENT HEADS	SUBJECT: FAMILY AND MEDICAL LEAVE POLICY
EFFECTIVE DATE: October 19, 1994	PAGE NO. 1 OF 5
REVISED: July 26, 2006 September 1, 2007	
Approved By:  Mark D. Boughton, Mayor	

OVERVIEW

The Federal Family and Medical Leave Act (FMLA) went into effect on August 5, 1993. Details of how the act will be administered to employees of the City of Danbury are contained in the attached City of Danbury Family and Medical Leave Policy. Additional copies of the City of Danbury FMLA Policy are available in the Personnel Department.

POLICY STATEMENT:

The City of Danbury provides leaves of absence for certain family and medical reasons. In granting and administering such leaves, we will comply with the Federal Family Medical Leave Act of 1993. An employee who anticipates a leave should check with the Department of Personnel to determine how the following guidelines apply to his or her specific circumstance.

Basic Family and Medical Leave

The Basic Entitlement: An eligible employee is entitled to unpaid leave:

- To care for his or her child after birth or placement for adoption or foster care;
- To care for his or her son, daughter, spouse, civil partner or parent who has a serious health condition; or
- When a serious health condition makes the employee unable to do his or her job.

When FMLA applies, an employee will be entitled to up to 12 workweeks of unpaid leave during a 12-month period. Unless otherwise provided, the period during which an employee may take FMLA will be determined on a rolling basis, measured backwards from the date upon which an employee uses any leave. For instance, an employee requiring FMLA in April will be entitled to up to 12 work weeks of leave less any leave taken since April of the prior year.

Leave for work-related injuries or illness will run concurrently with FMLA leave provided that such illness or injury meets the requirements of FMLA.

Eligibility Requirements: In order for an employee to be eligible for FMLA, he or she must have been employed by the City of Danbury for at least twelve (12) months and must have worked a minimum of 1,250 hours during the previous twelve (12) months immediately preceding the first day of leave. Leave entitlements may be limited in certain cases where both a husband, wife and or partners of a Civil Union are employed by the City of Danbury and each is entitled to FMLA.

Serious Health Condition: A serious health condition includes an illness, injury, impairment, or physical or mental condition involving any period of incapacity or treatment related to in-patient care in a hospital, hospice, or resident medical care facility. It also includes any incapacity that requires the individual to be absent from work, school, or other regular daily activities for more than three calendar days with continuing treatment from a health care provider. This can be a single treatment of more than three days, or a program of continuing treatment for a chronic or long-term health condition that is incurable or so serious that it would result in incapacity if not treated. It also includes treatment for prenatal care.

Advance notice: An employee who anticipates the need for FMLA is required to request leave from the Personnel Department at least 30 days before the leave begins. If the need for leave was not foreseen, the employee must make the request as early as possible, normally no more than one or two workdays after becoming aware of the need. Exceptions will be made only in extraordinary circumstances. A request for FMLA should be submitted in writing to the Personnel Department and include the reason for the leave and the anticipated starting and ending dates of the leave.

Medical Certification: An employee taking FMLA, due to his or her serious health condition or to care for someone with a serious health condition, *must submit medical certification to the Personnel Department on the form for "Certification of Health Care Provider."* Copies of this form are available in the Personnel Department. A copy is also attached to this policy.

The City of Danbury may require an employee to obtain a second opinion at the City's expense in exceptional cases.

In addition, the City may require interim reports regarding the employee's status. For instance, we may require the employee to provide re-certification(s) from a health care provider.

An employee who takes FMLA due to his or her own serious health condition must have medical clearance to return to work.

Paid Leave Substituted for FMLA: Unless the employee is receiving workers' compensation or other disability benefits, the City will substitute earned-paid leave for FMLA as set forth below. Please note that the use of benefit time runs concurrently and does not add to the total length of the leave.

- We will substitute vacation leave when an employee cares for his or her child after the birth or placement for adoption or foster care; and/or when an employee cares for his or her son, daughter, spouse, or parent who has a serious health condition.
- We will substitute two (2) days of sick leave for a parent on the day of the child's birth or adoption and the day the child comes home.
- We will substitute both vacation and sick leave when an employee is absent due to his or her own serious health condition

In all cases where an employee is eligible for both paid leave and FMLA, we will charge the paid leave against the employee's total FMLA entitlement. In the event that no paid leave of any sort is available to an employee to substitute for FMLA, FMLA will be unpaid.

In cases where an employee is taking unpaid leave granted at the discretion of the City, and such leave would also qualify as FMLA, the leave will be counted against an employee's total FMLA entitlement.

The City will notify the employee that paid or unpaid leave is being substituted for, and counted against, FMLA. We will normally notify the employee in writing or confirm oral notification in writing.

Intermittent Leave: Leave taken intermittently or on a reduced work schedule is permitted under the FMLA. In these cases, the leave will be charged against an employee's FMLA entitlement in units of one hour.

- To request intermittent leave on a reduced leave schedule for a leave due to the serious health of the employee, The Health Provider's Certification is required and must include the following information:
 - A statement of medical necessity for the intermittent leave or reduced schedule leave
 - The expected duration of the schedule
 - A listing of the dates for planned medical and/or therapy treatment appointments and
 - The duration of the treatment

- To request intermittent leave for a son, daughter, spouse, civil partner or parent who has a serious health condition, The Health Provider's Certification for the family member is required and must include:
 - A statement attesting to the necessity of intermittent or reduced schedule leave for the employee to provide care or assist in the family member's recovery
 - The expected duration
 - The schedule being requested intended to accommodate such intermittent or reduced schedule leave.

Health Benefits: The City will continue group health insurance benefits during an employee's FMLA leave, provided that the employees making required contributions. If paid leave is substituted for FMLA leave, payroll deduction of contributions will continue. If the FMLA is unpaid, insurance payments must be paid to the City Of Danbury, through the Finance Department. We will notify the employee in writing of the terms and conditions by which these payments must be made. If an employee chooses not to return to work after taking FMLA, the employee will be required to reimburse the City for premiums the City paid to maintain his or her health coverage, unless the failure to return to work is due to continuation of the serious health condition.

Returning to the Job: An employee returning from FMLA leave will be returned to his or her same position or to an equivalent position, except after a medical leave where the employee is medically unable to perform his or her original job. In that case, we will transfer the employee to suitable work, if available. If the employee would not have been employed at the time he or she returned from work, then we may not reinstate him or her. For example, the City has no obligation to reinstate an employee who would have been laid off during his or her FMLA leave.

Some higher-paid employees are considered "key employees." Such an employee will be advised at the beginning of his or her FMLA leave that he or she is a key employee and, on that basis, may be denied restoration to the position held prior to leave, if the restoration will cause substantial and grievous economic injury to the City.

An employee who is unable to return to work after exhausting his or her FMLA entitlement or who would not otherwise have been employed, will be separated from employment unless we have granted an extension of leave.

Pregnancy Leave and Transfer

The Basic Entitlement: Employees are entitled to a reasonable leave of absence for disability resulting from pregnancy, both before and after the birth of the child. An employee taking such leave must provide a medical certification from a health care provider in the same manner she would for FMLA.

Interaction with the FMLA: When an employee's disability also qualifies as a serious health condition under the FMLA, the two types of leave will run at the same time. When this happens, the leave will be counted against the employee's FMLA entitlement.

Disability Benefits: While on maternity leave, an employee will be eligible to receive the same disability benefits as an employee on a medical leave of absence. In the event no paid days are available, leave will be unpaid.

Return to Work: See **Returning to the Job** above.

Transfer: If a pregnant employee reasonably believes that continued work in her current position might cause injury to herself or the fetus, she should give written notice to the City. We will make a reasonable effort to transfer the pregnant employee to a suitable temporary position. Such an employee will not be eligible for a transfer without providing supporting medical documentation for the need of such request.

An employee's leave will automatically be designated under FMLA if the leave conditions are applicable.

An employee who wants to request leave may do so by filling out the information contained in the Request section below. The completed form should be sent to the Personnel Department with the information. In cases of unanticipated need for leave, the initial request may be made orally.

The City will respond to an FMLA request from an employee in a written letter drafted specifically under FMLA guidelines.

REQUEST FOR FMLA

(Please retain a copy for your records)

Employee requesting FMLA: _____
(Employee's name)

