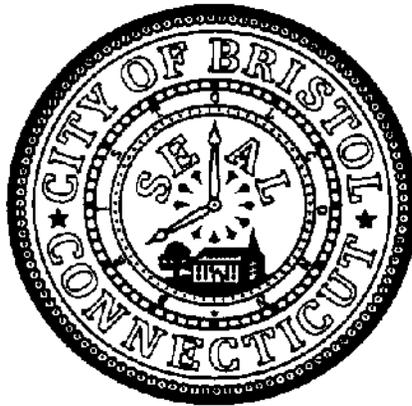


CITY OF BRISTOL

PERSONNEL POLICIES AND PROCEDURES



March 10, 2009

(As amended through February 13, 2019)

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PREFACE

PURPOSE AND SCOPE

The City of Bristol Personnel Policies and Procedures serves as a guide to the employer/employee relationship and applies to all employees except as set forth below. Although these Personnel Policies and Procedures are intended to inform employees about terms and conditions of employment, no employee manual can anticipate every circumstance. Some issues may from time to time arise that are not addressed by the Personnel Policies and Procedures. Any questions about the applicability of these Personnel Policies and Procedures to a specific employee or situation should be directed to the Human Resources Department. Some of the topics in these Personnel Policies and Procedures are also covered in greater detail in other City of Bristol policies and/or documents, such as the Charter, Ordinance or Insurance Plans. Please refer to these policies/documents as appropriate.

These Personnel Policies and Procedures also are not intended to supersede any applicable collective bargaining agreement or Charter or Ordinance provisions. If any term or condition of this document conflicts with the terms of a valid collective bargaining agreement, the agreement applies. Similarly, should the City Charter or Ordinance contain provisions that conflict with these Personnel Policies and Procedures, that Charter provision or Ordinance will supercede this document. Although Appendix A covers materials that may be addressed in the City of Bristol's various collective bargaining agreements, Appendix A applies only to full-time non-bargaining, non-seasonal, non-temporary employees. Section 4 – Business Travel and Reimbursement, Section 5 – Classification, Section 30 – Family and Medical Leave, Section 31 – Maternity Leave, Section 33 – EAP, and Section 35 – Retirement Plans are not applicable to non-bargaining, non-benefited seasonal and non-bargaining, non-benefited part-time personnel.

City of Bristol employees must know and comply with these Personnel Policies and Procedures. However, these Personnel Policies and Procedures do not guarantee any fixed terms and conditions of employment and do not constitute an express or implied contract of continued employment. Absent some other basis in writing to continued employment (*e.g.*, collective bargaining agreement, Charter, ordinance or statutory provision), all employment is “at-will.” This means that either the employee or the City of Bristol may terminate the employment relationship for any reason, subject only to the discipline and appeal procedures set forth in these Personnel Policies and Procedures or Ordinance, if applicable.

Circumstances will undoubtedly require that the Personnel Policies and Procedures change from time to time. Accordingly, the City of Bristol, through the City Council, reserves the right to modify these Personnel Policies and Procedures with or without prior notice or deviate from these policies and procedures in exigent circumstances.

Department heads are expected to enforce these Policies and Procedures.

Amended per City Council 02-09-10

1. EQUAL EMPLOYMENT OPPORTUNITIES

It is the policy of the City of Bristol to provide equal employment opportunities to all qualified persons and to prohibit illegal discrimination in employment based on age, race, sex (including sexual harassment), marital status, religious creed, color, national origin, ancestry, genetic makeup, physical or mental disability, mental retardation, learning disability, past or present history of a mental disability, sexual orientation, gender identity, gender expression, genetic makeup, veteran status, political affiliation or any other characteristic protected by law.

The City of Bristol's commitment to equal employment opportunities includes providing reasonable accommodations to qualified individuals with a disability, as defined by law, provided that such accommodations do not constitute an undue hardship for the City of Bristol. Reasonable accommodations include but are not limited to structural modifications, modification to the manner or circumstances under which work is performed, and provision of communication aids. Applicants or employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job must contact the Human Resources Department.

This policy applies to all terms and conditions of employment, including recruitment and hiring policies and procedures, compensation, working conditions, benefits and termination of employment.

Amended per City Council 07-10-12

2. AFFIRMATIVE ACTION POLICY STATEMENT

The City of Bristol recognizes that its commitment to equal employment opportunities requires that certain positive steps be taken to ensure that the recruitment and employment of qualified job applicants is free from illegal discrimination based on age, race, genetic makeup, sex (including sexual harassment), marital status, religious creed, color, national origin, ancestry, physical or mental disability, mental retardation, learning disability, past or present history of a mental disability, sexual orientation, gender identity, gender expression, veteran status, political affiliation or any other characteristic protected by law.

The City of Bristol is committed to undertaking such Affirmative Action including but not limited to employment decisions, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, if any, and selection for training including apprenticeship. Furthermore, commitment to the principles set forth in this policy statement is required of all contractors and sub-contractors who do business with the City of Bristol. Copies of the City of Bristol's Affirmative Action Policy are available at the Human Resources Department.

The principles of Affirmative Action are addressed in such federal and state constitutional provisions and equal employment opportunity laws and policies as the

Fourteenth Amendment of the United States Constitution; the Equal Pay Act of 1963; Titles VI and VII of the Civil Rights Act of 1964, as amended; the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990, as amended; Presidential Executive Orders 11246 and 11375; Article First, Section 20 of the Connecticut Constitution, as amended; Governor Grasso's Executive Order Number 11; Governor O'Neill's Executive Order Number 9; Connecticut Fair Employment Practices Act (C.G.S. §§ 46a-51 *et seq.*) and other such provisions. The City of Bristol will continue to make a good faith effort to ensure that all such laws are complied with.

Amended per City Council 07-10-12

3. ALCOHOL AND CONTROLLED SUBSTANCES POLICY

The use, possession, or sale of controlled substances and alcohol in the workplace can have a substantial negative impact on employee performance and productivity and can pose a serious threat to the health and safety of employees, visitors and the general public. Therefore, the following Alcohol and Controlled Substances Policy applies to all City of Bristol employees, outside consultants, contractors and visitors:

Alcohol:

The possession or use of alcohol, or being under the influence of alcohol, while on City of Bristol property, in City of Bristol vehicles, or at any site where City of Bristol work is being performed is strictly prohibited during work hours (including breaks).

Controlled Substances:

The unlawful manufacture, distribution, dispensation, solicitation, offering, sale, possession or use of any controlled substance, or being under the influence of any unauthorized controlled substance, while on City of Bristol property, in City of Bristol vehicles, or at any site where City of Bristol work is being performed during work hours (including breaks), is strictly prohibited. For purposes of this policy, controlled substances are defined as drugs controlled by the federal or state government to prevent, curtail or limit their distribution and manufacture, including, but not limited to marijuana, cocaine, opiates, amphetamines, hallucinogens, and other stimulants and depressants not prescribed for personal treatment by a physician. In certain circumstances, off duty use of controlled substances could result in discipline, even termination of employment.

Legal Substances:

Any employee who is taking a legal substance (*e.g.*, prescribed or over-the-counter medications) that may impair his/her mental or motor functioning must report the use of such prescribed substance to his/her supervisor if the use of such medication may affect their ability to safely perform their job. For the safety of all employees, the City of Bristol may restrict the employee's work activity while taking such substances, place the person in a less hazardous job assignment and/or temporarily place the employee on medical leave until

released for duty by a physician. The City of Bristol reserves the right to have its own physician determine the employee's ability to perform his/her job.

The use of prescription drugs or substances by any employee other than the individual to whom it is prescribed or in a manner other than as prescribed is a violation of this policy.

Conviction of a Drug Offense:

In accordance with the Drug Free Workplace Act of 1988, an employee must notify the Director of Human Resources of any workplace criminal drug statute conviction within five (5) days.

Enforcement of This Policy:

The City of Bristol's premises, equipment and furniture all are the sole and exclusive property of the City of Bristol. The City of Bristol reserves the right to inspect its property at any time, including but not limited to, vehicles, cabinets, desks and lockers. When the City of Bristol has reason to suspect an employee is violating any aspect of this policy, the employee may be required to empty their pockets, briefcases, lunch boxes, tool boxes, purses, or other personal belongings, consistent with state and federal law.

The City of Bristol may conduct controlled substance and/or alcohol testing in the following circumstances:

1. All offers of employment are conditioned upon the applicant's passing a urinalysis test for controlled substances.
2. Employees whose job performance or behavior causes the City of Bristol to reasonably suspect they may be under the influence of controlled substances or alcohol may be subjected to controlled substance and/or alcohol testing.
3. Employees also may be subjected to controlled substance and/or alcohol testing as permitted or required by Federal Department of Transportation regulations.

All controlled substance and alcohol testing will be performed in accordance with state and federal law. A positive and properly confirmed controlled substance or alcohol test or refusal to submit to a test may be grounds for denial or termination of employment.

Awareness Training:

City of Bristol employees may be provided with periodic training to assist them in the administration and enforcement of this policy.

Penalties:

Employees who violate this policy, including but not limited to, failing or refusing to comply with controlled substance and alcohol prohibitions and inspection, testing, or reporting requirements, may be subjected to discipline, up to and including discharge. Furthermore, the use, possession, manufacture, purchase, distribution, sale or transfer of illegal substances is also a violation of law and may be reported to appropriate law enforcement officials.

Treatment for Substance or Alcohol Abuse:

Referrals for the early resolution of a variety of problems, including substance or alcohol abuse, are available through the Employee Assistance Program (EAP) for employees who are eligible for or participating in a City Health care plan. Each employee is responsible for seeking assistance before alcohol or substance problems lead to disciplinary action. Furthermore, the use of this program will not lessen disciplinary action for violation of City of Bristol policies or work rules.

Amended per City Council 02-09-10

Confidentiality:

Information obtained and action taken pursuant to this policy will be confidential and released only with the employee's consent or under other circumstances permitted or required by law.

4. BUSINESS TRAVEL AND REIMBURSEMENT

Authorization for Business Travel:

All employee business travel must be approved by the City of Bristol. However, specific approval requirements and procedures differ depending on the circumstances.

Any business travel involving an overnight stay, air transportation, or one-way travel exceeding 200 miles must be pre-approved in writing by both the appropriate department head and the Mayor. Employees seeking pre-approval must submit a completed City of Bristol *Conference or Out-of-Town Request Form* to their department head. If the request is approved by the department head, the employee will be responsible for forwarding the form to the Mayor's Office. All necessary approvals must be obtained before departing on the proposed trip. Therefore, employees are strongly encouraged to begin the pre-approval process as far in advance of the expected departure date as possible. In the event of a bona fide emergency, the Mayor may waive the pre-approval requirements.

