



*TOWN OF GREENWICH  
EMPLOYEE HANDBOOK*



## WELCOME

Whether you have just joined our organization or have been with the Town for a while, we are confident that you will or have found our organization to be a dynamic and rewarding place in which to work. We consider the employees of the Town to be one of our most valuable resources and we look forward to a productive and successful association.

This handbook has been especially prepared for you to serve as a guide for the employer/employee relationship. The topics covered in this handbook apply to all employees of the Town and non-certified staff of the Board of Education. It is important to keep several things in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. It is not intended to replace or supercede collective bargaining agreements that may cover many of your terms and conditions of employment. Employees covered by a collective bargaining agreement will receive a copy of the appropriate agreement at employee orientation. You should read and become familiar with both the collective bargaining agreement and this employee handbook. If you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to the Department of Human Resources.

**Second, neither this handbook nor any other Town document confers any contractual right, either expressed or implied, to remain in the Town's employ or guarantee any fixed terms and conditions of your employment. Your employment is on a voluntary at-will basis and is not for a specific time, and may be terminated at any time by the Town or by you, subject to any applicable collective bargaining agreement or Greenwich Pay Plan provisions.**

Third, the procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform all employees of any changes as they occur, but cannot guarantee immediate advance notice of changes.

Finally, some of the subjects described here are covered in detail in official policy and/or procedure documents. The terms of written insurance policies and/or plan documents are controlling for health, life, retirement and deferred or reduced income benefits. You should refer to these documents for specific information, since this handbook is only designed as a brief guide and summary of policies and benefits. For more detailed information please refer to the personnel policy and procedures manual located in each department or contact the Department of Human Resources.

We are pleased to have you join our Town government and sincerely hope our association will be a beneficial one.

Director of Human Resources

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## **TOWN OF GREENWICH**

### **Mission Statement**

*The mission of Greenwich Town Government is to provide an effective network of public services in a responsible and efficient manner supporting the common good of our community.*

### **Town and Government Facts**

The Town of Greenwich, is often referred to as *the gateway to New England*, and is located in the southwest corner of Fairfield County adjacent to and west of the City of Stamford, Connecticut and east of Westchester County, New York. It is the nearest Connecticut Town to New York City (28 miles) and is located on the main line of the Metro North Railroad. The Merritt Parkway (Route 15) and the New England Turnpike (Interstate Route 95) brings all Southern New England within easy driving distance. Founded in 1640, the town covers 50.6 square miles and has a population of approximately 61,101. The official Web site for the town is [www.greenwichct.org](http://www.greenwichct.org).

The League of Women Voters describes the government of the Town of Greenwich as "a decentralized system of overlapping powers and responsibilities." Almost one half of the responsibility for running the Town is in the hands of independent boards and commissions. There are four elected boards: Board of Selectmen, Representative Town Meeting (RTM), Board of Estimate and Taxation, and the Board of Education. Only members of the Board of Selectmen are salaried; all other board and commission members, elected or appointed, serve without pay. It is a complex system of government incorporating elements of the original institutions established by our forefathers - a unique system that still serves the Town well.

The Selectmen's Office is the focal point for Greenwich town government. Along with its many responsibilities and duties, constituent contact is an extremely important function of the day-to-day business of the Office. Every effort is made to keep all lines of communications open between town government and the people it serves.

The Selectmen's Office also supports and assists a variety of community interests, activities and organizations through proclamations, statements, appearances as well as active participation. This continues a long-established tradition of pro-active involvement by the First Selectman and Selectmen in all aspects of town life.

The Board of Estimate & Taxation is responsible for administering the financial affairs of the Town, including the issuance of the annual Recommended Budget and setting the Town tax mill rate. The Board also acts on requests for additional appropriations, transfers, and allotments made during the fiscal year. The Town's Annual Report, Comprehensive Annual Financial Report and Component Unit Financial Report for the Retirement System also falls under the Board of Estimate & Taxation.