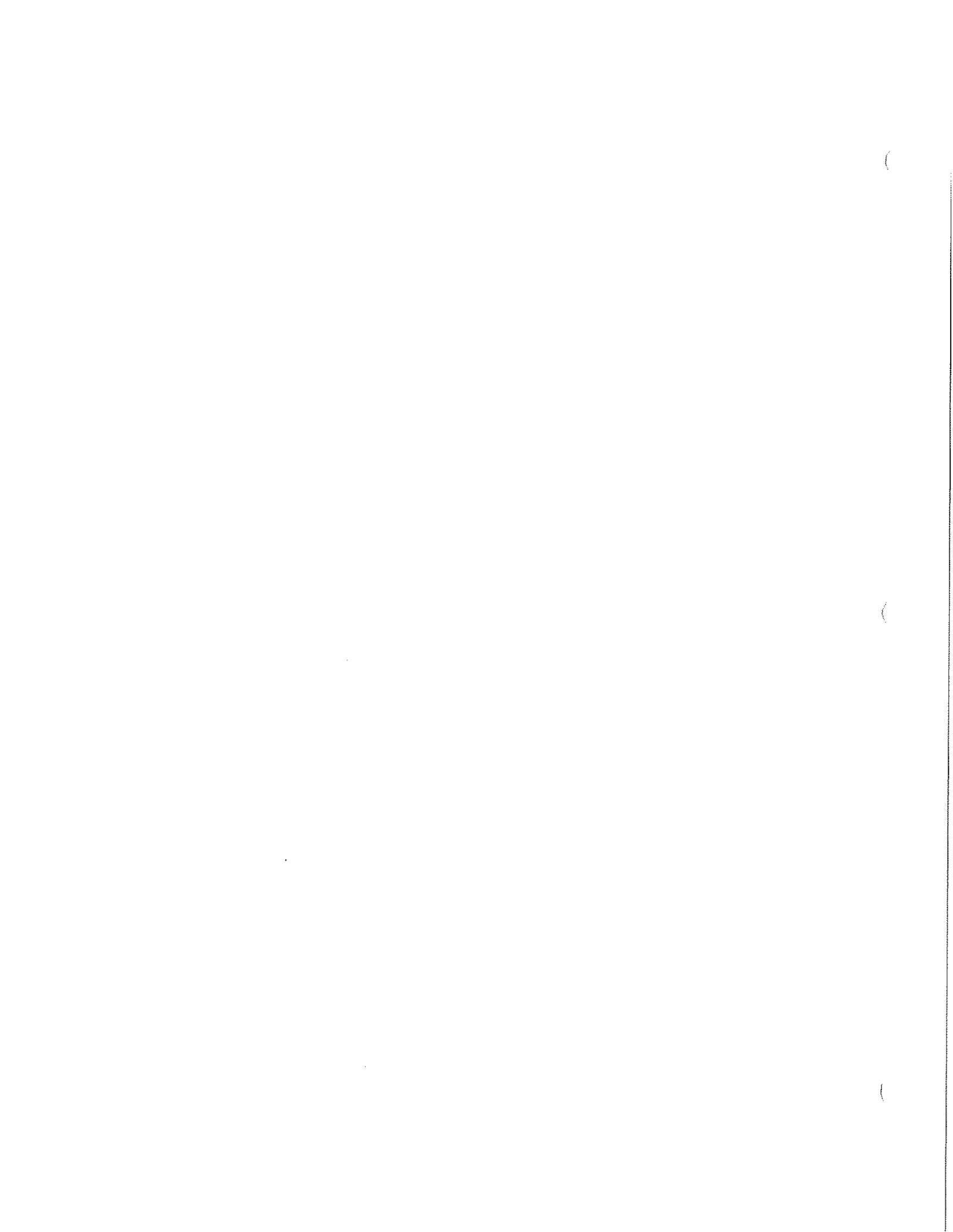
Date of request: _____

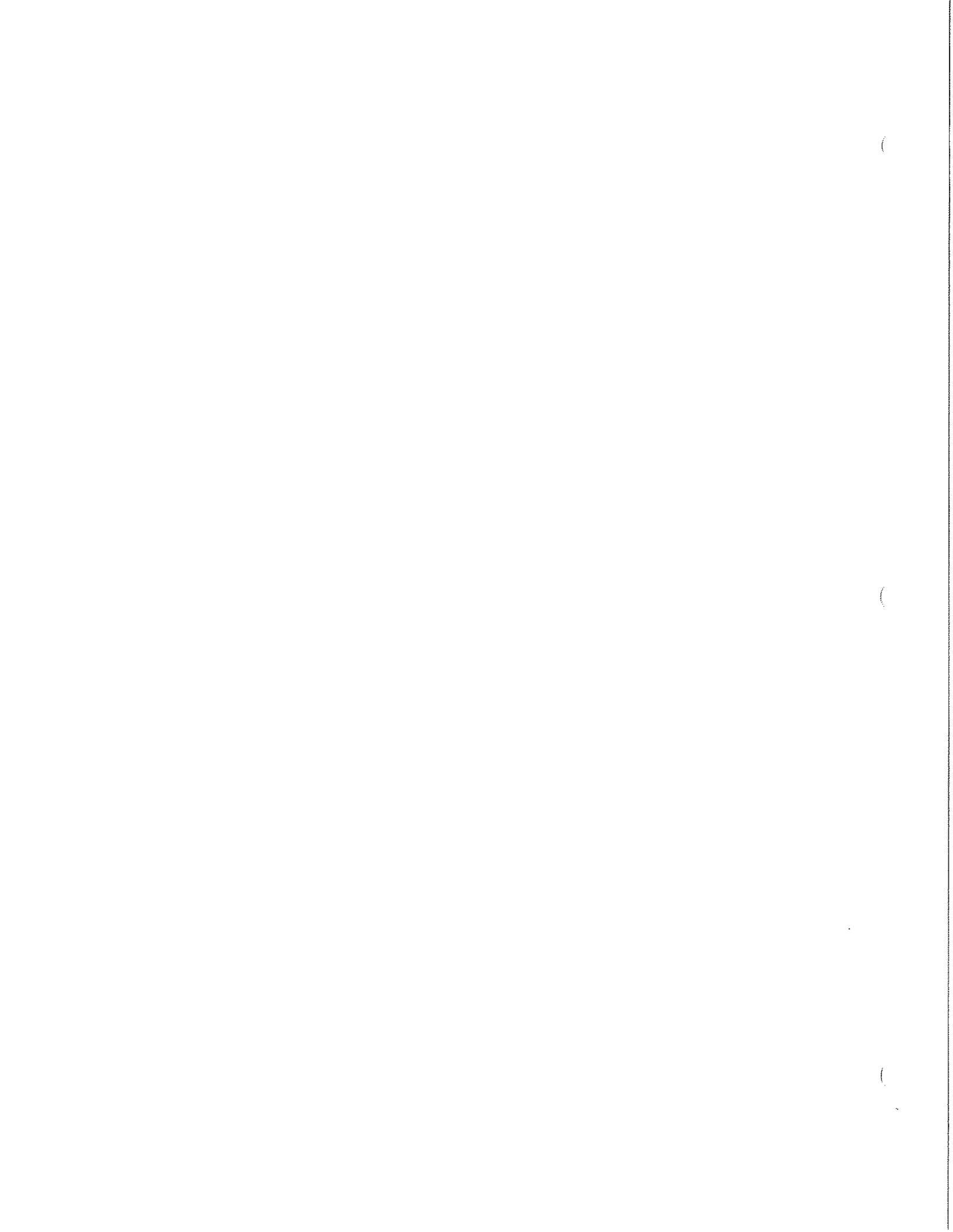
I am giving notice to the City of Danbury of my need to take family/medical leave due to:
(Check applicable box)

- the birth of a child, or the placement of a child for adoption or foster care; or
- a serious health condition that makes me unable to perform the essential functions of my job, or
- a serious health condition affecting my spouse, domestic partner, child, parent, for which I am needed to provide care.

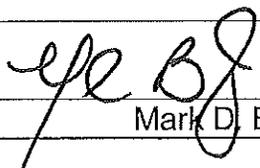
I need this leave beginning on _____ (date), and I expect the leave to continue until
on or about _____ (date).

NOTE: If the leave is requested for a serious health condition, you must submit the form "Certification of Health Care Provider" (Federal DOL form WH-380). Copies of the form are attached and are available from the Personnel Department.







Distribution: DEPARTMENT HEADS, CITY EMPLOYEES	SUBJECT: Military Leave
EFFECTIVE DATE: October 3, 2001	PAGE NO. 1 OF 4
REVISED DATE: September 1, 2007	
Approved By:  Mark D. Boughton, Mayor	
Resolution of the Common Council of the City of Danbury Regular Meeting of 08/07/07	

PURPOSE:

The purpose of this policy is to ensure that all City employees who volunteer or are called to serve in the armed forces of the United States are accorded the rights and benefits of State law and the Federal Uniformed Services Employment and Reemployment Rights Act (USERRA). In addition, this policy grants additional supplemental pay and health insurance benefits from the City to those who volunteer or are called to active duty in the armed forces as part of the United States effort to eradicate terrorism in response to the tragic events of September 11, 2001.

General Provisions

The City of Danbury supports and encourages service in the Armed Forces of the United States. Therefore, the City shall grant a leave of absence to perform such service in accordance with State and Federal law. There shall be no discrimination or reprisals against an employee who takes leave for this purpose.

1. Notice of Leave:

- a. An employee who volunteers to serve in the armed forces or who is called to active duty shall give as much notice as possible to the employee's department head and the City's Personnel Director. If feasible, this notice should be in writing and accompanied by any military orders that the employee has received.

2. Reserve Leave: An employee of the City who is a member of the reserve corps of any branch of the armed forces of the United States, shall be entitled to leave while engaged in required field training in such reserve corps.
 - a. Pay: While engaged in such training, the employee shall receive the difference between the compensation for military activities and his or her base pay as an employee of the City, for up to sixty (60) calendar days in any calendar year.
 - i. The employee must provide evidence to the City as to the amount of military pay received. If the compensation for military activities exceeds the employee's base pay, the military compensation shall prevail.
3. Active Duty:
 - a. Pay: An employee who volunteers for or is called to active duty in the armed forces of the United States as part of the United States' effort to eradicate terrorism shall receive the difference between the compensation for military activities and his or her base pay as an employee of the City for up to one (1) year.
 - i. The employee must provide evidence to the City as to the amount of military pay received. If the compensation for military service exceeds the employee's base pay, the military compensation shall prevail.
4. Health Insurance:
 - a. For a period of two (2) full calendar months following the date that military service begins, the City shall maintain health insurance coverage at no cost for an employee and any eligible dependents enrolled in the health benefit plan at the time the employee goes on active duty.
 - i. Following the expiration of City provided health insurance coverage, an employee on military leave should have health benefits provided through the armed forces. However, in addition, the employee has the right to continue participation in the health benefit plan at his or her own expense for up to twenty four (24) months.
5. Use of Benefit Time:
 - a. An employee who takes military leave for more than thirty (30) days may request and shall be granted pay for any accrued and unused vacation at the time the leave started. The request shall be in writing and sent to the City's Personnel Director. The request may be made at any time during the leave.

(A police officer or firefighter who is entitled to a lump sum payment in lieu of holidays shall receive such payments during the period of active duty in the armed forces of the United States as part of the United States effort to eradicate terrorism).

6. Reinstatement from Leave

a. Time Requirements: Any employee (probationary or permanent) who takes military leave is entitled to reinstatement provided that the employee returns or applies for reinstatement within the time allowed by USERRA. The key time limits are as follows:

- i. For military service less than 31 days, the employee must return to work at the start of the first scheduled work day in the first full work week following his/her service and a break of at least eight (8) hours.
- ii. For military service of more than 30 days but less than 181 days, the employee must apply for reinstatement within 14 days of completing the military service.
- iii. For military service of more than 180 days, the employee must apply for reinstatement within 90 days of completing the military service.

b. Position Requirements: Under USERRA, an employee who timely returns or applies for reinstatement from a military leave of absence must be returned to work. The type of position to which the employee must be returned varies with the length of the leave. The most common situations are as follows:

- i. For military service of less than 91 days, the employee must be placed in the position he or she would have been in if the leave had not occurred.
- ii. For military service of more than 90 days, the employee must be placed in the position he or she would have been in if the leave had not occurred or in a position with the same status and pay.