Employees requiring routine business travel only need to obtain the approval of their department head in accordance with the applicable department policies and procedures. For purposes of this policy, routine business travel means any bona fide business travel that does not meet any of the above criteria for pre-approval. However, employees must obtain prior written approval of their department head before using any mode of transportation other than

a City of Bristol-issued or personal vehicle (*e.g.*, train, bus or rental car) for routine business travel.

Reimbursement of Travel-Related Expenses:

The City of Bristol will reimburse expenses that are directly related to the business purpose of the travel. The City of Bristol will not reimburse employees for any personal expenses, including but not limited to, personal phone calls (except during overnight travel, in which case the City of Bristol may reimburse for reasonable calls), dry cleaning, toiletries, personal travel insurance, alcoholic beverages, airline club fees, personal side trips, entertainment, and health facility fees. Loss or theft of cash, credit cards, and/or personal property is not a reimbursable expense.

Employees requesting reimbursement for eligible travel-related expenses must complete a *Report of Travel Expenditures Form* and submit it to their department head for approval no later than 30 days after returning from the trip. Each expense listed on the form must be supported by appropriate documentation, such as a receipt or paid invoice. Employees are encouraged to submit a single reimbursement request for all eligible expenses related to a particular business trip.

Each submitted invoice must be an original document and not a copy. If an employee submits anything other than an original receipt or invoice, he/she also must provide the department head with a written statement attesting to the accuracy of the copy.

If the department head approves the reimbursement request, he/she will forward the *Report of Travel Expenditures Form* and supporting documentation to the Comptroller's Office for payment. A copy of the *Conference or Out-of-Town Request Form* must be included in the submission to the Comptroller's Office where applicable.

For routine requests for only mileage reimbursement (not related to a conference or business trip), employees should use the City of Bristol *Mileage Reimbursement Request Form*. Mileage reimbursement shall be in accordance with the IRS standard mileage reimbursement rate.

Limits on Reimbursable Expenses:

Reimbursement for approved travel expenses are subject to the following limitations:

1. Meals: Meal expenses will be reimbursed at the Federal Meal & Incidental Expense per diem rates for **Hartford County, CT** as adjusted annually by the General Services Administration. In the event an employee is traveling out of state, the per diem rates for the closest city shall be used. In addition, predetermined sub-limits are imposed on each meal. The current per diem rates and meal sub-limits can be obtained from the Comptroller's Office. Receipts are required to document per diem reimbursements. The City of Bristol shall only reimburse for reasonable meal tips.

2. Mileage: Personal vehicle mileage will be reimbursed at rates permitted by the Internal Revenue Service and only for the shortest possible route. When using a personal vehicle for a day trip that originates from home, the mileage reported for reimbursement should be the difference between the employee's normal commute and the off-site destination, if any.
3. Rental cars: The use of a rental car for official City of Bristol business requires the written pre-approval of the appropriate department head. Approval will be granted only for the most economical rate available based on an appropriate sized vehicle. When renting a car in the City of Bristol's name, any additional insurance coverage offered by the rental car company should be declined. A certificate of insurance must be provided to the rental carrier (which can be obtained in advance from the Comptroller's Office). The employee driving the vehicle should immediately notify the rental car company and the City of Bristol Claims Office at 860-584-6155 in the event of an accident.
4. Air Travel: The costs of pre-approved air transportation will be reimbursed at coach/economy rates. Employees should make flight arrangements as far in advance as possible to take advantage of additional discounts.
5. Combined Business and Personal Travel: If an employee combines business and personal travel, the City of Bristol will reimburse only that portion of a trip and those expenses that are directly related to City of Bristol business conducted by that employee. All other expenses must be paid directly by the employee and cannot be billed to the City of Bristol.

Compliance Auditing:

Department heads are responsible for ensuring that travel and reimbursement claims originating from their departments comply with the procedures outlined in this policy. Incomplete submissions will be returned to the appropriate department head by the Comptroller's Office. The Comptroller's Office shall have overall responsibility for policy enforcement.

Violation of this Policy:

Violation of this policy must be reported to the Human Resources Department and may result in denial of the travel or reimbursement request and/or discipline, up to and including discharge. Knowingly submitting a false claim for reimbursement will be considered extremely serious misconduct that also may be referred to appropriate law enforcement officials.

5. CLASSIFICATION

The Director of Human Resources is responsible for maintaining a job description for positions in the City of Bristol. Each job description will generally describe the duties and responsibilities that must be exercised by those holding the position and such other

information as is deemed necessary by the Director of Human Resources, upon consultation with department heads, to adequately describe the classification.

6. DRESS STANDARDS

It is important for all employees to project a professional image on behalf of the City of Bristol. The City of Bristol expects all employees to maintain a neat, professional, and well-groomed appearance at all times. Employees are expected to use good judgment and wear clothing that is appropriate and professional for the type of work they are performing. Inappropriate items include but are not limited to denim jeans, jogging attire, revealing clothing, t-shirts, shorts, sneakers, flip-flops. Any exceptions must be based on the nature of the work being performed. Employees must use discretion and common sense at all times.

Any employee that is required to wear a uniform, whether it be the work or dress type, and/or use safety equipment must report to work dressed appropriately and must use such safety equipment at all times. (Police officers are not required to report to work in uniform.) Uniforms shall be kept in good condition.

Employees may be sent home to change clothing if dressed inappropriately.

7. EMERGENCY CLOSINGS – WEATHER CONDITIONS

The Mayor has the authority to close City of Bristol offices and facilities due to emergencies. In the event the City of Bristol's offices and facilities are closed due to an emergency condition, a general announcement will be made to the local media and via the Employee Internal Alert System. Absent such general closing, each non-essential employee may determine, in their own best interest, when and if to come in to work or to leave work. Employees have different types of vehicles, driving distances from home and different driving skills. Any voluntary absences for non-essential employees under this policy shall be allowed and charged against the employee's appropriate accrued time balance or if none is available, shall be unpaid.

Amended per City Council 07-11-17

8. EMPLOYEE CONDUCT

All employees are expected and required to treat the public with promptness, patience, courtesy and respect. Employees are expected to conduct themselves at all times in a manner that will bring no discredit to their department or to the City of Bristol.

9. EMPLOYMENT OF RELATIVES

To ensure the efficient operation of City of Bristol business and to avoid the problems created by either real or perceived conflicts of interest, favoritism or preferential treatment, certain restrictions will apply to the hiring and working relationships of relatives. Relatives of current employees may be hired only if they will not be working directly for or directly supervising a relative. Furthermore, action will be taken where appropriate to address relatives working together in such a direct supervisory/subordinate relationship should one develop at any time during employment with the City of Bristol. Such appropriate action may include, but is not limited to the transfer, reassignment, demotion or discharge of one or more of the related employees.

For the purposes of this policy, a “relative” includes spouses, children, grandchildren, siblings, parents, grandparents, in-laws, step-relatives, partners in a civil union and domestic partners living in the same household. Where practicable, the related employees will be given an opportunity to decide who will remain in his/her current position and who will not. However, if this process is not practicable or if the related employees cannot agree, the City of Bristol will make the determination based on considerations such as job performance, length of service, nature of the work performed and other job-related factors.

Willful violation of this policy by failing to disclose relevant information may result in disciplinary action, up to and including discharge from employment.

Amended per City Council 07-10-12

10. ETHICS AND CONFLICT OF INTEREST

Employees of the City of Bristol are expected to conduct business according to the highest ethical standards, including avoiding conflicts of interest arising from outside employment, family interests, or personal investments.

A potential or actual conflict of interest occurs if an employee is in a position to influence a decision that may result in a personal or financial gain for the employee or an immediate family member, as a result of the City of Bristol’s business dealings. An immediate family member means any spouse, children or dependent relative who resides in the individual’s household. Although it is not possible to specify every action that might create a potential or actual conflict of interest, the City of Bristol’s Code of Ethics and Section 55 of the City Charter identify some of the situations that most often create a conflict. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he/she should immediately seek advice on the issue from the Bristol Ethics Board.

This policy is intended to identify and prevent conflicts of interest before they occur. However, as with other provisions in these Personnel Policies and Procedures, this provision should not be interpreted as replacing the Code of Ethics, Charter or Ordinances of the City of Bristol.

Violations of this policy will be treated as serious misconduct and may result in disciplinary action, up to and including discharge from employment.

11. HIRING PROCEDURE

Police and Fire are hired in accordance with procedures set forth in the Ordinance and/or written policies. For all other full time positions, individual department heads must submit a *Request for Employment Form* to the Mayor. The Mayor and the Human Resources Department will review the request to hire. The Human Resources Department will take steps to publicize the opening as applicable. The Human Resources Department in conjunction with the department head shall review all applications to determine which candidates should be further considered for the particular position. Qualified applicants, depending upon the type of position applied for, may be required to complete written, oral and/or specific skill testing (*e.g.*, a computer skills test).

The Human Resources Director, in conjunction with the department head, shall determine the need for testing. The Human Resources Department shall be responsible for the testing of all applicants or employees for positions that require testing. Such testing will take place before the applicant/employee may assume such a position. If both written and oral tests are required for a given position, candidates must pass each phase of the testing, unless otherwise specified by contract.

Generally, new employees will start their employment at the minimum wage rate for their classification. However, in some circumstances, a new employee may be employed at a higher rate than the minimum when the employee's experience, training or proven capability warrant, or when prevailing market conditions require a starting rate greater than the minimum. Authorization for a higher rate must be approved by the Chairman of the Salary Committee in consultation with the Director of Human Resources.

Hiring decisions are made by the appropriate department head in consultation with the Director of Human Resources. Offers of employment for non-seasonal, non-temporary jobs are conditioned upon the completion of a physical examination clearing the individual to work in the particular position. All offers of employment are also conditioned upon the applicant's passing of urinalysis testing for controlled substances as allowable by state statute. Prior to the employee's start date, the hiring department must forward a completed *Personnel Activity Form* to the Human Resources Department for processing. The Human Resources Department will provide an orientation to explain, instruct and guide new employees in the completion of all necessary forms, etc. Department-specific orientation will be provided as required by the department head or appropriate supervisor. This section does not apply to election workers hired by the Registrars of Voters.

Periodically, City departments may require temporary staff to fill a vacancy, regular employee's absence or to assist with a special project. For such requests, the department in need must submit a *Request for Temporary Staffing* form to the Mayor for approval. Upon approval, the Human Resources Department will take steps to fill the assignment. This can

include placing a temporary employee on the City's payroll or securing temporary help provided by an outside agency. The Mayor and Director of Human Resources shall determine appropriate pay rates for those temporary employees placed on the City's payroll. Whether on City payroll or through a temporary agency, temporary employees are ineligible for any City benefits. Temporary employment is intended to fill short-term assignments. Except for unusual circumstances, requests should not be made for a duration longer than three (3) months. An extension of temporary staffing beyond three (3) months requires re-approval by the Mayor.