The RTM is the legislative body of the town, with its powers vested by the Town Charter. It has the authority to:

- ◆ Approve all expenditures by the town over established levels;
- ◆ Approve, reduce, and eliminate appropriations;
- ◆ Approve or reject nominations to town boards, commissions and committees as nominated by selectmen;
- ◆ Decide whether the town shall accept Federal or state funds for town projects;
- ◆ Create special committees to deal with particular subjects such as labor contracts, claims, and redistricting;
- ◆ Pass "sense of the meeting" resolutions urging that other branches of government initiate desired legislation, or expressing disapproval of actions that have been taken;
- ◆ Act as the final planning authority on municipal improvements;
- ◆ Initiate and pass ordinances.

More information on the Representative Town Meeting can be found at [www.greenwichct.org/rtm](http://www.greenwichct.org/rtm). The RTM site contains information about the RTM, a directory of its members, minutes of prior meetings, and other useful information.

### **Town Departments**

The Town of Greenwich is organized into the following departments:

Board of Education	Nathaniel Witherell Skilled Nursing Facility
Board of Selectmen	Parking Services
Commission on Aging	Parks and Recreation
Community Development	Perrot Library
Conservation Commission	Planning and Zoning
Finance Department	Police Department
Fire Department	Public Works
Fleet Department	Purchasing and Administrative Services
Greenwich Library	Registrar of Voters
Health Department	Social Services
Human Resources Department	Tax Assessor
Information Technology	Tax Collector
Inland Wetlands and Watercourses Agency	Town Clerk
Law Department	

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

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

The Human Resources Department has overall responsibility for this policy. Questions or concerns should be referred to the Human Resources Department.

## **AMERICANS WITH DISABILITIES POLICY STATEMENT**

The Town of Greenwich is committed to complying with all applicable provisions of the Americans With Disabilities Act ("ADA"). It is the Town's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the Town will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Town aware of his or her disability, provided that such accommodation does not constitute an undue hardship to the Town. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department.

## **ADMINISTRATIVE POLICIES AND PROCEDURES**

### **Collective Bargaining**

The Town of Greenwich is subject to the Municipal Employee Relations Act (MERA), which was enacted into law by the Connecticut General Assembly in 1965. MERA permits employees to organize for the purpose of bargaining collectively with the employer over terms and conditions of employment. The Town of Greenwich is organized for purposes of collective bargaining into the following bargaining units (unions):

- **Greenwich Municipal Employees Association (GMEA):** generally representing employees in clerical and administrative classifications;
- **Teamsters Local 456:** generally representing employees in blue collar and foreman classifications and certain nursing classifications at Nathaniel Witherell;

- **AFSCME Council 66 Local 1303-222:** generally representing employees in nursing classifications in Department of Health and School Health Nurses;
- **Laborer's International Union of North America Local 136, AFL-CIO (LIUNA):** generally representing employees in professional and supervisory classifications;
- **Silver Shield Association:** generally representing non-management police employees; and
- **International Association of Fire Fighters (I.A.F.F.) Local 1042, AFL-CIO:** generally representing non-management uniformed fire fighters.

Employees in managerial and confidential classifications are excluded from coverage under MERA and are classified as managerial/confidential (M/C) employees.

Certified employees of the Board of Education (school administrators, teachers and instructional aides) have separate bargaining units from those listed above.

Salary, benefits and other terms and conditions of employment are determined through collective bargaining between the Town and the representatives of each bargaining unit. At orientation each employee is given a copy of the collective bargaining agreement that is applicable for that employee's classification. The collective bargaining agreement generally contains provisions covering all terms and conditions of employment. Under MERA, the Town may only change terms and conditions of employment by negotiating such change(s) with the employee's union representative including changes that are sought by the employee.

Employees in positions that are included in a bargaining unit are required to either become a member of the employee organization representing the bargaining unit or in lieu of becoming a member, pay an agency shop fee to the employee organization. Dues or agency shop fees are deducted from the bi-weekly paycheck of employees and remitted to the appropriate employee representative by the Town.