Further detail and exceptions to the above requirements are contained in USERRA. A copy of USERRA is available in the Personnel Department.

7. Returning to work:

- a. Upon return to work, the employee's insurance coverage shall be reinstated with no waiting period and no conditions.
- b. The period of leave for military service shall be treated as credited service under the pension plan in which the employee was enrolled prior to the military leave.

- c. Upon return to work, an employee who has been on military leave may not be discharged except for cause:
 - i. For 180 days following the military leave if the military service was more than 30 but less than 181 days.
 - ii. For one year following the military leave if the military service was more than 180 days.

- d. Seniority: Upon reinstatement, the employee's seniority, as well as any benefits based on length of service (e.g., longevity, vacation accrual) shall be determined as if the employee had been working continuously during the military leave.



Distribution: <u>CITY OF DANBURY EMPLOYEES</u>	SUBJECT: NON-SMOKING POLICY
DATE: October 8, 2003	PAGE NO. 1 OF 1
Approved By: <u></u> Mark D. Boughton, Mayor	

PURPOSE:

The City of Danbury strives to provide a healthful, safe, and comfortable working environment for all employees and visitors. Smoking by employees and visitors is therefore prohibited throughout all buildings.

POLICY STATEMENT:

To maintain a safe and comfortable working environment and to ensure compliance with applicable laws, smoking in city offices and facilities is strictly regulated.

No smoking is permitted at any time inside city buildings, offices or any other interior space. Smoking is defined as inhaling or exhaling any lighted cigarette, cigar, pipe or similar product or device. Smoking is permitted only during the employee's authorized break time and in areas outside the buildings.

Because the City of Danbury may be subject to criminal and civil penalties for violations of applicable smoking laws, the City must insist on strict adherence to this Policy. Employees smoking in any non-smoking area may be subject to disciplinary action.

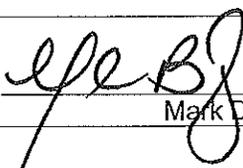
Please contact the Personnel Department if you have any questions about the City's smoking policy.

(

(

(



Distribution: <u>CITY OF DANBURY EMPLOYEES</u>	SUBJECT: PROGRESSIVE DISCIPLINE POLICY
EFFECTIVE DATE: April 5, 2001	PAGE NO. 1 OF 4
Revised: March 1, 2007	
Approved By: <u></u> Mark D. Boughton, Mayor	

PURPOSE:

The administration of the City of Danbury recognizes that the vast majority of its employees are conscientious workers and conduct themselves appropriately on the job. It also recognizes that an employee's actions may from time to time necessitate disciplinary action. On such occasions it is the City's intention to apply such action in a fair and equitable manner with its primary objective to provide feedback and the opportunity for the employee to correct the situation.

Policy Statement

Employers have the right to discipline employees, except to the degree that such discipline is prohibited by law or limited by collective bargaining agreements. The City's practice has been to take disciplinary action in ascending order of severity to include verbal warnings, written warnings, suspension and discharge. This is referred to as "progressive discipline."

The application of progressive discipline does not infer that an employee may not be suspended or discharged on his/her first offense. Serious rule violations or serious improper conduct may result in suspension or discharge on the first occurrence. In administering disciplinary action, consideration will be given to due process of law and conditions set forth in collective bargaining agreements.

1. Whenever a potential disciplinary problem occurs or an employee is developing an unacceptable pattern of behavior, the supervisor/manager should obtain an accurate understanding of the situation from all individuals involved. The information should then be evaluated with the Department head and Personnel to determine the proper course of action, if applicable.
2. For less serious improper conduct, the City follows a policy of progressive discipline. This process ranges from counseling to termination. The steps of progressive discipline are as follows:

- a. Verbal Counseling: the Department Head or Designee will discuss the problem of unacceptable behavior with the employee. The discussion consists of three components. First, the Department Head must give a clear description of the problem. Second, the Department Head must identify his or her expectations for improvement, and finally, the counseling should contain an action plan that will help the employee meet the expectations. This conversation must be documented, placed in the employee's department file and the original must be sent to Personnel for placement in the Employee's Personnel file.
- b. Written Warning: If the situation is especially severe or there is no improvement after a Verbal Warning, the Department Head should notify Personnel of the need to issue a written warning. Personnel will assist in the preparation of the warning. The warning should include a brief summary of previous discipline and the date the discipline was issued, a statement of the issues and problems, expectations for improvement, and an action plan that includes timelines for follow-up. This document should be signed by the employee and Department Head. The department should keep a copy and the original should be forwarded to Personnel for placement in the employee's Personnel file.
- c. Suspension: Gross misconduct or no improvement after a written warning may result in suspension. In general, suspensions may only be imposed by the Mayor. There are two (2) exceptions. By the Union Collective Bargaining Agreement the Chief of Police may suspend an officer for up to five (5) days. The second exception would be the immediate suspension with pay pending an investigation of an employee whose condition or behavior is disruptive of the workplace or is detrimental to the employee's well-being.
 - i. In all cases, if suspension is being recommended, the Department Head must contact Personnel. Personnel and the Department Head will compile all documentation and information. Personnel will then schedule a hearing and make recommendations to the Mayor.

(Suspensions are given out in whole day increments. On any day when an employee is on suspension, the employee is not allowed to work during any of the 24 hours of that calendar day).
- d. Termination: Gross misconduct or no improvement after a suspension may result in termination. Termination can only be imposed by the Mayor or appointed authority of the Mayor. If termination is being recommended, the Department Head must contact Personnel. Personnel and the Department Head will compile all documentation and information, schedule a hearing and make recommendations to the Mayor.
 - i. Should immediate action need to be taken on an employee whose condition or behavior is disruptive of the workplace or is detrimental to the employee's well-being, and there is no designated authority

available to consult, the Department Head should suspend the employee with pay pending an investigation.

3. For all steps in the progressive discipline process, prior to any actions being taken, all supporting information and documentation regarding the incident of misconduct or unacceptable behavior must be submitted and discussed with Personnel.
4. For all steps in the discipline process, once the appropriate action has been determined, all actions and discussions with the employee must be fully documented for the employee and department to sign. The attached form shall be used.
5. The employee should be advised at any step in the discipline process of their right to use the Employee Complaint Procedure.

Each of the aforementioned actions will take into account due process considerations and compliance with applicable provisions of collective bargaining agreements.

City of Danbury Disciplinary Incident Report

Employee Name:	Today's Date:
Department Name:	Date of Incident:
Employee's Job Title:	Time of Incident:

Type of Warning: <input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning <input type="checkbox"/> Suspension <input type="checkbox"/> Discharge
Any previous Warnings? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, Date of previous Warning: _____)
Type of Previous Warning: <input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning <input type="checkbox"/> Suspension

Nature of Incident/Policy Violation/Poor Performance (Provide specific details that explains the nature of the offense. Indicate dates, times, actions of the employee, etc. Attach additional pages if necessary):

Description of Incident or Policy Violation or poor work performance	Employee Actions/Performance	Result/Consequence of Action

Action Plan (Provide specific details for expectations and identify specific needs for improvement. Establish follow-up timelines for improvements and follow-up dates. Attach additional pages if necessary):

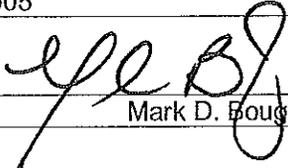
Expectation	Action Plan	Follow-up

 Employee Signature Date

 Department Head Print Name Department Head Signature Date

 Personnel Signature Date



Distribution: DEPARTMENT HEADS	SUBJECT: REASONABLE ACCOMMODATION POLICY
EFFECTIVE DATE: December 1, 2004	PAGE NO. 1 OF 3
REVISED: JUNE 22, 2005	
Approved By: <u></u> Mark D. Boughton, Mayor	

The City of Danbury provides reasonable accommodations to qualified applicants and employees with disabilities, unless doing so would result in an undue hardship to the business.

Procedure

The Personnel Department will provide reasonable accommodations in response to requests from qualified job applicants. Accommodations may include such things as assistance in filling out forms, additional time for test taking, interpreters or readers. The Personnel Department reserves the right to request documentation of hidden conditions to verify that the applicant has a disability under the Americans With Disabilities Act.

Employees with disabilities may request reasonable accommodations to assist in performing the essential functions of their jobs. Requests must be submitted in writing to the Personnel Department. Requests should include an explanation of how the disability affects job duties and the accommodations the employee is seeking. The Personnel Department reserves the right to request documentation of hidden conditions to verify that the employee has a disability under the Americans With Disabilities Act and the limitations that disability imposes on the employee's ability to perform essential job functions.

When the Personnel Department receives a reasonable accommodation request, it may contact the employee's department head and/or supervisor as necessary to determine the practicality of the proposed accommodation and whether it would create an undue hardship. The Personnel Department will notify the employee of the decision on the request. If the request is denied, the Personnel Department will discuss possible alternatives with the employee and make a reasonable effort to assist the employee in finding ways to successfully perform the essential functions of the job.

The Personnel Department will keep confidential files documents accommodation requests and their disposition that are separate from other personnel records.

For All Department Heads:

Reasonable accommodations are an important part of the EEO policy at the City of Danbury. Department heads will cooperate in the process, as outlined in this policy, for accommodating qualified applicants and individuals with disabilities.

Requests:

Department heads who receive oral or written requests for workplace modifications should encourage employees to submit written requests in accordance with City of Danbury procedures and refer any oral or written requests promptly to the Personnel Department.

Accommodations may be requested at any stage of the hiring process through separation from employment, including during:

- recruitment;
- orientation;
- training;
- performance reviews; and
- meetings to discuss disciplinary infractions or performance problems.