Periodically, City departments may desire to over hire in anticipation of a vacancy. For such requests, the department must submit a *Request to Over Hire Form* to the Mayor who shall consider the request in consultation with the Comptroller. Requests should generally not be made for a duration longer than (30) thirty days. Requests of longer duration will be considered based upon necessity. Upon approval, the applicable hiring procedure will be followed.

Amended per City Council 07-10-12; 10-14-14; 01-13-15

12. INFORMATION SYSTEMS POLICY

All computer system networks (hardware and software) and other electronic communication systems (which include electronic mail and voice mail), and all communications and stored information transmitted, received or contained in the City of Bristol's information systems are the property of the City of Bristol, collectively hereinafter referred to as "systems". These systems have been developed specifically for official City of Bristol use. As such, the systems, even when accessed from home or another remote location, are for work-related communication, except that incidental or infrequent personal use of e-mail or voice mail which occurs during personal time (lunch, break) and does not interfere with job duties or otherwise violate a City of Bristol Policy or Procedure is permitted. No user has any right or expectation of privacy or confidentiality in anything which is created, sent, received or stored by computer (including e-mail), facsimile or voice mail. This includes limited personal use as noted above. By using the City of Bristol's systems, employees expressly consent to the City of Bristol's monitoring, tracking and disclosure of the content of such communications.

All city-issued computer equipment is City of Bristol property and should be properly cared for accordingly. Any take-home use of City computer equipment must be authorized in advance by the Mayor. Storage of any confidential or sensitive data on laptops which leave the workplace is prohibited. Use of laptops at-home or off-site is restricted to authorized users only.

Electronic mail, voice mail and any other information systems of the City of Bristol are not to be used in a way that violates any City of Bristol work rules, policies or procedures, or used in any way that is inconsistent with the City of Bristol's interests. The City of Bristol's systems are not to be used in a way that may be disruptive or offensive to others. Examples include but are not limited to: screen-savers that are distracting or disruptive or that violate City policies, the display or transmission of sexually explicit images or cartoons,

transmissions containing ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, sex, religion, color, national origin, genetic makeup, sexual orientation, gender identity, gender expression, age, disability or other unprotected class. The system may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations.

The ability to connect to other computer systems through the City of Bristol's network does not imply a right to connect to those systems or make use of those systems unless specifically authorized by the MIS Manager. Such unauthorized connection and/or use is a violation of this policy.

The City of Bristol reserves the right to monitor, audit and review e-mail messages sent and received at any time without notice. Features such as passwords and message delete functions do not restrict the City of Bristol's right to retrieve and view messages. Employees should use the same care in drafting e-mail and other electronic documents as with any form of 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. Employees may not transmit mass e-mails throughout the system without the express permission of his/her department head.

Employees may not attempt to gain access to another employee's e-mail or computer files without the express permission of the employee. Use of unauthorized or undisclosed passwords and the accessing of computer files that the user has no right to access is strictly prohibited. Passwords may not be posted, disclosed or shared amongst users. Computers or terminals shall not be left unattended in a state which allows unauthorized access to City of Bristol records or otherwise compromises security or data. Employees must comply with applicable records retention and destruction policies.

Internet access shall be limited to official City of Bristol business, except that incidental or infrequent personal use, as with email, which occurs during personal time (lunch, break) and which does not interfere with job duties or otherwise violate a City of Bristol Policy or Procedure is permitted for authorized Internet users. The City of Bristol reserves the right to monitor Internet use. Internet access shall not be used for indecent, violent, vulgar, harassing, fraudulent, intimidating or any unlawful purposes. Employees must comply with all software licenses, copyrights, and all other governing laws, including materials found on the internet. Access to all social media sites on City systems is prohibited except in the case of authorized employees working in their official capacity for official City of Bristol business as authorized by the Mayor.

The City of Bristol uses a virus scan on its equipment. However, software loaded onto City of Bristol computers from other sources (i.e. Internet, home) may contain a virus. No software shall be loaded on City of Bristol computers without prior approval of the Information Systems Division.

Employee files, word processing or other software files, e-mails, or other electronically-stored material may be subject to disclosure pursuant to the State Freedom of Information Act and may also be subject to disclosure in legal proceedings.

Any employee found to be in violation of this policy shall be subject to disciplinary action up to and including termination of employment. In addition, such employee may be subject to legal action. The City of Bristol reserves the right, in its sole discretion, to amend this policy and to modify or suspend user access at any time.

Amended per City Council 07-10-12

Social Media Policy:

Purpose:

The City of Bristol may utilize social media tools and websites to further enhance communications in support of the City's goals, policies and programs. Social media, for purposes of this policy, means the use of online technology to communicate with others. Examples of social media tools and websites which the City may utilize include Facebook, YouTube and Twitter.

As part of their job responsibilities, City employees may be expected to appropriately use available technological resources in order to assist them in their ability to facilitate discussions and communicate information through various social media tools and sites when conducting City business.

Use of City Sponsored/Created Social Media Sites:

1. All City-sponsored/created social media sites shall be: (1) approved by the Mayor; (2) administered by a designated City representative as determined by the Mayor and the Department Head (3) monitored by the applicable Department Head, and (4) established in conformance with a standardized procedure as determined by the MIS Manager.
2. Only City employees specifically authorized to post content on City-sponsored/created social media sites on behalf of the City will be permitted to do so. Unless authorized to do so, City employees do not have permission to speak on behalf of the City via any social media sites. All City-sponsored/created social media sites shall not be used by any City employee for the creation, publication, posting or distribution of any personal and/or non-work related written, visual and/or audio correspondence or materials.
3. All City-sponsored/created social media sites shall adhere to all applicable state, federal and local laws, regulations and City policies.
4. Freedom of Information Act requirements and electronic-discovery obligations may apply to the content on all City-sponsored/created social media sites, and therefore, the department will manage, store and retrieve such content as may be necessary to comply with these requirements and obligations.
5. The City reserves the right to restrict or remove any content on any City-sponsored/created social media site that is deemed in violation of this policy, any other city policy or any applicable law.

6. Examples of content that shall not be allowed to be posted by anyone on any City-sponsored/created social media sites are (without limitation) as follows:
 - a. Comments not topically related to the particular site or information posted;
 - b. Profanity;
 - c. Content that promotes, fosters, or perpetuates discrimination or harassment on the basis of any legally protected status, including race, color, age, religion, gender, marital status, national origin, disability or sexual orientation;
 - d. Sexual content or links to sexual content;
 - e. Solicitations of commerce;
 - f. Content demonstrating participation in or encouraging any illegal activity;
 - g. Content that may compromise the safety or security of the City or the public; or
 - h. Content that violates a legal ownership interest of any other party.
7. Employees representing the City via social media outlets must conduct themselves at all times in a professional manner as a representative of the City and in accordance with all applicable state, federal and local laws, regulations and City policies.
8. City employees are not permitted to access social media websites for personal use.
9. Employees found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

Approved per City Council 07-10-12

13. MEDIA RELATIONS

The City of Bristol strives to ensure that all information disseminated to the media and the public is accurate and timely. Employees who are contacted by television, radio, newspaper or other media regarding City of Bristol business are encouraged to direct the inquiry to the appropriate department. Media inquiries involving pending litigation or exposure to litigation should be directed to the Corporation Counsel's Office. Human Resources-related inquiries should be directed to the Human Resources Department. Inquiries regarding sensitive or controversial issues may be directed to the Mayor's Office. Employees who are contacted by the media regarding City of Bristol business should inform their supervisor, or in the case of department heads, the Mayor's office.

Only the Mayor or his/her designee is authorized to present the City of Bristol's official position on any issue to the media. Employees who choose to speak to the media on a matter of public concern should affirmatively state that they are not speaking on the City of Bristol's behalf, unless authorized to present the City of Bristol's position by the Mayor or his designee. Under no circumstances may employees disclose confidential information. Any employee who has a question about whether particular information may be confidential should contact the Corporation Counsel's Office.

14. NO SMOKING POLICY

In accordance with Connecticut law and this policy, smoking is prohibited anywhere within City buildings, facilities and offices. This includes restrooms, private offices, lounges, stairways, and similar areas. Smoking also is prohibited in City of Bristol vehicles.

City property located at 111 North Main Street (City Hall) and 131 North Main Street (Bristol Police/Court Complex) is designated as a smoke free campus. This smoke free designation includes all tobacco use (cigarettes, chewing tobacco, pipes, cigars, vaporizers, etc.); and extends from the building interiors to the sidewalks abutting these properties to established property lines, which include the parking lots at Meadow and Laurel streets.

Amended per City Council 08-10-16

15. ORIENTATION

Upon hire, new employees will meet with Human Resources staff to learn about routine operations of the City and complete a variety of employment and tax forms; a copy of these Policies and Procedures, and other documents and information will be provided. The City of Bristol encourages employees to ask questions and to take an active part in learning about the new work environment. The department head should ensure that employees beginning employment with the City of Bristol have the necessary tools and/or equipment ready for his/her first day on the job. In addition, he/she should allow sufficient time to introduce the employee to immediate co-workers and instruct the employee in the basics of the position as well as other considerations such as work rules; safety rules; restroom; lunch and break time; etc.

Amended per City Council 07-11-17

16. PAYROLL DEDUCTION

The law permits employers to make deductions from the wages of its employees. For instance, deductions may be made for health insurance premiums, garnishments and some court ordered payments, as well as for certain leave time as allowed by law. The City of Bristol makes deductions from the wages of its employees only as permitted by law. The City of Bristol prohibits improper deductions from the wages of its employees.

Despite the City of Bristol's best efforts to prevent improper deductions, however, it is possible that mistakes may be made. Any employee who believes that a deduction has been taken improperly from his/her paycheck must immediately report his/her complaint to the Human Resources Department. Every effort will be made to investigate and promptly resolve all complaints. You will be apprised of the resolution of any complaint that you file. If the City of Bristol determines that a deduction was taken improperly, the City of Bristol will reimburse the affected employee for the improper deduction. Employees may file complaints or raise concerns regarding deductions from wages without fear of reprisal.

The City of Bristol is committed to preventing improper deductions. Employees who are uncertain about whether a deduction is proper should seek guidance from the Human

Resources Department. Employees who knowingly make or authorize improper deductions are subject to disciplinary action, up to and including termination.

17. PERSONAL PROPERTY AND WORKPLACE PRIVACY

The City of Bristol's workplace, including all premises, furniture and equipment provided by the City of Bristol, is the sole and exclusive property of the City of Bristol. Supervisors and other authorized City of Bristol personnel may have a legitimate need to search the workplace for work-related items. Such searches may include, but not be limited to, desks, cabinets, lockers, computers, vehicles and any personal property brought into the workplace. The City of Bristol also may search the workplace and personal property brought into the workplace for evidence of misconduct or criminal activity. The City of Bristol also will assist law enforcement personnel with any criminal investigation. Therefore, employees should have no expectation that the workplace, or any personal property brought into the workplace, is private and not subject to search.