Managerial/confidential employees and other employees who are not represented by an employee organization have their terms and conditions of employment set by Town policy and the Greenwich Pay Plan

### **Drug Free Workplace**

The Town of Greenwich recognizes that substance abuse poses a threat to the health and safety of all employees. The Town is committed to a drug-free workplace to maintain a safe, healthy and productive work environment. In support of this commitment, all permanent full-time employees are required to submit and pass a pre-employment drug test as a condition of employment. In recognition of substance dependency as a treatable health condition, the Town is equally committed to providing the opportunity for employees with substance-abuse problems to obtain professional help. Toward this end, the Town employs a substance-abuse professional, who is available without charge to

assist employees and their families who may have dependency problems. The Town maintains a policy to comply with the Drug-Free Workplace Act of 1988 prohibiting the illegal use and possession of intoxicants and controlled substances by Town employees. Violations of the policy constitute grave misconduct and may lead to disciplinary action including suspension or termination.

### **Electronic Mail Policy**

The purpose of the Town's e-mail policy is to establish guidelines and requirements governing the acceptable use of the Town-provided e-mail system and communicate them to employees. Adherence to this Policy will minimize risks to the Town while providing a productive communication tool. The Town reserves the right to change this Policy.

This policy applies to all employees (regular, part time, temporary and seasonal), contractors, consultants, volunteers, interns, elected officials and other individuals who have been granted access to and use of the Town's e-mail. Prior to using The Town's email resources, employees must read and agreed to the terms of the policy.

This policy covers the appropriate use of the Town's electronic communications resources, confidentiality of electronic communications, the Town's right to monitor electronic communications to ensure enforcement of this policy and other Town policies. It also notes specific types of subject matter which are inappropriate for use in the Town's electronic communications system, provides notice that employees do not have a personal privacy right in any matter created, received, stored or sent from the Town's electronic communications resources and provides for certain record retention requirements.

Adherence to this policy will minimize risks to the Town while providing a valuable communication tool to employees. Violations of the policy constitute misconduct and may lead to disciplinary action including suspension or termination.

### **Internet Access Policy**

The purpose of the Policy is to provide guidelines for Internet access using the Town's network so as to allow full use of a productive communication tool in the conduct of Town business while assuring appropriate and lawful use of Town property and appropriate and lawful conduct of Town business. The Town reserves the right to change this Policy.

This policy applies to all users of the Internet through the Town's network except public usage at the public libraries and student access in the public schools, which are governed by independent policies. All Town employees accessing the Internet via the Town's network in the course of Town business are subject to the requirements of this Policy. The Policy discusses the guidelines and requirements governing the acceptable use of Town-provided access to the Internet. The Policy notifies users as to retention

requirements with respect to electronic records, the lack of personal privacy rights in Internet access via the Town's network, possible monitoring of Internet access, and possible disciplinary consequences. Prior to using The Town's email resources, employees must read and agreed to the terms of the policy

### **Emergency Closings – Weather Conditions**

The First Selectman is the only Town official who has the authority to close Town's offices and facilities due to emergencies. In the event the Town's offices and facilities are closed due to an emergency condition a general announcement will be made to local media. It is the employee's responsibility to report to work as scheduled at all times including during inclement weather conditions. In the event inclement weather conditions prevent an employee from reporting to work, the employee is required to notify their supervisor. Such absence shall be unpaid or charged against the employee's available vacation balance.

### **Employee Conduct – Discipline and Discharge**

Employees are expected to report to work as scheduled and to carry out their duties and responsibilities to the best of their abilities and in a professional manner at all times. Any employee whose conduct or performance is found to constitute misconduct, incompetence or otherwise be in violation of town policy, rules or procedures will be subject to disciplinary action. Disciplinary action taken against an employee may range from a reprimand to discharge based on the nature of the disciplinary violation and/or the employee's employment record with the Town.