Requests for reasonable accommodation do not have to specifically include the words "reasonable accommodation." Applicants or employees with disabilities may ask for modifications, adjustments or specific types of accommodation such as:

- alterations to the application process;
- assistance filling out application forms;
- modifications to the work environment;
- job restructuring such as the assignment of marginal job duties to another employee;
- modified work schedules;
- reassignment to a vacant position;
- modifications to examinations, training materials or policies;
- leave for a definite period, including time off beyond FMLA leave; and
- the provision of auxiliary aids such as interpreters or readers.

It is not a reasonable accommodation to rescind a disciplinary infraction such as a violation of a Drug-Free Workplace Policy, even if the infraction was caused by disability. Nor is it reasonable to waive essential job functions.

A department head will not ask whether applicants or employees need to be accommodated, unless a disability is so obvious that it would be reasonable to assume an individual would require an accommodation to perform essential job functions. Then the manager may ask what, if any, accommodation is needed, but not delve further.

Process:

The reasonable accommodation process is overseen by the Personnel Department. Reasonable accommodations are identified through a dialogue between City officials and the person requesting accommodation. If department heads have health and safety concerns, those should be raised with the Personnel Department.

Decisions to grant or deny accommodation requests will be made by the Personnel Department, which will notify the applicant or employee in a timely manner. If a request is denied, the Personnel Department will discuss possible alternatives with the employee and make a reasonable effort to assist the employee in finding ways to successfully perform essential job functions.

Department heads will work with the Personnel Department to help evaluate the need for accommodation and the feasibility and effectiveness of accommodation options.

SUBJECT:
REASONABLE ACCOMMODATION POLICY
Page 3

Confidentiality:

The Personnel Department may ask for medical documentation of a hidden disability and the limitations that disability imposes on the employee's ability to perform essential job functions. Department heads will not seek to obtain medical information about applicants or employees.

All medical information will be kept confidential by the Personnel Department, and disclosed to department heads only on a need-to-know basis. When a department head is privy to medical information about an employee with a disability, the department head will also keep the information confidential.

Performance management:

Performance reviews will be based solely on work performance, not on the request or provision of any reasonable accommodations. Questions about reasonable accommodations should be referred to the Personnel Department.



3. Users will be issued a standard User identification by the Manager of Information Technology which identification is to be used only by that User. An initial password will be assigned to that identification by the Manager of Information Technology and must be changed when the User first logs on the network. User should regularly change their password for security purposes. Users are responsible for safeguarding their passwords for any and all of the Technology Systems. Individual passwords should not be printed, stored online or given to others, except when the Manager of Information Technology bypasses a User's password to conduct monitoring functions. Users are responsible for all transactions made using their passwords.
4. Users shall not connect to other computer systems unless specifically authorized by operators of those systems.
5. Access to the City's computer systems shall be suspended or terminated in the event of an employee's suspension, paid or unpaid administrative leave or separation from employment.

NO PRESUMPTION OF PRIVACY:

No User has any right or expectation of privacy in anything which is created, sent or received or stored by computer (including E-mail), fax or voice mail. The City reserves the right to monitor, access, retrieve, read and disclose electronic messages, and evaluate any and all usage of the City's Technology Systems, as permitted by law.

Users should use the same care in drafting E-mail and other electronic documents as they would for any written communication. Except as permitted or required by law, anything transmitted electronically, by facsimile or E-mail, is **not** confidential, and may be reviewed by others. Confidential and sensitive information must not be transmitted by E-mail or over the Internet.

Information or electronic communications using the City's Technology Systems are subject to the Freedom of Information Act of the State of Connecticut and may also be subject to disclosure in legal proceedings.

The City reserves the right to monitor its Technology Systems at any time, without notice, to ensure they are being used for City purposes only.

RETENTION AND DISCLOSURE OF ELECTRONICALLY STORED INFORMATION:

The City has an obligation to retain certain information stored on the Technology Systems in accordance with General Letter 98-1, "Electronic and Voice Mail: A Management and Retention Guide for State and Municipal Government Agencies": issued by the State of Connecticut Office of the Public Records Administrator and State Archives as it may be amended from time to time. While many E-mail messages are temporary communications, which are non-vital and may be routinely discarded, E-mail messages that are more formal or substantive must be retained by the City in accordance with state standards. Examples of such messages include, but are not limited to, messages related to policies, decision making, material connected to a

specific case or business matter, contracts, part of a larger record, or business functions.

Users who are uncertain whether a specific E-mail message must be retained should err on the side of caution and retain it. Users should be aware, however, that when they have deleted message from their mailbox, it might not have been deleted from the E-mail system's backup function.

PROHIBITED ACTIVITIES:

The User recognizes that the information regarding City Internet usage is a matter of public record and that no user is assured anonymity regarding their degree of Internet usage and specific sites visited. A User's Internet activities may be logged by a surveillance system and reviewed by the Manager of Information Technology.

The User agrees to close Web browser software and thereby disconnect from the Internet when not actively engaged in Web research, thus reducing the usage of the City's Internet connection.

In accepting the installation of software to access the Internet on his/her PC, the User/employee whose signature appears below agrees to conform to the following rules regarding Internet access:

Users shall not use the City Technology Systems, including the Internet, to:

1. Access and/or disseminate, upload, download, create, distribute or otherwise transmit indecent information, material or messages, including, but not limited to, sexual innuendo, chain letters, jokes, harassing or threatening statements, and material that is hostile or offensive to another on the basis of sex, race, religion, color, national origin, ethnicity, sexual orientation or disability. Indecent, vulgar, harassing, fraudulent, intimidating or other unlawful material may not be sent by E-mail, voice mail, fax or other form of electronic communication, or displayed on or stored in the City's Technology Systems, except by law enforcement officials during official investigations. Immediately notify the City's Manager of Information Technology and the Director of Personnel of the existence of such material.
2. Access to and/or use of social networking and streaming media sites at any time. For example, these sites include, but are not limited to, Myspace.com, Facebook.com, Hi5.com, Youtube.com, MTV.com, and Metacafe.com.
3. Upload, download, access, or otherwise transmit music, videos, or other media or files, with the following exceptions: E-mail attachments or information scanned by the Information Technology Department. Exceptions to this policy must be approved by the Manager of Information Technology.
4. Install software in their individual computers or the network with externally generated programs or add-ons that could introduce viruses into the City's

computer systems without first receiving express written authorization to do so from the Manager of Information Technology.

5. Install any peripherals, including personal or privately-owned equipment on City computers that are not approved by the Information Technology Department, including keyboards, printers, and wireless devices, including mice.
6. Connect personal computers to the City network.
7. Upload or download from the Internet, and/or circulate among other City staff any programs or accessories not specifically authorized for use by the Information Technology Department.

The User acknowledges that failure to comply with the above rules may result in the removal of Internet software from the User's computer. The User may also be subject to discipline as deemed appropriate.

VIOLATIONS OF THIS POLICY:

Any User who: (a) misuses or abuses the Technology Systems of the City, (b) violates this policy, (c) violates the law or the legal rights of the City or any City employee by utilization of the Technology Systems of the City or (d) creates a hostile work environment by utilization of the Technology Systems of the City, is subject to discipline, up to and including termination. Pursuant to Connecticut law, the City may use electronic monitoring as evidence of a User's misconduct.

User: _____

Date: _____



Distribution: CITY OF DANBURY EMPLOYEES	SUBJECT: CITY OF DANBURY TIME KEEPING POLICY (KRONOS)
EFFECTIVE DATE: February 4, 2007	PAGE NO. 1 OF 3
Approved By:  Mark D. Boughton, Mayor	

Purpose

The City of Danbury has implemented an electronic time and attendance system (KRONOS) for all hourly and salaried employees. The purpose of this system is to increase accuracy, reduce payroll processing time, and insure that policies are applied fairly and consistently. The accurate recording of hours worked and benefit time is essential for compliance with the Fair Labor Standards Act (FLSA).

Policy Statement

All employees will now record their time worked through an automated time keeping system by using their City of Danbury employee identification to badge into an electronic time clock. Employees are responsible for the accurate recording of their own time and are expected to comply with City of Danbury policy and provisions of their collective bargaining agreement pertaining to hours of work.

1. Hourly Employees:

- a. Hours worked are tracked and calculated by the KRONOS timekeeping system and employees will be paid for the hours recorded by their badges into the time clock programmed by the KRONOS system.
- b. Time clocks will be positioned at most entry ways throughout each work location. For convenience, employees may badge into any clock situated throughout their assigned work location and/or building. Time clocks out side of an employees assigned work location will not accept their badges. All hourly employees are required to badge at a time clock most conveniently located for them at the beginning and end of every shift worked.

- c. The KRONOS system automatically deducts unpaid meal breaks.
- d. Hourly employees will not be required to badge in or out for scheduled breaks or if leaving the premises for City related business.
- e. If an hourly employee leaves work for personal or non-City related business other than during a scheduled meal break (with Manager/Supervisor approval), the employee will be required to badge out when leaving and badge back in upon return to work.
 - i. Hourly employees may choose to work additional time within the same pay week to compensate for their personal or non-city related business time away from work based on department policy and with Manager/Supervisory approval.
- f. Hourly employees who begin or end their day offsite will be responsible for reporting their accurate start or end time to their supervisor/time keeper according to their department process and policy.
- g. The KRONOS system will pay actual hours worked and recorded in a shift rounded to the nearest quarter hour.
 - i. Under applicable wage and hours laws employees will not be docked for badging in up to 7 minutes after the beginning of their shift. Employees who are tardy during these 7 minutes will receive pay but may be subject to discipline. Employees who badge in after 7 minutes will be docked in pay in 15 minute intervals and may be subject to discipline.
 - ii. Employees may badge out up to 7 minutes after the end of their regular shift. Employees badging out after 7 minutes, without prior approval, may be paid according to wage and hour laws but may be subject to discipline.

2. Salaried Employees:

- a. Exempt employees will be required to badge into the KRONOS system once on a daily basis.
- b. The KRONOS system calculates the exempt employee's biweekly salary based on their set number of hours per pay period rather than on the actual time an employee badges in. Badging by exempt employees is done to track utilization of benefit time and to ensure an accurate paycheck.

- c. Exempt employees will not be required to badge in or out when leaving the premises for personal reasons, non City business, or City Business.
- d. In accordance with policy and department procedure, salaried employees must notify their manager and timekeeper when benefit time is being used.