18. PERSONNEL RECORDS

The Human Resources Department maintains the personnel files on all employees. The City of Bristol treats personnel information as confidential to the extent permitted by law. An employee should promptly report to his/her department payroll clerk and the Human Resources Department any changes in personal information that affects employment such as: name change (appropriate documentation is required), change of address, change of telephone number, etc. Employees may also make some personal data changes via employee self- service software and should check with Human Resources for details. Changes such as tax status, insurance dependents, and retirement beneficiaries should be promptly reported to the Comptroller's or Human Resources Office as applicable.

All personnel medical records shall be kept in a separate file from regular personnel records. Medical records include information regarding the health of an employee or applicant, such as physical examination documentation, reasonable accommodation documentation and insurance information. Access to medical records will be on a 'need to know' basis as determined by the Human Resources Department.

Amended per City Council 07-10-12; 07-11-17

19. POLITICAL ACTIVITIES

The rights of City of Bristol employees to participate in political activities are governed by statute. City of Bristol employees are expected to comply with all limits placed by law on political activities, including but not limited to, the prohibitions against campaigning, or running for or holding political office while on City time or using City of Bristol resources, equipment or facilities. Employees who currently hold elective office or who are planning to run for elective office should contact the Human Resources Director.

Employees may not campaign on City of Bristol time or while representing the City of Bristol in any way. Employees may not use or allow others to use City facilities,

equipment or funds for political activities. Any City of Bristol employee who may be observed by the public or otherwise represents the City to the public, while performing his/her regular duties may not wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours.

20. PUNCTUALITY AND ATTENDANCE

Employees are expected to report to work as scheduled. Any employee who is unable to report for work on a particular day must notify his/her supervisor as soon as possible, but preferably at least one hour before the start of his/her scheduled work day. Voice mail is an acceptable form of notice only if authorized by the department head. E-mail notice is not considered to be acceptable notice. If an employee intends to be away from work for personal reasons, he/she must obtain advance permission from his/her supervisor as soon as possible, but preferably one week in advance, depending on the circumstances. Employees are encouraged to give as much notice as possible in consideration of department operations. Some departments may have more specific requirements regarding reporting absences and advance notice.

Excessive absences, failure to report absences on time and/or excessive tardiness may lead to disciplinary action, up to and including discharge. Absences are excessive if they occur frequently or if they show a pattern suggesting abuse. Tardiness is excessive if an employee is frequently or unnecessarily late or if he/she demonstrates a pattern of tardiness suggesting abuse. Any employee who is absent for three days without contacting his/her supervisor will be considered to have voluntarily terminated his/her employment with the City of Bristol, unless prohibited by law.

21. REFERENCES

The City of Bristol does not give references, other than to confirm the position held, dates of employment and salary while employed. This information may only be provided by the Human Resources Department.

22. RESIGNATIONS

An employee who wishes to resign from City of Bristol service should provide written notice to his/her department head and the Human Resources Department 14 calendar days in advance of the last day of actual work. The effective date of the employee's termination with the City of Bristol is considered to be the first day following the last day actually worked. Terminating employees may not extend their termination date by running out paid time.

An employee who wishes to retire should provide written notice to his/her department and the Human Resources Department at least 60 days in advance of the retirement date. The effective date of the employee's retirement with the City of Bristol is considered to be the first day following the last day paid.

Amended per City Council 07-10-12

23. SAFETY AND HEALTH

The City of Bristol is committed to safeguarding the health, safety, welfare and security of its employees and the health and safety of visitors, members of the general public and contractors, as far as reasonably practicable. The City of Bristol aims to create an atmosphere where health and safety matters are paramount considerations. We seek the reduction of, and the control of, hazards that have the potential to cause injury to employees or the general public and damage City of Bristol property. The City of Bristol will consult with employees and their representatives on health and safety matters, and seek their support in striving for a healthy and safe working environment. The City of Bristol recognizes the importance of risk assessment as a technique for managing health and safety. We are committed to taking all necessary steps to restrict, so far as reasonably practicable, the extent to which City of Bristol employees and other persons are exposed to hazardous conditions. The City of Bristol will fully comply with the Occupational Safety and Health Act and all safety and health standards that apply to our operations.

Employee Responsibilities:

Each employee is required to take reasonable care of his/her own health and safety at work, and the health and safety of his/her co-workers, and to cooperate in carrying out any duty or requirement related to health and safety matters imposed by the City of Bristol. This obligation similarly applies to visitors present at the City of Bristol's offices and locations for whatever reasons. Self-employed persons and contractors and their employees engaged to perform work on City of Bristol premises are required to comply with state and local safety rules, and to follow standards of safety practices comparable to and compatible with those that generally apply to the City of Bristol. This is in addition to those contained in any specific regulations, codes of practice or guidance applicable to their field of work. Moreover, employees at all levels must report any safety hazards or potential violations to their immediate supervisors.

Management Responsibilities:

The Mayor and department heads bear responsibility for ensuring the health and safety of the people and work areas under their control. Supervisors at all levels must diligently undertake all procedures and initiatives designed to implement the Safety and Health Policy.

Implementation of Safety and Health Policy:

To fulfill the goals of the policy, the City of Bristol has established Safety and Health Committees. The object of these Committees is to promote cooperation between management and employees in investigating, developing, and executing measures to ensure employees' health and safety at work. The City of Bristol will comply with the Connecticut Regulations, Section 31-40v-1 through 31-40v-11, establishing such Committees. To implement the policy, the City of Bristol will ensure the adequate supervision of staff, seasonal, and visiting workers. The City of Bristol will provide them with the necessary

information, instruction, training and protective equipment to carry out their work. New employees will receive training in general safety procedures including those related to fire, first aid and occupational illness and injury as appropriate. Responsibility for specific training relating to a particular job rests with line management and training officers where assigned. Department heads also will designate persons competent and trained to carry out and record workplace risk assessment.

Monitoring of Safety and Health Policy:

The Safety and Health Committees will review the implementation of health and safety initiatives and make recommendations to management accordingly. Responsibility for taking appropriate actions on recommendations arising from the safety inspection rests with the department head in consultation with the Human Resources Department or other appropriate administrative authority.

Review of Safety and Health Policy:

The City of Bristol will make every reasonable effort to maintain a safe and healthy workplace, provide safe equipment and proper materials, and establish and maintain safe methods and practices at all times. To accomplish this goal requires the cooperation and support of each City employee.

24. SOLICITATIONS AND COLLECTIONS

To protect employees against annoyances and avoid disruption of work the City of Bristol maintains a prohibition against solicitations/collections for any purpose during working time unless prior approval is obtained. Only the Mayor or his/her designee may grant approval.

25. TELEPHONE POLICY

The telephone system of the City of Bristol shall be used for business purposes only. For the purpose of this policy, the City of Bristol telephone system includes all City of Bristol-owned stationary phones, City of Bristol-issued cellular phones and personal communication devices and related equipment and services such as voicemail.

The telephone system is the property of the City of Bristol. As such, the City of Bristol may restrict the use of its telephone system. The City of Bristol also reserves the right to monitor all phone calls and voicemails received or sent through, or stored in, its telephone system in accordance with state and federal law.

Cellular phones may be issued by the City of Bristol to individual employees to support the effective performance of their jobs, subject to approval by the Mayor or his/her designee. Cellular phones issued by the City of Bristol are reserved for official City of

Bristol business except in the case of a personal emergency. Any employee who is issued a City of Bristol cellular phone is responsible for safeguarding the equipment and controlling its use.

Personal Telephone Calls:

Although the City of Bristol recognizes that incidental use of the City of Bristol telephone system (with the exception of City of Bristol-issued cellular phones) for personal calls may be necessary from time to time, employees are expected to keep such calls to a minimum, both in frequency and duration. Incidental personal telephone calls should be made during breaks, at lunch, or on personal time. Personal telephone calls during working hours should be confined to those that are absolutely necessary and should be brief. Personal toll calls are prohibited. To the extent that an employee must make personal toll calls, such calls should be charged to a personal telephone credit card.

Personal Cellular Phones:

Employees are permitted to carry personal cellular phones during working hours subject to certain restrictions. Cellular phones containing a camera or having other photographic or video recording capabilities are prohibited in private areas, such as locker rooms and restrooms.

Use of your personal cellular phone should be restricted to non-working hours. If it is absolutely necessary to use your personal cellular phone for a personal call during working hours, it should be brief and must not interfere with the performance of your job duties.

Cellular Phone Safety Requirements:

In accordance with the City of Bristol's commitment to maintaining a safe and healthy working environment, the use of cellular phones in any manner that may distract you from the safe performance of your job duties is prohibited. For example, employees may not use any City of Bristol-issued or personal cellular phone (except hands-free phones) while operating a moving vehicle in the course of performing City of Bristol business. Use of City of Bristol-issued cellular phones (except hands-free phones) is prohibited any time an employee is operating a moving vehicle, regardless of whether he/she is performing City of Bristol business.

Violations of This Policy:

The City of Bristol reserves the right to determine when personal telephone calls during working hours become excessive or otherwise interfere with the performance of job responsibilities. Violation of this policy may result in discipline, up to and including discharge, and/or revocation of the privileges described in this policy. If you have any questions about this policy, please contact the Human Resources Department.

Amended per City Council 07-11-17

26. USE OF CITY VEHICLES

The City reserves the right to review the continuing need for all vehicle assignments. Employees having use of City of Bristol vehicles shall use them for City of Bristol business only. The Mayor must provide written authorization for employees to be permitted on-going take home use of a city vehicle for commuting between home and work. The City of Bristol, in its discretion, may require that such employees turn in City of Bristol vehicles while on leave for any reason. Other than commuting, no other personal use of take-home city vehicles is permissible. Unauthorized personnel are not permitted in City of Bristol vehicles. Employees using a City of Bristol vehicle are required to have a copy of their valid CT driver's license on file with the Claims Office. Any employee who has use of a city vehicle and whose license has been suspended must notify his/her department head and the Director of Human Resources immediately. Employees are expected to operate City of Bristol vehicles in a safe manner. In accordance with Connecticut law, anyone operating or riding in City of Bristol vehicles must wear seat belts at all times. Vehicles shall be kept free of litter. If a City of Bristol vehicle is damaged, the employee assigned to such vehicle must report the damage immediately to his/her supervisor.

27. WORK RULES

In an effort to ensure the most efficient and harmonious operation of all City of Bristol departments, it is necessary to formulate rules to guide employees. Therefore, the following are examples of breaches of good conduct and acceptable job performance that can subject an employee to disciplinary action, up to and including discharge. This list is not exclusive and shall not limit the City of Bristol's right to discipline or take remedial action for conduct that it deems unacceptable, regardless of whether it is listed below.