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

The Town of Greenwich expects our employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the Town. Business dealings that appear to create a conflict between the interests of the Town and an employee are unacceptable. The Town recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to Town business. However, the employee must disclose any possible conflicts so that the Town may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the Town's business dealings.

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

constitute grave misconduct and may lead to disciplinary action including suspension or termination.

### **Outside Employment**

Employees are prohibited from participating in outside work activities if such activities negatively affects the time or quality of their work, causes a conflict of interest between such outside work and their employment with the Town or otherwise casts discredit upon Town government. In general, outside work activities are not allowed when they:

- Prevent the employee from fully performing work for which he or she is employed at the Town, including overtime assignments;
- Involve organizations that are doing or seek to do business with the Town, including actual or potential vendors or customers; or
- Violate provisions of law or the Town's policies or rules.

If an employee is engaged or is expected to become engaged in outside work activities which might be in conflict with this policy, the employee should request written permission from his/her department head to engage in such outside activity. The granting of permission to engage in outside work activities may be withdrawn if such activity begins to conflict with this policy. The employee may also request an advisory opinion from the Board of Ethics.

### **Personal Property and Workplace Privacy**

Employees should have no expectation that their workplace and/or materials contained within their workplace are private and not subject to disclosure. From time to time, supervisors and other authorized persons may have a legitimate business need to enter an employee's workplace including, but not limited to, offices, Town vehicles, computers, cabinets, and desks (including personal property brought to the workplace, which is used in the course of day-to-day business) to search for documents, files and other work related items. In addition, in cases of suspected employee misconduct or criminal activity, the Town may search the workplace for evidence of such misconduct and will cooperate with law enforcement officials in any criminal investigation.

### **Sexual Harassment Policy**

The Town of Greenwich is committed to maintaining a work environment free of inappropriate or disrespectful conduct. The Town will not tolerate any behavior by any employee that creates an unacceptable employment environment. Sexual harassment subverts the mission of the Town and threatens the careers, experience, and well being of all employees. The Town maintains a "no tolerance" sexual harassment policy and violations of the policy constitute grave misconduct and may lead to disciplinary action including suspension or termination.

If any employee has been the victim of or observed sexual harassment or inappropriate sexual conduct in the workplace, he or she should, and is encouraged to report the conduct as soon as possible after the alleged harassment occurs to any or all of the following: immediate supervisor or first level of supervision who is not involved in the alleged harassment; or the employee's department head; or the Affirmative Action Officer; or the Director or Deputy Director of Human Resources or the Personnel Director – Board of Education.

### **Smoking**

In accordance with Connecticut State law and Town policy smoking is prohibited throughout the Greenwich Town Hall and all other Town buildings and offices. Smoking is prohibited in rest rooms, private offices, lounges and similar areas. Smoking is permitted in designated areas outside office buildings and other work locations.

### **Solicitations and Collections**

To protect employees against annoyances and avoid disruption of work the Town maintains a prohibition against solicitations for any purpose on Town property unless prior approval is obtained. The First Selectman or other appropriate Board or Commission may grant approval.

### **Telephones**

The use of Town telephones to receive or make personal calls is not permitted except for reasonable local incidental calls. Individual departments may establish rules further limiting or monitoring the use of Town telephones.

### **Vehicle Use**

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

An employee who is authorized to use their personal vehicle for Town business is eligible for a mileage reimbursement pursuant to Town policy.

### **Workplace Safety**

The Town takes every reasonable effort to provide employees with a safe work environment. Safety equipment and personal protective equipment are provided to employees in accordance with the job requirements of their position. The Town has

organized a number of Health and Safety Committees that meet quarterly to review safety concerns of employees and to recommend health and safety improvements.