3. Standards for Badging:

- a. All City of Danbury employees are responsible for badging their own card. Falsification or badging another employees card will be grounds for disciplinary action up to and including termination.
- b. Any employee who fails to badge in or out for any reason must immediately contact their supervisor/timekeeper and follow department policy for reporting a missed badge.
- c. Any employee who demonstrates a pattern of missed badges will be subject to progressive discipline accordingly:

15 missed badges= Verbal Warning
20 missed badges = 1st Written Warning
25 missed badges = 2nd Written Warning
30 missed badges = Suspension
35 missed badges = Termination

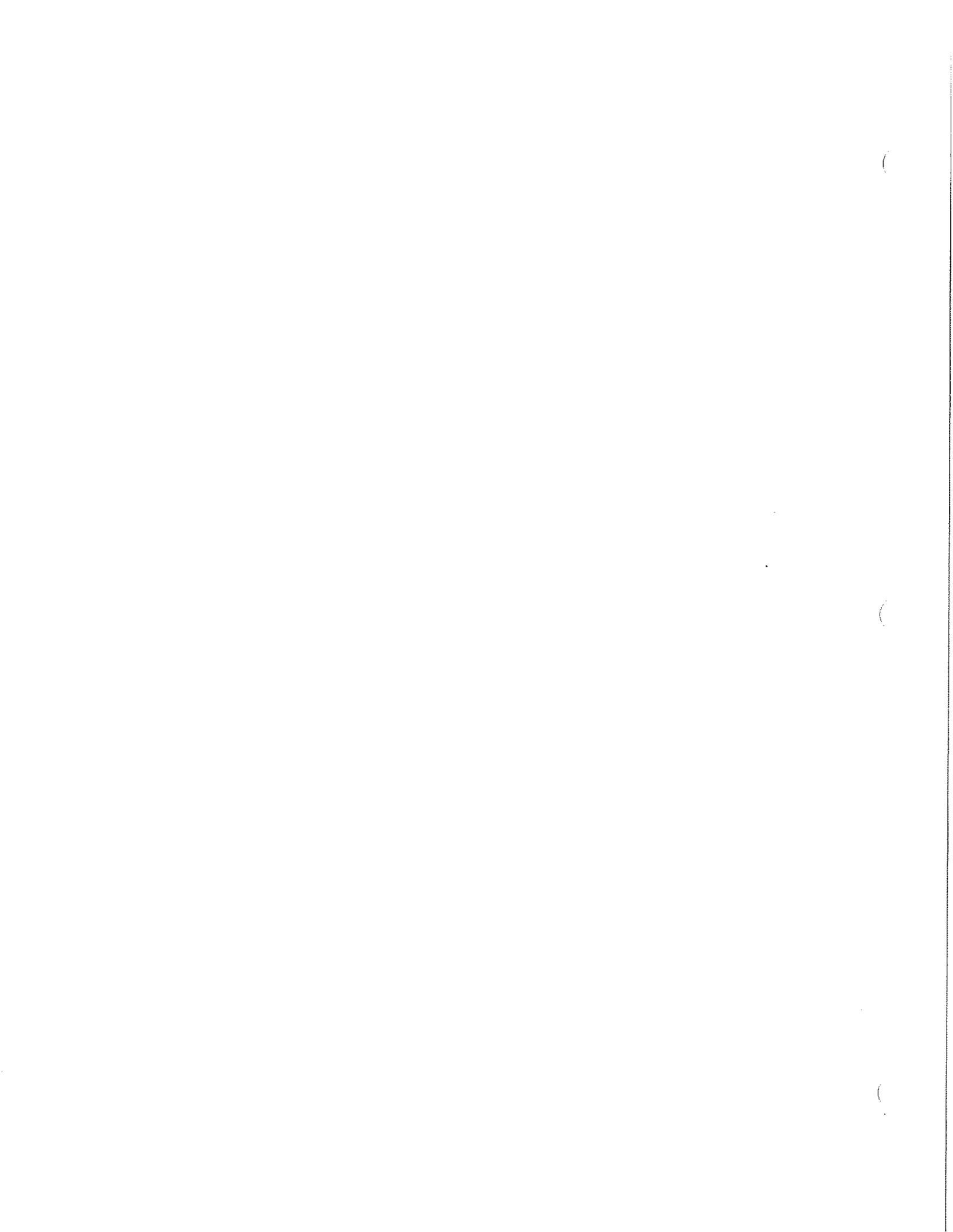
The number of missed badges indicated above are counted on a rolling twelve month period

Note: If an employee begins or ends their shift off-site, it will not be counted as a missed badge if the employee follows proper procedure for reporting their time.

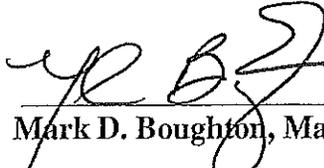
- d. All employees are responsible for immediately reporting a lost ID card to their Department Head or Department Head's designee.

4. Director/Time Keeper responsibility:

- a. Directors/Managers/Supervisors are responsible for the accurate recording of departmental time and are expected to fairly and consistently apply all provisions of this policy.
- b. If an employee reports a lost ID card, the Time Keeper is responsible for immediately informing the appropriate issuing authority.





DISTRIBUTION: <u>CITY OF DANBURY EMPLOYEES</u>	SUBJECT: <u>City of Danbury Travel Policy</u>
DATE: July 1, 2006	PAGE NUMBER: 1 OF 4
Approved By:  Mark D. Boughton, Mayor	

I. Purpose and Scope of Policy

Allowing City staff to attend conferences and meetings promotes the exchange of ideas, assists staff in keeping up to date with new practices in their field, and enhances their abilities to improve services to the community. Attendance at meetings and conferences, as well as other events may require local or non-local travel. It is therefore necessary that the City establish policies and procedures regulating travel, prior approval of attendance, and reimbursable expenses.

II. Pre-Approval of Employee Travel

Pre-approval of employee travel is required in the following circumstances:

- Any travel which includes an overnight stay; or
- Any travel which involves air transportation.

Employee travel satisfying the above criteria must be requested in writing by the employee, and approved by the Department Head and the Mayor. All other out-of-town travel shall be subject to the approval process promulgated by the individual department head. Pre-approval of travel meeting the above requirements is required by all employees.

III. Required Documentation

1. Written Travel Request - As noted above, any travel requiring an overnight stay or involves air transportation must be requested in writing and approved by the

Department Head and the Mayor. This written request must accompany the reimbursement request submitted to the Finance Department.

2. Expense Account Form -- This form must be completed and approved by the Department Head whenever an employee requests reimbursement for business related travel expenses. Supporting documentation, consisting of receipts, paid invoices, hotel bills, etc. must be attached to the Expense Account Form to substantiate the reimbursement request. This form and the supporting documentation must be forwarded to the Finance Department within 30 days after returning from the trip.

3. Original Receipts -- Except for meals, where the City has established per diem allowances, standard City practice dictates that original receipts accompany all reimbursement requests. Copies of the conference brochure must also be submitted to substantiate registration fees and hotel rates. If other than original receipts are submitted, a written statement attesting to the accuracy of the submission must accompany the reimbursement request and be approved by the Department Head. The Finance Department will return any reimbursement requests unpaid to the originating departments that are not in compliance with this policy.

IV. Limits on Expenses

1. Meal expenses will be reimbursed based on the Federal Meal & Incidental Expense per diem rates for Bridgeport/Danbury, which the City will adjust each fiscal year based on the rate in effect on July 1 as established by the General Services Administration. The rate for the fiscal year beginning July 1, 2006 is \$64.00 per day. The rates for individual meals for this fiscal year are as follows: Breakfast - \$12.00, Lunch - \$18.00, Dinner - \$34.00. Receipts are not required to document foregoing per diem reimbursements. Meal expenses for trips which are not overnight are not reimbursable without the approval of the Department Head. An employee on a one-day business trip is eligible for one meal if his or her work schedule for the convenience of the City extends beyond eleven hours (unless otherwise dictated by labor contract). Advance agreement with the Department Head is required.

2. Personal car mileage is reimbursed at rates permitted by the IRS as adjusted annually. Reimbursement for car expenses will be made only to the driver.

3. Rental Car Policy. If the official business of the City requires a rental car, arrangements must be approved in advance by the Department Head at the most economic rate available. In the event of an accident, the employee's personal automobile insurance serves as the primary carrier with the City's insurance coverage serving as secondary insurance. In the event of an accident, the employee should notify the rental company and the City's Risk Management Department immediately.

4. Transportation expenses from an employee's home to the airport will be reimbursed for the following: mileage and tolls for a personal vehicle, fuel & tolls for a city vehicle, Connecticut Limo. Expenses for Limousine services, car services or rental

cars will not be reimbursed.

5. Hotel expenses for meetings in New York City or Hartford are not reimbursable. For hotel expenses that are reimbursable, if you elect to stay at a hotel that is not part of the package plan that is offered, the City will reimburse you at the same rate that was offered in the package plan.

6. If an employee combines business and personal travel, expenses must be paid by the employee, not charged to the City, for all those expenses or portion of expenses which are personal. The City will only reimburse that portion of the trip and those expenses which are directly related to City business. In those cases where an employee decides to have a family member accompany him or her on a business trip, the employee must pay all additional expenses (e.g., incremental hotel charges, meals, travel, etc.). No adjustment is permitted to cover the expenses of accompanying family members (e.g., exchanging a regular round-trip fare for two excursion fares).

7. Air travel will be considered for trips over 200 miles (one way) from Danbury, and will be reimbursed at coach/economy rates. Flight arrangements should be made as far in advance of the travel date as possible (at least 30 days) to take advantage of "super saver" discounts.

8. The City will only pay for, or reimburse expenses which are directly related to the business purpose of the travel. Personal expenses will not be reimbursed. Examples of non-reimbursable expenses include:

- Personal (non-job related) telephone calls
- Dry Cleaning
- Personal expenses (toiletries, clothing, etc.) and personal trip insurance
- Personal legal charges and traffic violations
- Personal property loss; theft or damage, unless otherwise dictated by labor contract.
- Alcoholic beverages
- Airline club fees
- Personal side trips and entertainment
- Recreational, health and gym facility fees
- Loss or theft of cash, travel tickets, credit cards

V. Compliance Auditing

1. Department Heads signing the Expense Account Form are responsible for ensuring that all travel claims originating from their departments are in compliance with the City's Travel Policy. Department Heads should review all submissions for completeness, mathematical accuracy, compliance with expense limitations, and overall compliance with the Policy.