1. Deliberate or careless damage to City of Bristol property, property of other employees or visitors, or property of recipients of City of Bristol services.
2. Theft, concealment, misappropriation, or unauthorized use of City of Bristol property, property of other employees or visitors, or property of recipients of City of Bristol services.
3. Possession of firearms, knives, weapons or other dangerous or hazardous devices in a City of Bristol workplace, facility, premises or vehicle or while engaged in any work-related activity, whether on or off City of Bristol premises.
4. Improper or unsafe operation, handling or use of City of Bristol vehicles, equipment, facilities or other property.
5. Gambling or conducting gambling activities in a City of Bristol workplace, facility, premises or vehicle or while engaged in any work-related activity, whether on or off City of Bristol premises.

6. Possession or use of alcoholic beverages or illegal drugs, or being under the influence of either in a City of Bristol workplace, facility, premises or vehicle or while engaged in any work-related activity, whether on or off City of Bristol premises.
7. Unauthorized selling, soliciting or canvassing during working hours.
8. Immoral or indecent conduct.
9. Insubordination or overt disrespect for a supervisor.
10. Neglect of duty.
11. Falsification of any work time, recording the time of another employee, or allowing another employee to record your time.
12. Falsification of employment records, employment information or other City of Bristol records.
13. Threatening, intimidating, harassing or coercing other employees, visitors or recipients of City of Bristol services.
14. Fighting, provoking a fight or any violation of the City of Bristol's Workplace Violence Policy.
15. Absence from work area without permission or good reason.
16. Unauthorized leave from work without permission.
17. Irregular attendance or excessive tardiness.
18. Failure to report an on-the-job injury to the supervisor on the day of occurrence.
19. Failure to observe safety rules or engaging in any act that the employee knows or should know poses a safety threat.
20. Engaging in horseplay, practical jokes or creating a disruption of any kind in a City of Bristol workplace, facility, premises or vehicle or while engaged in any work-related activity, whether on or off City of Bristol premises.
21. Engaging in criminal conduct that indicates that an employee is unfit for his/her position or poses a threat to the safety or well-being of City of Bristol employees or property, visitors, or recipients of City of Bristol services.
22. Unlawful harassment, including but not limited to, sexual harassment.

23. Working overtime without authorization, including unauthorized work at home. The ability to access the City's network remotely is not intended to give employees authority to work overtime.
24. Failure to observe working schedules, including breaks and meal periods.
25. Violation of ethics rules.
26. Violation of any City of Bristol or department policy, rule or regulation.

Amended per City Council 07-10-12

28. WORKPLACE HARASSMENT, INCLUDING SEXUAL HARASSMENT

It is the goal of the City of Bristol to provide a work environment free from all forms of workplace harassment, including sexual harassment, by employees, visitors, contractors, or others. Accordingly, the City of Bristol has enacted this policy in an effort to eradicate workplace harassment based on race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability, veteran status, genetic make-up, or any other characteristic protected by law.

Harassment occurring in the workplace or in any other settings in which employees find themselves in connection with their employment will not be tolerated. Any retaliation against an individual who complains about harassment or who participates in the investigation of a harassment complaint also will not be tolerated. Violations of this policy may result in disciplinary action, up to and including discharge.

This policy is designed to promote the City of Bristol's goal of eliminating workplace harassment. However, it is neither intended nor should it be construed as limiting the City of Bristol's authority to discipline or take remedial action for workplace conduct that it deems unacceptable, regardless of whether that conduct satisfies the legal definitions of unlawful harassment.

Per Charter Amendment – Effective December 6, 2018

Elected and appointed officials and employees of the City of Bristol are prohibited from engaging in unlawful workplace harassment against any other elected or appointed officials or employees of the City of Bristol.

The City Council is authorized to establish by ordinance procedures for the investigation and enforcement of the provisions of this section, and for the investigation and enforcement of Special Acts and General Statutes of the State of Connecticut that protect against unlawful harassment in the workplace, as the same may be created or amended from time to time by the General Assembly of the State of Connecticut.

To the extent permitted by law, the City Council is authorized to adopt ordinances that shall provide penalties for elected or appointed officials, and for employees of the City of Bristol who, after due process, are found to have engaged in unlawful harassment in the workplace.

Definitions:

Workplace Harassment: For the purposes of this policy, “workplace harassment” means any unwelcome conduct that has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment, and that is based on an individual’s legally protected status, such as race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability, veteran status and/or genetic make-up. Harassment based on these characteristics is prohibited by law.

Sexual Harassment: Sexual harassment is illegal. It is prohibited by Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e *et seq.*) and the Connecticut Fair Employment Practices Act (Connecticut General Statutes § 46a-60(a)(8)). Sexual harassment is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where:

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

Under this definition, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits or continued employment constitute sexual harassment.

In addition, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating or humiliating to male or female workers also may constitute sexual harassment. Although not an exclusive list, the following are some examples of the types of conduct that, if unwelcome, may constitute sexual harassment. Such conduct is prohibited whether it occurs face to face or through an electronic transmission in any form, including email or voicemail:

1. Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats, gossip regarding an individual’s sex life, comments about an individual’s sexual activities, prowess or deficiencies, comments about an individual’s body;
2. Non-Verbal: Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures;

3. Physical: Unwanted physical contact or sexual advances, including touching, pinching, brushing the body, coerced sexual intercourse or sexual assault.

Sexual harassment may be overt or subtle. Some behavior that is appropriate in a social setting may not be appropriate in the workplace. But whatever form it takes, verbal, non-verbal or physical, sexual harassment is illegal and will not be tolerated.

Training:

To further the objectives outlined in this policy, supervisors will receive periodic sexual harassment awareness and prevention training.

Complaint Procedure:

Any employee who feels that he/she (or his/her co-workers) has been illegally harassed or discriminated against by supervisors, co-workers or others doing business with or for the City of Bristol must immediately file a complaint with the Director of Human Resources. The Human Resources Department is located on the second floor of City Hall and can be reached at 584-6175. Complaints may be either written or verbal and should include details of the incident(s), names of individuals involved, and the names of any witnesses.

All reported incidents of workplace harassment, including sexual harassment, will be promptly, thoroughly and objectively investigated by the Director of Human Resources or his/her designee. The investigation will ordinarily involve interviews with the complainant, the alleged wrongdoer(s) and witnesses. Information obtained during the investigation will be kept confidential to the greatest degree possible under the circumstances.

Enforcement and Penalties:

If the City determines that workplace harassment has occurred, the City will take action designed to stop the offending conduct and to prevent any future occurrences that is commensurate with the circumstances. Such action may include taking disciplinary action against the offender, up to and including discharge. If an investigation reveals that an employee knowingly made a false accusation of harassment, that employee may be subjected to disciplinary action, up to and including discharge.

Protection Against Retaliation:

Coercion, intimidation, interference, retaliation or discrimination against a person who has complained about workplace harassment, including sexual harassment, or who participates in the investigation of a harassment complaint is also unlawful and will not be tolerated. Any employee who feels that he/she (or his/her co-workers) has been subjected to retaliation must file a complaint with the Director of Human Resources. Anyone found to have retaliated against an individual for complaining about workplace harassment or

participating in a harassment investigation may be subjected to disciplinary action, up to and including discharge.

29. WORKPLACE VIOLENCE POLICY

The City of Bristol considers the safety and security of its employees, visitors and anyone else in the workplace to be of paramount importance. Therefore, the City of Bristol has adopted and maintains the following Workplace Violence Policy.

The City of Bristol does not tolerate workplace violence. Acts or threats of physical violence, including intimidation, harassment, and/or coercion, that involve or affect City of Bristol employees or that occur on City of Bristol premises or while conducting City of Bristol business off City of Bristol property will not be tolerated. This policy applies to all persons involved in City of Bristol operations, including but not limited to, employees, temporary or contract workers, and anyone else on City of Bristol property or conducting City of Bristol business off City of Bristol property. Violations of this policy by any individual may lead to his/her immediate removal from the premises, as well as disciplinary and/or legal action, as appropriate.

This policy is intended to provide a safe workplace for City of Bristol employees; it is not intended to create any obligations beyond those required by existing law.

Definitions:

Specific examples of conduct that may constitute workplace violence under this policy include, but are not limited to, the following:

1. Threats or acts of physical violence, such as beating, striking, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, or threats or talk of violence, directed toward another person, his/her family, friends, associates or property;
2. The intentional destruction or threat of destruction of City of Bristol property or another person's property;
3. Harassing or threatening phone calls, letters or e-mails;
4. Surveillance or stalking; and
5. Veiled threats of physical harm or similar intimidation.

Weapons:

The possession of weapons or other dangerous materials, including but not limited to firearms, knives or explosives, anywhere on City of Bristol property or while conducting City of Bristol business is strictly prohibited. Violation of this policy will result in discipline, up to and including discharge and/or appropriate legal action. This prohibition does not

apply to law enforcement officials duly authorized to carry such weapons. Firefighting personnel may carry work knives specifically to be used in firefighting operations and only as authorized by the Department.

Reporting Workplace Violence:

It is every employee's responsibility to help prevent workplace violence by reporting violent, threatening, harassing, intimidating or other disruptive behavior. If you observe or experience such behavior by anyone, whether he/she is a City of Bristol employee or not, report it immediately to a supervisor and/or your department head. If a supervisor or your department head is not immediately available, they should be contacted at the earliest possible opportunity under the circumstances.

A supervisor or department head who receives a report of workplace violence will notify the Human Resources Department immediately. All reports will be promptly and thoroughly investigated and information will be kept confidential to the degree circumstances permit. Employees concerned about confidentiality should discuss their concerns with a supervisor or their department head.

The City of Bristol recognizes that more immediate action by supervisory personnel, such as removing an individual from the premises pending an investigation, may be necessary to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing. No City of Bristol policy or procedure should be interpreted as restricting the City of Bristol's authority to take such immediate preventative actions.

Please note that any department head, supervisor or employee who believes that he/she or anyone else is in imminent danger of physical harm from workplace violence should immediately contact the Bristol Police Department by dialing 911.

Retaliation:

This policy also prohibits retaliation against any individual who, in good faith, reports what they believe to be workplace violence, or who cooperates in any investigation. Any individual who believes that he/she has been the victim of retaliation for reporting workplace violence or cooperating in an investigation must immediately contact their supervisor or department head.

Penalties:

Any individual found to have violated this policy may be removed from City of Bristol property, subjected to discipline, up to and including discharge and/or legal action, as appropriate. In addition, intentionally filing a false report of workplace violence is serious misconduct and will be treated accordingly.