### **Workplace Violence Policy Statement**

The Town of Greenwich does not tolerate any type of workplace violence committed by or against employees including physical and/or verbal threats. Employees are prohibited from making threats or engaging in violent activities. Possession of firearms or weapons of any sort on Town property or grounds by anyone other than sworn police officers authorized to possess firearms is absolutely prohibited. The Town maintains a no tolerance work place violence policy and violations of this policy constitute grave misconduct and may lead to disciplinary action including suspension or termination.

## **EMPLOYMENT**

### **Appearance and Dress Code**

It is important for all employees to project a professional image of Town of Greenwich. To create this image the Town has implemented a dress code policy. This policy applies to all personnel, with the exception of employees who are required to wear uniforms or other special attire. The Town's policy includes a business casual dress code for Fridays. The Town expects employees to maintain a neat, well-groomed appearance at all times. Employees who are required to wear uniforms and/or safety equipment are required to report to work dressed appropriately and to use the personal protective equipment provided. Employees who are not properly dressed or who do not have the appropriate safety equipment required to perform their job may be relieved from work.

### **Attendance**

The Town expects employees to report to work on a consistent basis and in a timely manner. In the event you are unable to report to work you are required to notify your supervisor as soon as practicable preferably at least one hour prior to the start of your workday. If you intend to be away from work for personal reasons you are required to obtain advanced approval from your supervisor. The Town reserves the right to inquire from employees who exhibit a pattern absenteeism or in the Town's judgment abuse leave time, to provide appropriate documentation verifying the need to be absent from work. Abuse of leave time may constitute misconduct and lead to disciplinary action.

### **Employment of Relatives: Anti – Nepotism Policy**

The Town maintains a policy restricting the employment of any individual who is related to a supervisor in the same town division. In the event a town employee is eligible for a transfer or promotion into a division in which a relative is employed such transfer or promotion will be considered on a case-by-case basis to avoid creating any potential conflicting situation in regard to any aspect of the employment relationship.

## **Initial Employment Period**

Every new employee goes through an initial period of adjustment in order to learn about the organization and about his or her job. During this time the employee will have an opportunity to find out if he or she is suited to, and likes, his or her new position. In addition, the initial employment period gives the employee's supervisor a reasonable period of time to evaluate his or her performance and suitability for the position.

All original and promotional appointments are conditioned upon the employee successfully passing a probationary period. Probationary periods are generally six (6) months in duration (police officers and firefighters are required to serve a longer period of probationary). The actual length of the employee's probationary period will generally be indicated in the offer of employment letter. The original or promotional appointment does not become complete until the employee has successfully completed his or her probationary period. An employee who transfers from one department to another department may be required to serve a trial period, which is generally three (3) months to six (6) months. Employees should refer to the applicable collective bargaining agreement for specific requirements for inter-department transfers.

## **Job Descriptions**

The Town has prepared job descriptions that list the essential duties and responsibilities for each Town position. A copy of your job description may be obtained from your supervisor or the Department of Human Resources. A job description is not intended to be an all encompassing list of all of your duties and responsibilities and may be amended from time to time by the Town. Employees should become familiar with the job requirements as outlined in their job descriptions.

## **Meal Periods**

Time off without pay during the workday for a meal period will vary from division to division based on operational and business requirements. Generally, full-time clerical, administrative and professional employees working in town offices receive a one-hour meal period and employees working in blue-collar positions receive a half-hour meal period. Employees should review the meal period policies with their supervisor and review the appropriate provisions of their collective bargaining agreement for specific meal period requirements.

## **Performance Evaluations**

Employees are required to submit to performance evaluations prior to completing their probationary period and at least annually thereafter. The Town's Performance Evaluation Program recognizes the importance of an appraisal system that effectively and objectively measures work performance and assists in staff development needs.

## **Personnel Records**

The Department of Human Resources maintains personnel files on all regular full time employees. The employee's department may also maintain a personnel file-containing information related to your work in the department.

The Town treats personal information about employees as confidential and respects the need for protecting each employee's privacy by enforcing secure information handling procedures on the part of all personnel whose job duties involve gathering, retaining, using, or releasing personal information about the organization's employees.