2. The Finance Department is responsible for compliance verification with the City's

Travel Policy. Travel claims which are submitted to the Finance Department for payment processing will be processed only if they contain the following documentation:

- a) Written travel request approved by the Department Head and the Mayor.
- b) Expense Account Form completed, signed by the employee and approved by the Department Head.
- c) Original receipts attached to substantiate all expenses, except for per diem meal expenses, or a signed and approved affidavit attesting to the accuracy of the submission in lieu of original receipts. Copy of conference brochure.

Conditions for Payment.

- A. The course must be approved in advance by the employee's department head with budgeting authority and the Director of Personnel.
- B. The course must be job-related or, if not job-related, must be part of a job-related degree program on which the employee has or intends to matriculate.
 1. The following general degree programs are considered relevant to the types of job opportunities available throughout the City. Degree programs not specifically referenced may also qualify as job related. Employee enrollment in such programs should be evaluated by the department head on the basis of the specific circumstances involved and reviewed with the Personnel Director before approval to enroll is granted.
 - Accounting
 - Business Administration
 - Computer Science
 - Engineering
 - Finance
 - Mathematics
 - Operations Manager
 - Personnel Administration
 - Public Administration
 2. The following courses do not qualify for reimbursement:
 - a. Cultural courses (e.g., philosophy, literature, history, music), except when part of an approved degree program.
 - b. Hobby courses (e.g., personal investments, real estate, cooking).
 - c. Courses which are audited.
- C. The courses must be taken at accredited educational institutions. For purposes of this policy, these are defined as follows:
 1. Accredited secondary schools, colleges or universities.
 2. Accredited business schools.
 3. Correspondence schools, given all the following conditions:
 - a. School is accredited by the National Home Study Council.
 - b. Program or course of study is directly job-related.
 - c. A comparable program or course is unavailable at a local educational institution, or the normal travel requirements of the employee's position prevent regular classroom attendance.

Allowable Expenses.

- A. The following expenses are covered at 50% of the actual cost:
 1. Tuition
 2. Registration Fees
- B. The following expenses are not covered:
 1. Activity fees
 2. Health fees
 3. Late registration fees
 4. Change-of-program fees

5. Transportation fees
6. Meal costs
7. Parking
8. Laboratory breakage fee
9. Course supplies
10. Thesis fees
11. Entrance examinations
12. Graduation fees
13. Tuition deferment payment fees
14. Laboratory fees
15. Textbook costs
16. Test fees

Administration.

A. Procedure prior to enrollment

1. Employee. The employee must:

Submit a written request for tuition reimbursement (see attached) to his/her department head. Include the title and a brief description of the course and the cost. This request should be given to the department head for approval at least three (3) weeks prior to the course start date.

2. Department Head. The Department head will:

a. Review the employee's course and determine whether it meets the criteria out-lined in the procedure.

NOTE: If there is a question concerning the course selection or the qualifications of the educational institution, the department head should review the matter with Personnel.

b. Review the employee's progress towards his/her degree and counsel the employee regarding course selection as appropriate.

3. Personnel. The Director of Personnel will:

a. Verify that the course selection is consistent with the intent of procedure.

b. Review the request and reconcile any questions.

c. Return the copy of the employee request to his/her department with approval or disapproval.

d. Explain the basis on which any request has been disallowed.

B. Procedure following course completion

1. Employee. The employee must:

a. Complete a written request to the department head.

b. Have approval of the department head.

c. Forward to Personnel Department receipts of all payments for which reimbursements is requested.

d. Provide evidence of a grade "C" or better.

2. Personnel. The Director of Personnel will:

a. Verify the completeness of the supporting documentation.

b. Complete the form by determining the actual costs and computing the appropriate reimbursement amount.

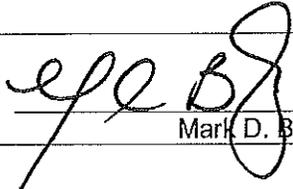
- c. Approve the fully completed application and forward it to the Finance Department for payment.
3. Finance Department. The Finance Department will:
 - a. Process payment of the tuition reimbursement by issuing a separate check to the employee.
 - b. Charge the cost of the reimbursement to the appropriate line item in the budget of the employee's department.

Record Keeping.

The Personnel Department will maintain a log that includes the following data:

1. The employee's name, department, and title.
2. Course title.
3. Educational institution.
4. Data degree expected, if appropriate.
5. Estimated cost indicated by employee.
6. Actual cost (50%).



Distribution: <u>CITY OF DANBURY EMPLOYEES</u>	SUBJECT: <u>City of Danbury Vehicle Use Policy</u>
DATE: March 1, 2007	PAGE NUMBER: 1 OF 4
Approved By: <u></u> Mark D. Boughton, Mayor	

Purpose and Scope of Policy

The purpose of this policy is to establish standard requirements and procedures for City of Danbury employees who are assigned a city-owned vehicle or leased vehicle in the course of providing City services and conducting City business. This policy is intended to ensure the safety and well-being of City employees; to facilitate the efficient and effective use of City resources; to minimize the City's exposure to liability; and to comply with Internal Revenue Service regulations relating to City vehicle usage.

Assignment of City Vehicles

- Upon the effective date of this policy, the assignment of City vehicles to City employees shall require the approval of the employee's direct supervisor, department head & the Mayor. Upon vacancy, any positions that are currently assigned a City vehicle will be reviewed to determine if there is a continuing need for the assignment. The City reserves the right to review the continuing need for any vehicle assignment.
- All of the following criteria must be met for the assignment of City vehicles with commuting privileges in accordance with this policy: employees with responsibility for on-going and recurring time critical emergency responses requiring direct transportation to the site of the emergency. In addition, employees' jobs must require that they spend a significant amount of their work day in the field.
- Employees who are authorized by individual contract may be assigned City vehicles in accordance with this policy.
- City vehicle usage will not be negotiated as part of any employee's compensation package without prior approval from the Mayor.

Use of City Vehicles

- Aside from providing City services and conducting City business, City vehicles may be used for commuting and de minimis personal errands during workdays only while traveling between work and home, pursuant to Internal Revenue Service regulations. These regulations may be amended from time to time.

- The use of City vehicles for overnight and out-of-town travel shall be governed by the rules outlined in the City's travel policy.
- For employees who fall within the provisions of the Internal Revenue Code, the City will comply with the Internal Revenue Services regulations regarding the reporting of income. The City will use either the Cents per Mile rule or the Annual Lease Value Rule. The method to be used is determined by the total miles driven during the calendar year, and will vary by employee. The cents per mile rule requires that the vehicle be driven at least 10,000 miles per year. The employee will be taxed at 48.5 cents (2007) per mile for all commuting miles. This may be adjusted at any time by the IRS. If the Cents per Mile rule does not apply, the Annual Lease Value Rule will be applied. Personal Lease Value is determined from total mileage and personal mileage. In addition to the personal value, employees will be taxed at the rate of 5.5 cents per mile (2007) for all commuting miles. This may be adjusted each year by the IRS.

For purposes of accurately calculating the taxable benefit, employees are required to do the following:

- 1) Report total mileage on their assigned vehicles on October 31st of each year to the Finance Department.
- 2) Report the number of days the assigned vehicle was used for commuting each month to the Finance Department.
- 3) Report to the Finance Department if they were assigned a new vehicle.

The method applied to each employee may change from year to year.

The employee is responsible for complying with all IRS regulations and any other regulatory requirements regarding employer provided vehicles.

- All operators of City vehicles shall possess a valid driver's license. Employees are responsible for notifying their supervisor and the Personnel Department if their license is suspended. In the event of a license suspension, vehicle use privileges will be suspended and may be terminated. Employees are required to notify their supervisors of any violations or summonses received while in possession of, or while operating a City vehicle. Failure to do so may result, at the City discretion, in the loss of vehicle use privileges.
- Only City employees are authorized to operate and travel in City vehicles.
- All drivers and City business travelers must wear seat belts and obey traffic laws. Employees are strictly prohibited from operating a City vehicle while under the influence of alcohol or illegal drugs, and are likewise prohibited from using prescription or over the counter medication which may impair their ability to safely operate a motor vehicle.
- Employees that have a City issued cell phone must be provided with a hands free device. Employees that operate City vehicles and do not have City issued

cell phones will not be provided with hands free devices. These employees should not use their hand held personnel cell phones while operating City vehicles.

The use of a hand held cell phone for the sole purpose of communicating with a 911 operator, hospital, doctor's office, ambulance company, fire department or police department is not a violation of this policy.

The use of a hand held cell phone by the following people while in the performance of his/her duties and within the scope of his/her employment is not a violation of this policy: peace officer, firefighter, ambulance operator, taxicab operator, tow truck operator, taxicab operator, or a bus operator traveling without passengers.

The use of hand held cell phones for personal calls while operating a City vehicle is not permitted.

- In case of an accident, the employee operating the vehicle shall immediately notify his/her supervisor and the Police Department to report the accident and complete a full accident report. Copies of the completed accident report shall be forwarded to the employee's supervisor and the City's Risk Manager.
- Employees must comply with any preventive maintenance programs which may be required by the City. Vehicles shall be kept free of litter and debris. Authorization is required for installing any equipment, or applying any decals or bumper stickers on a City vehicle. The physical appearance of the vehicle must create a good impression.

Identification of High Risk Drivers

A Driver will be classified as a "high risk driver" if it is determined that the driver has one or more of the following violations:

- Conviction for an alcohol and/or drug related driving offense;
- Refusal to submit to a blood alcohol content test;
- Conviction for reckless driving;
- Any combination of three or more moving violation, "at fault accidents", or "preventable accidents" within the most recent three years;
- Suspension, revocation or administrative restriction within the last three years;
- Leaving the scene of an accident as defined by state law;
- At fault in a fatal accident;
- Felony committed involving a vehicle;
- Three or more physical damage claims in any twelve month period;
- Following too close.

A driver that has been determined to be "high risk" may have his/her driving privileges suspended or terminated.