Employee Assistance Program:

The City of Bristol maintains an Employee Assistance Program for its employees and their family members who are eligible for or participating in a City Health care plan. This confidential program is designed to ensure that our employees receive help when needed so that they may continue to be productive employees. However, use of this program will not lessen disciplinary action for violation of City of Bristol policies or work rules.

Amended per City Council 02-09-10

30. FAMILY AND MEDICAL LEAVE

Family and Medical Leave provides eligible City of Bristol employees up to 12 weeks of leave in a 12-month period for specified family and medical reasons. To be eligible, an employee must have worked for the City of Bristol for a total of 12 months and must have worked at least 1,250 hours during the previous 12 months. The City of Bristol measures forward from the first day of FMLA leave to establish the 12-month period. Family and Medical Leave may be used for the following reasons:

1. For the birth and care of a newborn child of the employee.
2. For the placement of a son or daughter with the employee for adoption or foster care.
3. To care for an employee's immediate family member (spouse, civil union partner, child, or parent) with a serious health condition.
4. For a serious health condition that makes the employee unable to work.
5. For a qualifying exigency arising out of the fact that the employee's spouse, civil union partner, son, daughter, or parent is on covered active duty or called to covered active duty status in support of a contingency operation as a member of the reserve components, or a retired member of the Regular Armed Forces or Reserve, or a Regular Armed Forces member who is in active duty in a foreign country or who is called to such duty.
6. To care for a covered servicemember with a serious injury or illness if the employee is the spouse, civil union partner, son, daughter, parent, or next of kin of the servicemember.

The entitlement to leave for the birth or placement of a child for adoption or foster care must conclude within twelve (12) months from the date of the birth or the placement. Where two spouses (including civil union partners) work for the City of Bristol, they will be allowed a combined total of twelve (12) weeks to take a family leave to care for a son, daughter, spouse, civil union partner, or parent; or, 26 weeks if leave includes that taken to care for a covered service member.

A qualifying exigency under item 5 is defined to include 1) short notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation (a maximum 15 days of leave is allowed) ; 7) post-deployment activities; 8) to care for the parent of a servicemember who is incapable of self-care when the care is necessitated by the servicemember's covered active duty; and 9) additional activities not encompassed in the other categories, but agreed to by the City and employee.

A covered servicemember under item 6 is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or, (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five year period preceding the first date the eligible employee takes FMLA leave to care for the covered veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. An eligible employee under item 6 shall be entitled to a one-time total entitlement of 26 workweeks of leave during a single 12-month period which begins on the first day of FMLA leave to care for a covered service member. During such 12-month period, an eligible employee shall be entitled to a combined total of 26 workweeks of leave under items 1 – 6. Nothing in this paragraph shall be construed to limit the availability of leave under items 1 – 5 during any other 12-month period.

In some circumstances, leave may be taken intermittently rather than in a block. For example, leave under items 1 and 2 above may be taken intermittently, but only if both the City of Bristol and the employee agree. Leave taken under items 3, 4, or 6 may be intermittent only if medically necessary. Leave taken under item 5 may be taken intermittently subject to notice and certification requirements of this policy. Employees taking intermittent leave may be transferred to another job with equivalent pay and benefits that better accommodates that type of leave.

In any case where the necessity for leave is foreseeable, the employee shall provide the City of Bristol with not less than thirty (30) days notice, before the date that the leave commences, of his/her intention to take leave under the FMLA. Where the leave is requested to begin in less than thirty (30) days, the employee will inform the employer as soon as possible. Notice for leave under item 5 shall be provided to the City as is reasonable and practicable. If a planned medical treatment or operation under items 3, 4, or 6 necessitates a leave, the employee will make a reasonable effort to schedule the treatment so that it is not unduly disruptive to City of Bristol operations. Such scheduling is subject to the approval of the appropriate health care provider.

The City of Bristol may require a completed *Certification of Health Care Provider* form for any employee taking leave for their own serious health condition or for a seriously ill child, spouse, civil union partner or parent. This form must be completed within 15 days after the employee has given notice of his/her intent for FMLA leave and must include the date the serious health condition arose, the probable duration of the condition, and appropriate medical facts within the knowledge of the health care provider regarding the

condition, including specifying the treatment prescribed. The City of Bristol reserves the right to obtain a second medical opinion at its own expense. The same information will be required if the employee is requesting intermittent leave or leave on a reduced leave schedule. While on medical leave, an employee may be required to submit monthly status statements.

The City of Bristol will require a completed *Certification for Serious Injury or Illness of Covered Servicemember* form for any employee taking leave to care for a servicemember. This form must be completed within 15 days after the employee has given notice of his/her intent for FMLA leave.

The City of Bristol will require a completed *Certification of Qualifying Exigency* form for any employee taking leave because a family member is on active duty or called to active duty status. This form must be completed within 15 days after the employee has given notice of his/her intent for FMLA leave and must include written documentation confirming a covered military member's active duty or call to active duty status in support of a contingency operation.

For leave purposes, the definition of a "serious health condition" includes any illness, injury, impairment, or physical or mental condition that involves:

- J Inpatient (i.e. an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; or
- J Continuing treatment by a health care provider, which includes:
 - 1) A period of incapacity lasting more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also includes:
 - J Treatment two or more times by or under the supervision of a health care provider (i.e., in-person visits, the first within 7 days and both within 30 days of the first day of incapacity); or
 - J One treatment by a health care provider (i.e., an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment (e.g., prescription medication, physical therapy); or
 - 2) Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; or
 - 3) Any period of incapacity or treatment for a chronic serious condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; or

- 4) A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; or
- 5) Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated.
- 6) Under item 6, a serious injury or illness includes an injury or illness that existed before the beginning of the servicemember's active duty and was aggravated by service in the line of duty while in the Armed Forces. For veterans, the definition includes a pre-existing serious injury or illness incurred or aggravated while on active duty and that manifested before or after the servicemember became a veteran, and is subject to § 825.127.

Employees on a qualified Family and Medical Leave will be required to use appropriate accrued paid leave in accordance with City of Bristol policy. Family and Medical Leave will run concurrently with any other leave that the employee is using (*e.g.*, sick leave, vacation, workers' compensation, short-term disability leave, unpaid leave, etc.)

Any employee will have his/her group health plan coverage maintained while on an approved Family & Medical leave to the same extent and under the same circumstances as it is ordinarily furnished to that employee. Employees on unpaid Family & Medical leave are required to pay their share of medical and dental insurance to the City of Bristol at the same time that such payment would have been made by payroll deduction. Employees will have a minimum 30-day grace period in which to make such payments. If payment is not made timely, an employee's group health and dental insurance may be cancelled with at least 15 days written notice to the employee. The City may opt to pay an employee's share of payments during FMLA leave, and recover these payments upon such employee's return to work.

An employee must reimburse the City of Bristol for the full cost of insurance premiums paid by the City while the employee was out on unpaid leave if such employee fails to return to work for reasons other than a serious health condition, circumstances beyond the employee's control, or caring for a covered service member.

Qualified Family and Medical Leave shall have no effect on an employee's length of service or any other benefit based on length of service.

Please contact the Human Resources Department if you have any questions about Family and Medical Leave.

06-11-13

Amended per City Council 02-09-10;

31. MATERNITY LEAVE

An employee, who is disabled as a result of pregnancy or childbirth, or complications related to pregnancy or childbirth, may request a medical leave of absence. All such requests will be treated as a request for a Family and Medical Leave. All leaves of absence for a

disability in connection with pregnancy or childbirth shall be treated like any other medical leave of absence.

Employees who anticipate taking a Family and Medical Leave in connection with pregnancy or childbirth, should make a request for such leave one (1) month prior to the beginning of that leave, when it is reasonable to do so.

32. MILITARY LEAVE

Employees called to active duty and employees who participate in military training have certain rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA,) as well as state statutes (Conn. Gen. Stat. §§ 7-461 & 462).

Employees called to active duty and employees who participate in military training shall be granted a leave of absence to enable these employees to meet their service obligations as required by law. Employees called to active duty may be paid for all accrued but unused vacation time. Employees called to active duty, except employees whose employment is for a brief, non-recurrent period, also are entitled to be reinstated to their position and shall receive seniority rights and service credit for their military service, provided they receive an honorable discharge or release from the service, notify the City of Bristol of their intent to return to work, and return to work within the timeframes as determined by law.

Full-time employees who participate in military training are entitled to receive the difference between their regular wage or salary and their military pay for up to thirty (30) days of military training per year.

To receive such a pay differential employees shall submit appropriate documentation to the Department Head.

Amended per City Council 02-09-10

33. EMPLOYEE ASSISTANCE PROGRAM

The City of Bristol recognizes that employees may sometimes be faced with personal difficulties that can lead to deterioration in their job performance. The City of Bristol also recognizes that early intervention is more likely to minimize any negative impact personal issues may have on job performance and on employees' well-being. Therefore, the City of Bristol maintains a confidential Employee Assistance Program (EAP) under which professional counselors are available to provide employees with assessments and referrals. The EAP is designed to address a wide variety of personal issues, including but not limited to: substance abuse; marriage, family and interpersonal relationship issues; emotional or psychological issues and other personal or family difficulties. It is a benefit with a pre-determined number of sessions at no cost to the employee. Any employee who believes that he/she may benefit from utilizing this program should contact the EAP Provider directly. Additional information about the program is available in the Human Resources Department.

34. PARKING

The City of Bristol may supply parking on its properties when feasible. Designated parking spaces may be assigned, in accordance with the Mayor's discretion, to department heads, assistant department heads and any other personnel.

35. RETIREMENT PLANS

Employees should consult their collective bargaining agreement, Plan Documents and Charters/Ordinance for information on the retirement benefits applicable to them. Employee contribution and other details are described in the applicable documents, which are available from the Human Resources Department.

36. WORKERS' COMPENSATION

The City of Bristol provides all benefits required by the Connecticut Workers' Compensation Act to employees who suffer compensable work-related injuries or illnesses. In addition, for full time employees, the City will pay the monetary difference between the injured employee's weekly straight time salary and benefits paid under the Workers' Compensation Act, up to a maximum of fifty-two (52) weeks (after deducting social security and withholding taxes) or as required by an applicable collective bargaining agreement.

Employees should immediately report any work-related accident or injury to their supervisor on the same day of the incident causing injury. Failure to report a work-related injury on the day it occurs is a violation of City of Bristol policy. The City of Bristol maintains a Medical Care Plan (the "Plan") for providing prompt medical treatment to employees who suffer compensable work-related injuries or illnesses through a network of Plan physicians, treatment centers and hospitals. Current directories listing Plan medical treatment providers are available at the City of Bristol Claims Office, the Human Resources Department and in each individual City of Bristol department. Employees who seek medical treatment for compensable injuries outside of the Plan network without prior authorization may jeopardize any right to have the cost of such treatment paid for by the City of Bristol. Additionally, the City of Bristol has a Return-To-Work program to assist employees with work-related injuries or illnesses to return to work as soon as it is medically reasonable to do so.