The Town collects and retains only such personal information as it needs to conduct business and to effectively administer its employment and benefit programs. The Town takes all possible steps to make sure that personal and job-related information about employees is accurate, complete, and relevant for its intended purpose. Wherever possible, the Town notifies affected employees if it needs additional personal information and gives these employees an opportunity to supply the requested data.

An employee should promptly report to his or her department payroll clerk and Human Resources any change in information that affects employment such as: marital status, newborn children, change of address, change in telephone number, change in tax exemptions, insurance and retirement beneficiaries.

## **Resignations and Terminations**

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

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

## **Transfers and Promotions**

The Human Resources Department issues a written job posting for transfers (vacancies within the same job title in another department) and for promotions throughout town government. Employees are encouraged to apply for career opportunities in town government for which they may qualify. Refer to your collective bargaining agreement for specific rules regarding transfers and promotions. The job postings contain the

minimum qualifications for each position and information concerning the hiring and testing process.

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

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

## **COMPENSATION AND PAYROLL**

### **Compensation and Payroll Period**

Employees shall receive the salary and other compensation as provided by collective bargaining agreement. Non-represented employees shall receive the salary and other compensation as approved in the annual town budget or related budget documents.

All regular full time and part time employees are paid on a bi-weekly basis. In the event a holiday occurs on a pay date the paychecks will be released on the Thursday immediately preceding the pay date. Employees have the option of electing direct deposit of their bi-weekly pay.

### **Overtime Authorization and Pay**

Non-exempt employees receive overtime for actual time worked in excess of forty (40) hours in a workweek unless otherwise specified in the collective bargaining agreement. Non-exempt employees are prohibited from working outside of their regularly scheduled workweek except when specifically authorized to do so by a supervisor. Exempt employees are not authorized to receive overtime pay except as may otherwise be provide by the applicable collective bargaining agreement. Overtime pay is generally paid in the payroll following the payroll period in which the overtime was worked. Refer to your collective bargaining agreement for specific overtime rules that may apply to you.

### **Payroll Deductions**

The Town makes all legally required deductions from employee paychecks. Deductions for optional programs and benefits offered by the Town are only made upon receiving a written authorization from the employee.

## **Time Records**

Each town department is legally required to maintain time sheets or time cards documenting all hours worked for nonexempt employees. Exempt employees are required to record paid absences of one-full day or more. Employees are required to follow time and attendance recording policies as established by each town department.

## **LEAVE POLICIES**

### **Bereavement Leave**

In the event of a death in your immediate family, the Town will grant an employee with leave time without loss of pay to attend the funeral and/or for a period of bereavement. Refer to your collective bargaining agreement or town policy (non-represented employees) for specific inclusions and limitations.

### **Family and Medical Leave**

It is the policy of the Town of Greenwich to grant up to 12 weeks of family and medical leave during any 12-month period to eligible employees, in accordance with the Family and Medical Leave Act of 1993. For employees with accumulated paid leave, such leave time is to be taken as paid time, utilizing accrued sick, vacation and personal leave. FMLA leave may include unpaid time once accrued paid leave time is fully utilized, or for those qualified employees with no accrued leave time balances. Contact your Human Resources Department for specific eligibility details and notice requirements.

### **Health Appointments**

Employees are entitled to reasonable time off without loss of pay for necessary medical and dental appointments that cannot, with reasonable practicality, be scheduled outside of the normal workday or workweek. Employees are required to provide their immediate supervisor with a request for such leave at least twenty-four hours in advance of the appointment and should schedule the medical or dental appointment at the start or end of the workday.

### **Holidays**

The Town recognizes twelve (12) holidays for which most town's business operations are closed. Refer to your collective bargaining agreement or town policy (non-represented employees) for the specific holiday provision that may apply to you. A list of the twelve (12) holidays may be obtained from the Human Resources Department.