Responsibility

It shall be the responsibility of each City employee assigned a City vehicle to comply with the provisions of this policy. Failure to comply with the provisions of this policy may result in disciplinary action up to and including termination.



Distribution:
ALL CITY OF DANBURY EMPLOYEES

EFFECTIVE DATE:
April 5, 2001

REVISED:
August 1, 2003; February 19, 2013

SUBJECT:
**WORKPLACE SAFETY AND VIOLENCE
PREVENTION POLICY**

PAGE NO.
1 OF 3

Approved By: _____

[Signature]
Mark D. Boughton, Mayor

STATEMENT OF POLICY:

The City of Danbury is committed to providing its employees a reasonably safe and healthy working environment, free from intimidation, harassment, threats, and/or violent acts. Violence or the threat of violence by, or against any employee of the City of Danbury or member of the public in the workplace is unacceptable, and will subject the perpetrator to serious disciplinary action up to and including discharge and criminal penalties. Therefore, all City of Danbury personnel, contractors, subcontractors, volunteers, and vendors shall comply with the following Workplace Safety and Violence Prevention Policy.

The City of Danbury maintains a zero tolerance for workplace violence. It is also the responsibility of everyone at the City of Danbury to assist in keeping our workplace safe. Therefore, except as may be required as a condition of employment:

- No employee shall bring into any City worksite, or into any location while performing duties as an employee of the City of Danbury, any weapon or dangerous instrument as defined herein.
- No employee shall use, attempt to use, or threaten to use any such weapon or dangerous instrument in a City worksite, or any site while performing duties as an employee of the City of Danbury.

Weapons means, including but not limited to, firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocket knife), including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon or electronic defense weapon.

Dangerous instrument means, including but not limited to, any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury.

- Any weapon or dangerous instrument found at the worksite, or at any location while an employee is on duty, will be confiscated and law enforcement will be notified.
- No employee shall cause or threaten to cause death or physical injury to any individual in a City worksite, or any site while performing duties as an employee of the City of Danbury.
- No employee shall threaten, stalk or harass anyone at the workplace or outside of the workplace nor shall any employee use City of Danbury resources to do so.
- Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, Department Head or the Director of Human Resources. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. **Employees should not place themselves in peril, nor should they attempt to intercede during an incident.**

Any employee who believes that there is a serious imminent threat to their safety or the safety of others that requires immediate attention must notify proper law enforcement authorities.

- The City of Danbury treats threats coming from an abusive personal relationship as it does other forms of violence.

Employees should promptly inform the HR department of any protective or restraining order that they have obtained.

Employees are encouraged to report safety concerns to the Human Resources Director with regard to intimate partner violence. The City of Danbury will not retaliate against employees making good-faith reports.

The City of Danbury is committed to supporting victims of intimate partner violence by providing referrals to EAP and community resources and providing time off for reasons related to intimate partner violence.

- Any manager or supervisor receiving such a report shall immediately contact the Director of Human Resources to evaluate, investigate, and take appropriate action.
- The City of Danbury will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. All parties must cooperate fully when questioned regarding violations of this policy.
- The City of Danbury will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, the City of Danbury may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.
- The City of Danbury encourages employees to bring their disputes to the attention of their supervisors or the HR department before the situation escalates.

Each Department must prominently post this policy, and all managers and supervisors must clearly communicate this policy to all City of Danbury employees

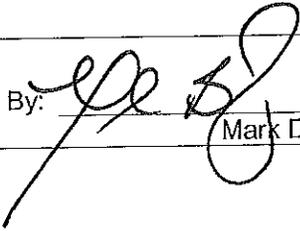
Violation of the above reasonable work rules shall subject the employee to disciplinary action up to and including discharge

(

(

(



Distribution: CITY OF DANBURY EMPLOYEES	SUBJECT: WORK SCHEDULES - FLEX; COFFEE BREAKS
EFFECTIVE DATE: May 7, 1990	PAGE NO. 1 OF 2
REVISED: August 1, 2003	
Approved By:  Mark D. Boughton, Mayor	

REGULAR WORK HOURS

Regular work hours for non-exempt employees vary by department or function, e.g., Fire, Police and Water Treatment Plant Department operate twenty-four hours a day, year round. Starting and closing times are stipulated in labor contracts or are set by the administration. In any event, all employees are made aware of their regular work hours. Employees are expected to begin work at the stipulated starting time and to leave the workstation at the stipulated end of the work schedule.

LUNCH BREAKS

Some employees have an unpaid lunch break. Most City Hall employees, for example, have a one (1) hour unpaid lunch. Since it is unpaid, the time may be used on or off the premises at the employee's discretion.

COFFEE BREAKS OR REST BREAKS

There is no Federal or Connecticut law that requires employers to grant coffee breaks; however, the vast majority of employers acknowledge that the break improves performance; and most employers grant ten (10) minute breaks in the morning and afternoon.

The fifteen (15) minute break is prevalent with City departments. This is paid time, however, and use of the time is at the discretion of management. More specifically, the City may require employees to remain on the premises during the break, or a department head may assign break time for the employees in his/her department if conditions warrant it.

OCCASIONAL OR TEMPORARY SCHEDULE CHANGES

From time to time, an employee has a need to adjust his/her schedule because of special personal circumstances. The employee's department head is at liberty to grant such a request if the change is temporary, involves a potential hardship, and will not have an adverse effect on the working conditions of other employees.

This policy statement does not constitute a change in the City's position on these issues, but rather a response to an increasing number of questions about the possible use of coffee breaks, lunchtime, tardiness, etc.

INTERNET USE GUIDELINES

In accepting the installation of software to access the Internet on his/her PC, the employee whose signature appears below agrees to conform to the following guidelines regarding Internet access.

1. The employee acknowledges that Internet access is being provided solely to assist in gaining access to information and materials that are related to the execution of the employee's job duties, and agrees to restrict Web activities to sites pertaining thereto.
2. The employee agrees that Internet access will not be used to generate or receive correspondence or materials that would be construed as fraudulent, illegal, harassing, obscene, indecent, profane, or intimidating.
3. The employee agrees not to augment Web browser software (or any city provided software package) with externally generated programs or add-ons that potentially could introduce viruses into the City's computer environment.
4. In the course of accessing and utilizing materials found on the Internet, the employee agrees to comply with any copyright or licensing laws pertaining thereto.
5. The employee agrees not to download from the Internet, and/or circulate among other City staff, any programs or accessories not specifically authorized for use by the Information Technology Department.
6. The employee recognizes that the information on City Internet usage is a matter of public record and that no user is assured anonymity regarding their degree of Internet usage and the specific sites visited.
7. The employee agrees to close Web browser software and thereby disconnect from the Internet when not actively engaged in Web research, thus reducing the usage of the City's Internet connection.
8. The employee acknowledges that failure to comply with the above criteria may result in the removal of Internet software and any other disciplinary measures deemed appropriate by the employee's supervisor.

Employee signature

()

()

()



The City of Danbury

**Employee Performance
Evaluation Form**

(

(

(



PERFORMANCE APPRAISAL FORM
(CONFIDENTIAL)

Employee: _____ Job Title: _____

Date of Hire: _____ Department: _____

Supervisor: _____ Job Title: _____

Number of months in present position: _____ Months

Appraisal Period: From: _____ To: _____

New Hire

Promotional

Instructions

This form is designed to facilitate the performance appraisal of the employees of the City of Danbury. In preparing for performance appraisal. You should review the employee's Job Description, review the employee's previous performance appraisal form (if applicable), review the employee's actual performance on the job, and then appraise the employee's performance by completing this form.

In addition to completing this form, it is essential that you meet with the employee in order to openly discuss the employee's performance in the areas being appraised.

When applicable, you should also work with the employee to outline a Development Plan - a specific plan for improvement in the employee's job performance, and/or plans for the employee's career development or personal growth.

Return completed form to the Human Resources Department.

Instructions: For each area, check the box, which based upon your observation, and all pertinent information, best fits the performance of the employee in this present position. Appraisers are urged to use freely the "Explanation" sections for significant comments descriptive of employee's performance. If additional space is needed, please attach a separate sheet of paper.

KEY:

N/A = Not applicable

1. Consistently Below Standard
 2. Occasionally Below Standard
 3. Meets All Standards
 4. Occasionally Exceeds Standards
 5. Consistently Exceeds Standards
-

(

(

(

JOB KNOWLEDGE: The information concerning work duties, which an individual should know for satisfactory job performance.

Does employee know and understand the various phases of his/her job and related work assignments; understand how the job relates to other departments; know the capacity of the tools and equipment necessary to perform the job? Is employee able to answer questions about his work? Consider prior or on-the-job training experience.

- N/A
- 1
- 2
- 3
- 4
- 5

Explanation: _____

QUALITY OF WORK: The ability to perform work duties correctly and accurately, within established time frames.

Consider accuracy, neatness, thoroughness, attention to detail, and other factors relating to quality. Is employee careful to avoid errors? Does employee repeat mistakes, or learn from them?

- N/A
- 1
- 2
- 3
- 4
- 5

Explanation: _____

QUANTITY OF WORK: The amount of work an employee is able to accomplish in a work day.

Consider the degree of difficulty of employee's work responsibilities and other factors such as changes in schedules, interaction with other departments, the need to gather information, etc. Consider output under normal conditions. Does employee utilize time effectively? Is he/she able to work on several assignments at the same time?

- N/A
- 1
- 2
- 3
- 4
- 5

Explanation: _____

ADAPTABILITY: The ability to do new or different jobs as required.

Consider employee's willingness and ability to perform other work in his department and the application of current job knowledge to new or unfamiliar work. Does employee grasp instructions and learn quickly? Consider employee's flexibility regarding change and his/her reaction to pressure.

- N/A
- 1
- 2
- 3
- 4
- 5

Explanation: _____

WORKING RELATIONS: The ability to feel positively about and work cooperatively with others.

Consider employee's expressed attitude towards his/her work; tact and cooperation shown in dealing with the public, fellow employees; members of management; the spirit in which assignments are accepted; willingness to work with other employees and departments towards a common objective. Is employee cooperative even when overruled, helpful to others and tolerant of their expressed opinions and suggestions?