For more information about this policy, the City of Bristol Medical Care Plan, the Return-To-Work program or workers' compensation generally, please contact the Risk Manager at 584-6154.

Amended per City Council 07-10-12

APPENDIX A – NON BARGAINING FULL-TIME EMPLOYEE SUPPLEMENT

This appendix does not apply to any bargaining unit member, any seasonal, temporary, or part-time employees. This appendix does not apply to the Registrars of Voters with the exception of the sections regarding Group Life Insurance and Medical and Dental insurance.

COMPENSATION

For full-time non-bargaining positions, the Director of Human Resources, will submit to the Mayor and Salary Committee a request to review proposed salaries of non-bargaining unit employees to be effective for each new fiscal year. Any monetary increases, if approved by the Salary Committee, shall be forwarded to the City Council for approval. Should an increase be implemented, it may be retroactive to July 1 of that fiscal year if necessary. Should additional compensation not be considered for certain positions, those positions will maintain the salary of the previous fiscal year.

Non-bargaining employees shall advance automatically through each step on the salary schedule effective with the first full pay period each January. Once an employee has reached top step, there are no additional step increases.

Non-bargaining employees who move to a higher salary level as a result of reclassification or promotion will be placed at an appropriate step that provides for at least a \$499 increase from their previous step.

HOURS OF WORK AND OVERTIME

The regular work week for full-time employees is no less than thirty-seven and one half (37 ½) hours per week and no more than forty (40) hours per week at the scheduled hours as needed for the efficient operation of the department in which the employee is working. The regular work day is not less than seven and one half (7 ½) hours and not more than eight (8) hours per day at the scheduled hours as needed for the efficient operation of the department in which the employee is working.

Actual work performed in excess of the regular work day or work week by non-exempt employees will be paid at time and one half (1½) their regular rate. Non-exempt employees may not work beyond their normal work day or work hours without the prior authorization of their supervisor. Exempt employees are not entitled to overtime pay for working in excess of their normal work day or work week.

A non-exempt employee who is required to attend a meeting or takes minutes to a meeting outside of the regular workday, when such meeting is not continuous with the workday, shall be compensated with a minimum of two hours of pay at one and one-half their hourly rate.

PROBATIONARY PERIOD

To the extent permitted by Charter, there shall be a maximum of a ninety (90) calendar days probationary period for all new employees, during which the responsible department head will make a decision as to the competency of said employee. The department head shall keep the Director of Human Resources informed concerning the employee's competency for the position before the conclusion of this probationary period. However, if the reason is deemed sufficient by the Director of Human Resources, a sixty (60) calendar day extension beyond the normal probationary period may be given by the Director of Human Resources. Employees who fail to meet the City of Bristol's expectations may be discharged at any time during the probationary period, including any extension thereof. Successful completion of the probationary period does not provide the employee with any right to continued employment with the City of Bristol.

DISCIPLINE & GRIEVANCE PROCEDURE

The following policy is intended to provide a disciplinary and grievance procedure to those employees who do not otherwise have access to one. Where another disciplinary, grievance or appeal procedure is specified by statute, Charter, contract etc., such other procedure will be the employee's exclusive remedy and must be used in lieu of this policy. Furthermore this procedure does not create a contract of employment or any right to remain employed absent "cause" for discharge. Absent some other basis for a right to continued employment, all employment is "at-will." This means that either the employee or the City of Bristol may terminate the employment relationship at any time, for any reason, with or without prior notice.

Discipline

It is the responsibility of all supervisors and/or department heads to discipline employees for breaches of good conduct, policy violations and/or performance expectations. In many cases involving unsatisfactory performance or misconduct by employees, discipline will be imposed progressively in the following manner:

1. An oral warning with written documentation will be issued for a minor infraction;
2. A written warning will be issued for another minor infraction or a more serious infraction;
3. A suspension without pay will be issued for an additional minor infraction or a more serious infraction. The amount of days suspended, up to a maximum of fifteen (15) days, will depend upon the nature of the infraction; and
4. Discharge will be the penalty for an additional infraction or one extremely serious infraction.

The City of Bristol reserves the right to evaluate each particular infraction in light of its own set of circumstances and will administer any level of discipline it considers

appropriate, in its sole discretion, including discharge. The City of Bristol also reserves the right to skip any level of discipline. For instance, competency issues may include only counseling prior to termination of employment. For example, in instances of serious misconduct the City of Bristol may consider it appropriate to discharge an employee without lesser disciplinary measures being taken first.

Pre-Disciplinary Notice/Meeting

Employees who have a legal right to continued employment with the City of Bristol will be afforded prior written notice and an opportunity to respond to the charges, as specified below, where unpaid suspension or discharge is the penalty being considered. All other employees remain “at-will” and may be suspended or removed without prior notice and an opportunity to be heard.

The prior written notice will identify the conduct at issue, the specific charge(s) against the employee, a brief explanation of the City of Bristol’s evidence and the date and time of the pre-disciplinary meeting. The pre-disciplinary meeting will be held no less than two (2) and no more than (5) working days from the date of the notice, absent unusual circumstances. At the meeting, the employee will be provided with a reasonable opportunity to provide an explanation for the charge(s). The employee will be provided with a written decision concerning discipline.

Grievance Procedure

Employees should refer to the Code of Ordinances for applicable grievance procedures related to discipline.

WORKING TEST PERIOD

Any employee assigned to a new position will be given a maximum of ninety (90) calendar days to qualify in the position. Before the expiration of the working test period, the department head shall keep the Director of Human Resources informed regarding the employee’s competency for the new position. Employees who fail to meet the City of Bristol’s expectations may be returned to their former position at any time during the working test period.

BEREAVEMENT LEAVE

The City of Bristol will grant up to a maximum of three (3) regular working days with pay in the event of death in the immediate family. The funeral leave days granted shall only be from the date of death through the date of the funeral and the City of Bristol may request proof of attendance. The immediate family shall include parent, civil union partner, sister, daughter, brother, husband, wife, son, mother-in-law, father-in-law, step-parent, step-child or any relative who is an actual member of the household. In the event of a death of a grandparent, grandchild, brother-in-law, sister-in-law, an aunt, uncle, niece, or nephew of the

employee or employee's spouse, one (1) day will be allowed provided the employee attends the funeral.

The department head can allow up to an additional two (2) days leave over the days allowed above should he/she deem the reason(s) unusual and worthy and provided that it does not disrupt the efficient operation of the department.

GROUP LIFE INSURANCE

Non-bargaining full-time employees are provided with a Group Term Life Insurance Policy pursuant to this policy. The amount of the basic group life insurance is \$50,000. For additional details, please refer to the Summary Plan Description, which can be obtained from the Human Resources Department.

Rev. 06-09-09

HOLIDAYS

The recognized paid holidays for qualifying employees are as follows:

New Year's Day	July Fourth	Thanksgiving Day
Martin Luther King Day	Labor Day	Day after Thanksgiving Day
President's Day	Columbus Day	½ Day Before Christmas Day
Good Friday	Veteran's Day	Christmas Day
Memorial Day		½ Day Before New Year's Day

If any of the above holidays occur during paid sick leave, the employee will receive his/her regular day's pay for the holiday without the day being charged against the employee's sick leave.

Whenever any of the above holidays occur on a Saturday, that holiday will be observed the previous Friday. When any of the above holidays occur on a Sunday, that holiday will be observed on the following Monday, unless otherwise established in a given department.

To qualify for holiday payment, a nonexempt employee must have worked the full previous working day and the full first working day following the holiday. Paid sick leave time, vacation, perfect attendance, or granted personal leave time will be credited as a day worked.

Amended per City Council 04-12-11

JURY DUTY

The City will pay the difference between a full time employee's regular straight time pay and payment received for service on any state or federal jury. Employees must provide appropriate documentation before being paid for time spent on jury duty.

LEAVES OF ABSENCE

A department head may grant paid personal leave not exceeding three (3) days per fiscal year (July 1 through June 30). Any granted personal leave time not used by June 30 of each fiscal year is forfeited. Such paid leave may be granted provided it does not interfere with the efficient operation of the department.

The Mayor, upon the recommendation of a department head, may grant an unpaid personal leave of absence not exceeding one (1) year for good cause and provided the requested leave will not conflict with the best interests of the City of Bristol. Requests must be made to the employee's department head in writing and must include the starting and ending dates and an explanation of the reasons for the proposed unpaid leave of absence. If the department head approves the requested unpaid leave of absence, he/she will sign the request and forward it to the Mayor for final approval. If the Mayor also approves the requested unpaid leave, he/she will sign the request and return it to the department head. The request will then be forwarded to the Human Resources Department for processing. No employee may begin an unpaid leave of absence until he/she is notified by the department head that all of the necessary approvals have been obtained and the leave has been granted.

While an employee is absent on an unpaid leave of absence, benefits do not continue to accrue unless otherwise specified. An employee who wishes to retain group insurance coverage after thirty (30) days of leave must do so at his/her own expense (except in the case of approved Family and Medical Leave).

Upon the employee's return from the leave of absence, the department head will notify the Human Resources Department giving all necessary information to effectuate the employee's return to work. Any employee who fails to return to service at the expiration of his/her leave will be considered to have abandoned his/her employment with the City of Bristol as of the termination date of such leave.

Amended per City Council 07-10-12

MEDICAL AND DENTAL INSURANCE

Non-bargaining full-time employees are eligible to elect medical (including prescription drug) and dental insurance coverage for themselves and their dependents in the City of Bristol's group plans pursuant to this policy. Employees who elect coverage are required to pay a portion of the monthly premium through payroll deduction. For more details about plan design, coverage, and other information, employees may consult the Summary Plan Descriptions, which are available from the Human Resources Department.

For non-bargaining full-time employees hired prior to April 12, 2011 who retire with the combination of age and years of service which entitles them to full retirement benefits, the City of Bristol currently pays the full cost of health insurance coverage (excluding dental) for the retiree and spouse for the first ten (10) years after the date of retirement. Effective for all new employees hired on or after April 12, 2011 who retire with the combination of age and years of service which entitles them to full retirement benefits, the City of Bristol

currently pays for the full cost of health insurance coverage (excluding dental) for the retiree and spouse for the first five (5) years after the date of retirement. All retirees (and spouses, if applicable) who are age sixty-five or older must enroll in Medicare Part A and B when eligible. The City will designate Medicare as the primary insurer. The retiree benefits policy is subject to change at any time; therefore non-bargaining full-time employees should contact the Human Resources Department for updated information concerning the City of Bristol's current policy regarding retiree health benefits.

Amended per City Council 04-12-11; 07-11-17

PERFECT ATTENDANCE DAYS

Non-bargaining full-time employees working on a scheduled year-round basis are eligible to receive earned vacation days off in accordance with this policy. Employees receive one (1) day earned vacation for each calendar quarter of perfect attendance. Any employee who has four (4) consecutive quarters of perfect attendance will receive two (2) additional days of earned vacation.