### **Jury Duty**

Any employee who is required to be absent from work to perform jury duty shall be granted leave with no loss of pay for the first three (3) days of jury duty. Thereafter,

leave for additional jury duty will be granted for which the employee will be compensated by payment of an amount equal to the difference between their jury duty pay and their regular salary. Employees may pay to the town an amount equal to the jury duty pay and continue to receive their regular pay. An employee on jury duty is expected to report to work any day he or she is excused from jury duty.

### **Military Leave**

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service will be granted a leave of absence for military service, training or related obligations in accordance with applicable state and federal law. At the conclusion of the leave, upon the satisfaction of certain conditions, an employee generally has a right to return to the same position he or she held prior to the leave or to a position with like seniority, status and pay that the employee is qualified to perform. Furthermore, USERRA and State law prohibit discrimination and retaliation based on a person's membership or service (voluntary or involuntary) in the uniformed services with regard to any aspect of employment.

An employee who is on excused leave from work to attend inactive duty training (drills) or annual military training as part of the reserve corps of any branch of the armed forces of the United States shall receive any differential between the employee's regular pay and that received by the employee for military duty for the first thirty (30) days of leave in a calendar year. An employee who exceeds thirty (30) days of military leave in a calendar year shall be placed on an unpaid military leave for the duration of the leave in that calendar year. The thirty (30) day pay differential shall not apply to active duty call-ups or other military duty.

### **Sick Leave**

Regular full-time and regular part-time employees are eligible for annual sick leave pursuant to the terms of their collective bargaining agreement or Town policy. Non-represented part-time employees are not eligible for paid sick leave. Sick leave is granted to employees who are unable to perform their jobs due to illness or injury. Because sick leave benefits are intended to provide short-term income protection in the event of actual illness or injury, unused sick leave may be accrued up to a maximum of 180 days. Employees are not paid for unused sick days either at the end of the calendar year or upon termination. Employees who retire may be eligible for an unused sick leave payment and should refer to their collective bargaining agreement or Town policy.

### **Unpaid Leave of Absence**

It is the policy of the Town of Greenwich that an appointing authority may grant a personal leave of absence to a full-time regular employee not to exceed ten (10) working days. If it is in the interest of the Town, the Director of Human Resources may approve an application for a leave of absence for a period not to exceed six (6) months and the Board of Estimate and Taxation may approve an application for a leave of absence for a

period not to exceed twelve (12) months. Upon the expiration of an approved leave of absence, the employee shall be reinstated in the same or equivalent position held at the time the leave was granted. Failure of the employee to promptly report to work at the expiration of the leave may be cause for dismissal.

### **Vacation Leave**

Regular full-time and regular part-time employees are eligible for annual paid vacation leave pursuant to the terms of their collective bargaining agreement. Non-represented employees are eligible for paid vacation leave as provided by town policy. Employees should utilize all of their allotted vacation time during the calendar year. In special circumstances, employees will be permitted to carry a limited amount of unused vacation time into the following year. Where such special circumstance requires an exception, your department head and the Director of Human Resources must give prior approval. Employees, at separation of service, are paid for any credited unused vacation but not to exceed the maximum amount established by collective bargaining agreement and town policy.

## **EMPLOYEE BENEFITS**

### **Credit Union**

All regular, full-time and regular part-time employees are eligible for membership in either the Greenwich Municipal Employees Credit Union or Greenwich Teachers Federal Credit Union. You may authorize payroll deductions from your paycheck to the credit union by completing forms that are available from the Credit Union.

### **Deduct – A – Ride**

The Town of Greenwich participates in the Deduct-A-Ride Program. All employees are eligible to participate in this program, which provides commuter-tax incentives to participants to encourage use of mass transit and vanpools. Employees who elect to participate in the program and use mass transit, vanpools or station parking to commute to work may have deducted from their pay an amount from which they may be reimbursed from certain allowable commutation expenses. The rules and limitations of the Deduct-A-Ride Program are authorized by Internal Review System regulations; information and applications are available from your Human Resources Department.