- N/A
- 1
- 2
- 3
- 4
- 5

Explanation: _____



INITIATIVE AND INNOVATION: The expressed desire to learn new things or attain established goals. Consider the degree to which employee is a self-starter, goes ahead on jobs without having to be told (within the limits of his/her job) and carries them through to completion. Consider amount of supervision required; employee's interest in taking on additional assignments and responsibilities. Is employee creative in handling difficult assignments? Does he/she offer suggestions?

- N/A 1 2 3 4 5

Explanation: _____

DEPENDABILITY: The ability to do required jobs properly and accurately with appropriate supervision. Consider how well employee can be depended upon to carry out instructions and complete assignments on schedule. Consider employee's performance on difficult assignments. Does employee not waste time and stay at his/her job; know when to seek guidance; keep supervisor advised of important developments?

- N/A 1 2 3 4 5

Explanation: _____

ATTENDANCE/PUNCTUALITY: The ability to be present on the job and on time. Consider reliability and concern for adherence to work schedule; concern for being "on time".

- N/A 1 2 3 4 5

Explanation: _____

SAFETY: The desire and ability of an employee to avoid injury to self and others. Consider employee's attitude towards safety work rules. Does employee follow procedures established to promote safety? Does employee wear required personal protective equipment; recognize and report unsafe working conditions or actions? Consider employee's housekeeping habits – the orderliness and cleanliness of employee's work area.

- N/A 1 2 3 4 5

Explanation: _____

CARE OF EQUIPMENT: The desire and ability of an employee to take care of and properly maintain the equipment used in the job. Consider how well employee cares for the equipment he/she is responsible for; employee's concern for the appearance of that equipment. Does employee follow required preventive and routine maintenance procedures?

- N/A 1 2 3 4 5

Explanation: _____

(

(

(

APPEARANCE: The impression created by employee's grooming and dress.

- Satisfactory
- Unsatisfactory

Explanation: _____

Complete following section when applicable to the performance of the employee's job.

LEADERSHIP: The ability to provide an example for employees to follow.

Consider the ability to lead and train others and to get results through teamwork; the ability to inspire confidence; the ability to inspire employees to adhere to City/Department policies and procedures.

- N/A
- 1
- 2
- 3
- 4
- 5

Explanation: _____

PLANNING AND ORGANIZATION: Effectiveness in planning, organizing, and performing work.

Consider ability to plan objectives or goals, organize work, direct the flow of the work, delegate responsibilities when appropriate, and follow through to achieve results. Does employee adhere to City/Department policies and procedures and established schedules to accomplish work; maintain flexibility to schedule unforeseen events?

- N/A
- 1
- 2
- 3
- 4
- 5

Explanation: _____

JUDGMENT: The ability to make decisions and take the action necessary to effectively implement those decisions.

Consider the degree to which employee obtains the proper number of facts commensurate with the problem before making a decision, how well employee weighs the facts and alternatives available; employee's ability to discriminate between major and minor factors, and the speed of decision once all the facts are known. Does employee exercise sound reasoning and good common sense?

- N/A
- 1
- 2
- 3
- 4
- 5

Explanation: _____

COMMUNICATION SKILLS: The demonstrated ability to communicate effectively with others, both written and oral.

Does the employee recognize and fulfill the need to inform others as necessary, make a conscious effort to give explicit instructions, make sure of being understood, encourage feedback, and listen carefully to others? Consider employee's ability to represent and communicate the department's interests.

- N/A
- 1
- 2
- 3
- 4
- 5

Explanation: _____

(

(

(

HUMAN RELATIONS SKILLS: The ability to effectively work with subordinates, other employees, and other member of management both within and outside of employee's department.

(Does he/she maintain an awareness of and sensitivity to the needs, rights, experience, and background of others; establish and maintain good employee relations? Is he/she open to feedback as well as handling any grievances/complaints? Does employee look for and put to use the best in others?)

- N/A 1 2 3 4 5

Explanation: _____

EMPLOYEE DEVELOPMENT: The demonstrated ability to counsel, coach, guide, and train employees for improved performance and for accepting increased responsibility.

Does he/she let employees know what is expected of them, how their performance will be monitored and measured, and then follow through on the measurement or appraisal of their performance on an ongoing basis? How well does he/she manage performance? Does employee encourage and inspire employees to do their best, and administer discipline fairly, when necessary?

- N/A 1 2 3 4 5

Explanation: _____

PERSUASIVE ABILITY: The ability to obtain whatever cooperation, agreement, or assistance from others is necessary to get the job done.

- N/A 1 2 3 4 5

Explanation: _____

(

(

(

Development Plan

Based on this performance appraisal, identify specific needs for improvement in the employee's job performance, and/or plans for the employee's career development or personal growth. Then list what action has been agreed upon to be taken by both the employee and supervisor to bring about the desired performance results, by whom, and by when. Also, establish specific dates when progress will be reviewed (review dates). If additional space is needed, use the reverse side of this sheet.

What/How	By Whom	By When	Review Dates

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Comments and Recommendations

I. Employee's Comments: _____

II. Supervisor's Comments: (Additional comments and/or recommendations regarding the employee's performance.)

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Department Head: _____ Date: _____

NOTE: Employee's signature does not necessarily indicate agreement with this appraisal, but confirms that the contents of it have been reviewed and discussed with the employee.

▪ Has employees' Job Description been reviewed with the employee?

Yes No

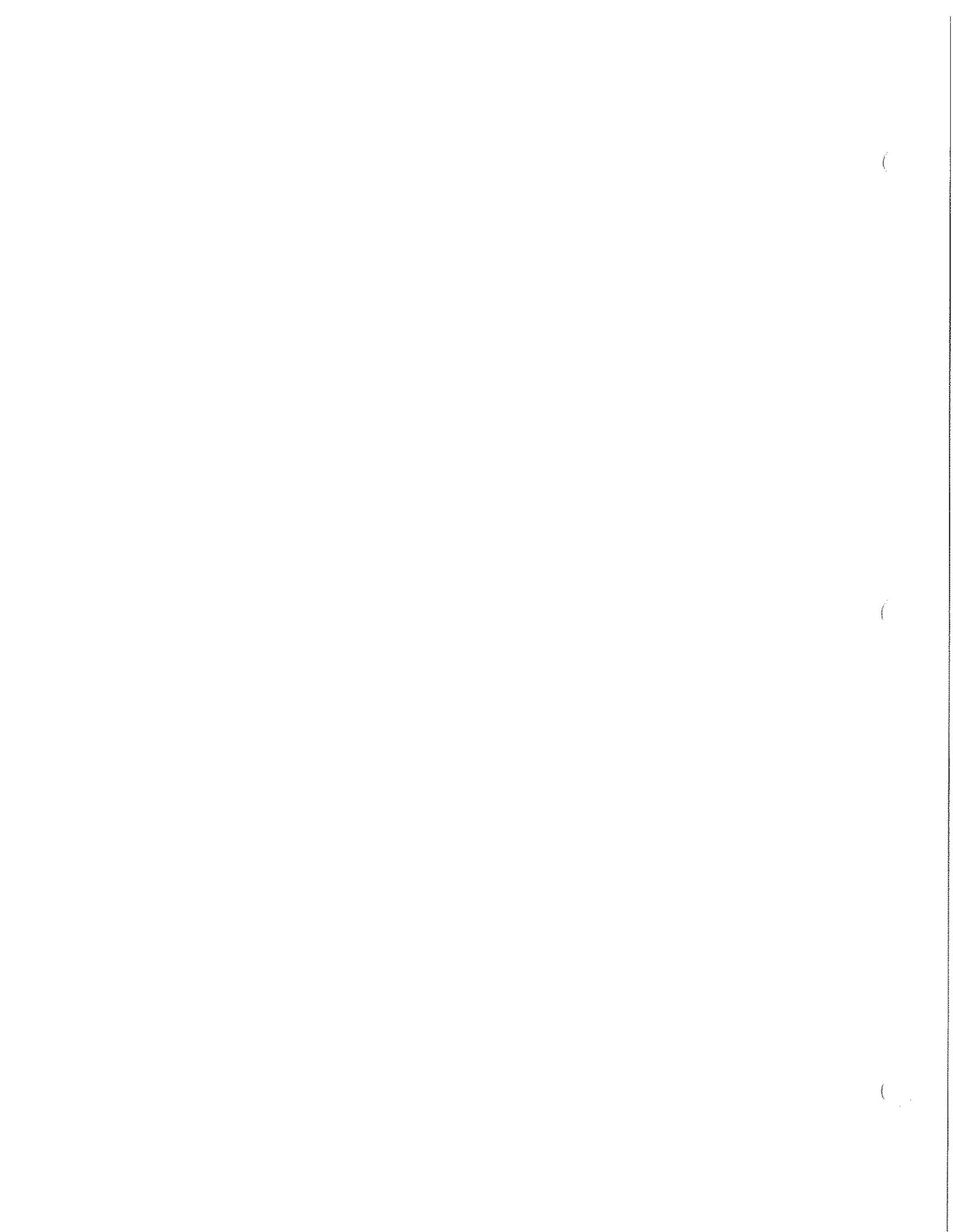
▪ Is the employee's Job Description up-to-date?

Yes No

(If not, please submit a revised Job Description with this appraisal.)

For Human Resources Use Only:

Date Issued: _____ Date Returned: _____ Date Filed: _____



Form for Employee Review Preparation

Employee: _____ Position: _____

This form is designed to help you contribute to your performance review. It will also help you to prepare your thoughts for your meeting with your supervisor. Your comments may be handwritten. You may list your thoughts or write narrative answers. If a particular section does not seem to apply to you, you should leave it blank.

1. These notes cover _____ through _____.

2. Think back over this review period. List the job responsibilities that you think were most important. Comments on how you think you did in performing them.

a. _____

b. _____

c. _____

d. _____

3. Have you had any difficulties or changes in priorities during this period? _____

4. Do you have any questions about your job? Please list them. _____

5. What parts of your job do you think you do best? _____

6. What parts of your job do you think you could improve in? _____

7. Is there anything your supervisor could do to help you do a better job? _____

(

(

(

8. What training, if any, would be helpful to you in your job? _____

Employee's Signature: _____

Date: _____