Calendar quarters for purposes of this policy begin January 1, April 1, July 1, and October 1 of each year. Each perfect attendance day must be used within one (1) year from the date it is earned or it is forfeited. The normal department work day hours of accumulated lost time in a given quarter shall constitute a break in continuity of perfect attendance, unless it is allowable time-off. Effective July 1, 2011, any accumulated lost time shall constitute a break in continuity of perfect attendance unless it is allowable time off. Allowable time-off for the purpose of this policy are vacation days, granted personal leave, perfect attendance days and days covered by workers' compensation.

Amended per City Council 04-12-11

SICK LEAVE

Sick leave is considered to be absence from duty with pay because of an employee's genuine non-work related illness or injury. The City shall ensure that eligible employees covered under the CT Paid Sick Leave Bill may use their vacation, GPL and perfect attendance time under the same conditions as provided for in the Act unless they have already exhausted 40 hours of time, during the calendar year that they are seeking to use such leave, utilizing regular sick leave. In any case, sick time shall be used for an employee's own illness or injury. Eligible employees, who have exhausted their applicable accrued time off as specified in this section, and require time off for any purpose under the Act, may request and shall be granted pro-rated vacation time which, together with other accrued time used for such purposes in the pertinent calendar year, may not exceed forty hours in such calendar year; such advanced vacation time shall be deducted from the next fiscal year's vacation accrual. For pro-rated paid leave of three or more consecutive days, the City may require reasonable documentation that leave is taken for a purpose permitted under the Act.

Eligibility for sick leave payments will be computed from the date an employee is appointed a full-time employee. Non-bargaining full-time employees, who are not seasonal or temporary, working on a scheduled year-round basis are eligible for sick leave pursuant to this policy and the accrual schedule listed as follows:

less than 6 months	= no sick leave
6 mths but less than 1 year	= 5 days
At 1 year	= 7 days
2 years but less than 5 yrs	= 12 days
5 years or more	= 18 days

For employees hired prior to April 12, 2011, sick days begin to accumulate at the anniversary date of the employee and continue until such time as two hundred (200) working days are achieved, which is the maximum number of days allowable.

The 200 working day maximum shall not apply to non-bargaining police department employees who have achieved the rank of captain or higher and were hired as police department employees prior to April 12, 2011. Such employees may accumulate sick days exceeding the two hundred (200) working days maximum; however, accumulated sick days in excess of two hundred (200) may not be included in calculating retirement benefits or in calculating unused sick leave payouts. Such employees shall also receive retroactive application of annual accrued sick days from January 1, 2018; and shall have a one-time opportunity to accrue maximum sick time upon retirement for those who are retirement eligible and do retire on or before June 30, 2019.

For employees hired on or after April 12, 2011, sick days begin to accumulate at the anniversary date of the employee and continue until such time as one hundred seventy-five (175) working days are achieved, which is the maximum number of days allowable. After the expiration of available sick leave days, employees may receive short-term disability benefits under the terms of the City of Bristol’s approved policy for up to thirteen (13) weeks. For more information about the short term disability plan, employees may consult the Summary Plan Description which is available in the Human Resources Department.

An original medical certificate approving the employee’s return to work shall be required for an absence consisting of more than three (3) consecutive working days at the employee’s expense. The City of Bristol may require a medical certificate for absences of three (3) consecutive days or less at its own expense. Should a physician’s certificate be required, the employee cannot return to work until the certificate is received by the responsible department head or supervisor. If an employee is approved to return to work without a physician’s certificate, he/she must return to work immediately if scheduled.

Department Heads are responsible for reviewing all medical documentation, taking appropriate action in consulting with the Human Resources Department and forwarding such information to the Human Resources Department for filing.

Employees must call in at or before their assigned starting time or they will not receive sick leave credit for that day, unless the reason for tardy notification is deemed

satisfactory by the department head. Employees also may be disciplined for failure to call-in as required by this policy. The City of Bristol retains the right to take appropriate measures to correct sick leave abuse, including discipline. In such cases, the department head and/or Director of Human Resources will provide evidence of sick leave abuse to the employee and inform the employee of the manner in which the abuse is to be handled.

Employees who are absent on sick leave for an extended period of time must provide a status statement every thirty days, from the employee’s doctor setting forth the approximate time the employee’s absence is expected to continue. Employees who are suffering from a serious health condition should be aware that they may be eligible for Family and Medical Leave and should contact the Human Resources Department.

Effective February 13, 2019, an employee may use up to two (2) weeks of his or her accrued sick time, as set forth above, throughout the budgeted year for medical care of family members. An employee may use this leave to take family members to medical appointments or emergency services. When taking such leave, an employee shall be required to notify his or her supervisor or in the case of department heads, the mayor of the leave on or before his or her assigned starting time, or in the case of an emergency, as soon as practicable. The City shall have the right to request proof that the employee used this time for said purpose through documentation from the service provider. Details of the medical care are not required.

Upon retirement or death of an employee, forty-five (45%) percent of all unused sick leave is currently paid to the employee or next of kin, whichever is applicable. This policy is subject to change with notice to employees.

Amended per City Council 04-12-11; 04-08-14; 03-10-15; 07-11-17, 11-13-18; 02-13-19

VACATION POLICY

Non-bargaining full-time employees (excluding seasonal or temporary employees) working on a scheduled year-round basis are eligible for vacation pursuant to this policy and the accrual schedule listed as follows:

3 to 6 months continuous employment as of June 30th of any year	= 1 week
6 months but less than 6 yrs as of June 30 th of any year	= 2 weeks
6 years but less than 11 yrs as of June 30th of any year	= 3 weeks
11 or more years as of June 30th of any year	= 4 weeks

Effective January 3, 2017, employees who have 0 to less than 3 months continuous employment as of June 30th of any year or 0 to 3 months immediately following the start of a new fiscal year, shall receive 1 week vacation the following January 1st.

The normal vacation period is July 1 through June 30 of each year. The appropriate department head is responsible for scheduling vacation time-off for each eligible employee. Where practicable, the department head will give consideration to the employee’s preference according to seniority.

Employees are encouraged to use their vacation time in the vacation period in which it is earned. However, employees may accumulate any vacation credits they have earned beyond one (1) week. An employee may not carry over more than six (6) weeks of vacation time into the next vacation year unless an exception, which must be requested by June 1st of the pertinent year, is granted by the Mayor. Such requests should be for unusual circumstances only; and, if approved by the Mayor, such excess carry-over must be used by October 1st of the calendar year in which it is requested or shall be forfeited. Employees with four (4) weeks' vacation can request to be paid for one (1) week of vacation in lieu of vacation time-off, provided his/her department head determines that the employee can be used at their employment. Consideration for department heads will be made by the Mayor.

Service with other City of Bristol departments will be counted in computing vacation eligibility, but employment must be continuous in all cases. An employee who retires or voluntarily resigns (with at least one (1) year of service) before his/her vacation period in any year shall be eligible for a vacation pay-out on a pro-rated basis provided that he/she has provided at least four (4) weeks advance written notice in the case of retirement or two (2) weeks advance written notice for a voluntary resignation. If an employee dies, payment for pro-rated vacation and unused vacation time shall be paid to an employee's estate at the employee's regular rate as death benefits. An employee who retires, resigns, is laid off or discharged shall be paid their balance of unused vacation time.

Amended per City Council 04-12-11; 07-10-12; 01-03-17; 07-11-17

TUITION REIMBURSEMENT PROGRAM

The City of Bristol encourages employees to further their training and education within their respective positions in the belief that the City and its employees are both well served by improvement of skill levels.

Participation in any program of study leading to an Associate and/or Bachelor degree is covered; however, reimbursement of graduate level study will only be approved for position or career-related programs. Although the City encourages employees to continue their education, the completion of a course of study resulting in a degree is not a guarantee of career advancement. The City will consider paying tuition for only one (1) Bachelor's and/or Master's degree per employee.

Under the Tuition Reimbursement Program, full-time employees who have successfully completed their probationary period may apply for reimbursement of tuition for eligible coursework that is successfully completed at an accredited college or university. "Eligible coursework" means coursework that, in the City of Bristol's sole discretion, is directly related to an employee's present position or a position to which he/she may be promoted. Such coursework is "successfully completed" if the employee has achieved a passing grade of "B" or better.

All expenses other than tuition, such as books, supplies, administrative fees and additional charges are not covered under this program and must be paid for by the employee. Grant money and scholarships are not reimbursable.

The application/approval procedure for tuition reimbursement under this program is as follows:

1. The employee obtains an *Application for Educational Reimbursement* from the Human Resources Department.
2. The employee completes the Application and forwards it to his/her department head for consideration.
3. If the department head approves the Application, he/she will forward it to the Director of Human Resources for consideration.
4. If the Director of Human Resources also approves the Application, he/she will forward it to the Mayor for consideration.
5. An official school transcript and an official itemized bill(s) for tuition cost must be submitted in order to be reimbursed for the course(s).

Approval from the Mayor, the department head and the Director of Human Resources must be secured at least thirty calendar (30) days prior to the start of the class to be considered for reimbursement. Requests for tuition reimbursement may be approved or denied in full or in part depending on the availability of funds and the number of employees making requests; course reimbursement shall not exceed state college rates.

Any employee who voluntarily separates employment within one year of receiving educational reimbursement shall repay such reimbursement to the City of Bristol.

Amended per City Council 02-09-10; 07-10-12; 04-08-14; 06-14-16; 10-09-18

EMPLOYEE ACKNOWLEDGEMENT OF THE PERSONNEL POLICIES AND PROCEDURES FOR THE CITY OF BRISTOL

My signature below acknowledges that I have received a copy of the Personnel Policies and Procedures for the City of Bristol, which includes an explanation of their purpose and scope, a harassment policy and a substance abuse policy, as well as other important policies and procedures. I also understand that this Personnel Policies and Procedures manual supersedes any previous Personnel Policies and Procedures Manual that may have been issued by the City. I also understand that these policies and procedures may be amended from time to time by the City and that such updates will be incorporated into these policies and procedures. Finally, I also understand that these policies and procedures do not create a contract of employment for a definite term or a contract with respect to any particular procedure or policy, such as progressive discipline. I agree that I am responsible for reading and following the Personnel Policies and Procedures. If I have any questions on the Personnel Policies and Procedures, I will contact my Supervisor or the Human Resources Department. I understand that the Policies and Procedures for The City of Bristol may only be amended in writing through action by the City Council.

By signing below, I acknowledge my receipt of the Personnel Policies and Procedures and my duty to read and comply with the Personnel Policies and Procedures.

Employee Signature

Employee's Name (Printed)

Date