### **Defined Benefits Plan – Town of Greenwich Retirement System**

The Town provides both a defined benefits and a defined contribution retirement plan for all regular full-time employees (eligible employees), excluding certified personnel employed by the Board of Education. All eligible employees are required to become members of the applicable retirement plan effective on their date of hire. Employee contributions and Town contributions to the defined contribution plan are set by town policy or applicable collective bargaining agreement. The employee should refer to the

appropriate collective bargaining agreement for the retirement plan applicable to the employee and retirement plan Summary Plan Description for specific eligibility rules and other applicable terms and conditions of that retirement plan.

### **Defined Contribution Section 401-k (403-b) Savings Plan**

Regular, full-time employees, depending upon their pension plan, are eligible to participate in the Town's 401-k or 457 savings plan. Eligible employees may make a before-tax contribution in a dollar amount of your eligible pay. The plan is designed to help save for retirement. The Internal Revenue Service (IRS) establishes annual dollar contribution limits that are adjusted annually for inflation. As a participant in either the 401-k or 457 plan, each employee is responsible for all investment directions for all of his or her plan assets, choosing from investment alternatives provided under the plan. The IRS has placed restrictions on when money may be withdrawn from your account. Refer to the Summary Plan Description for details on participation, including eligibility rules, limits on contributions and limitations on withdrawals. Certain Board of Education and Library employees may be eligible to participate in a section 403-b savings plan and should consult with the Human Resources Department for details.

### **Employee Assistance Program**

The Town of Greenwich is committed to preserving the well being of our human resources. The Town recognizes that a wide range of issues, not always directly associated with one's job function, can have an effect on an employee's job performance. Through early intervention many of these issues can be resolved and the impact on job performance and general health minimized. Towards that end the Employee Assistance Program (EAP) has been established to provide professional expertise to employees and their family members when dealing with problems of a personal nature. Employees are encouraged to utilize the program on a self-referral basis for a wide range of personal problems including but not limited to: substance abuse, marriage and family, stress, emotional or psychological, interpersonal relationship, legal, financial and other personal or family difficulties.

### **Employee Parking**

The Town provides parking for employees in designated parking areas. A permit is required to be displayed on the employee's car to park in these designated areas. Employee's are not permitted to park in areas for the general public or otherwise not designed as "Employee Parking" areas.

### **Flexible Spending Accounts**

Regular full-time employees may elect to participate in the Town's Flexible Spending Account Plan (FSA). The FSA lets you automatically deduct from your pay an amount that you choose on a pre taxed basis to cover certain health and childcare expenses. The FSA is designed to help you save money by lowering your taxable income. Refer to the

FSA Summary Plan Description for plan participation requirements and employee contribution limitations. The Summary Plan Description is available from your Human Resources Department.

### **Group Term Life Insurance**

Regular full-time employees are provided with basic group term life insurance. The amounts of the basic life insurance vary based on the terms of the collective bargaining agreement or town policy (non-represented employees). For further details refer to the summary plan description which is available from your Human Resources Department.

### **Health, Prescription and Dental Insurance**

Regular, full-time employees are eligible to elect coverage for themselves and dependents in the Town's group medical, prescription drug and dental insurance plans. Employees who elect coverage are required to pay a portion of the monthly premium that is deducted on a pre-taxed basis from their paychecks. For further details refer to your collective bargaining agreement and the Summary Plan Description, which are available from the Human Resources Department.

Retired employees, if eligible, may be entitled to continue to participate in the Town's group medical insurance program. Retirees are required to pay the cost of such medical insurance. Retirees, if eligible, may be entitled to a Town credit toward the cost of such medical insurance pursuant to the terms of the collective bargaining or Town policy in effect at the time of retirement. Eligibility requirements and other participation requirements and limitations are detailed in the applicable collective bargaining agreements and Town policy.

### **Long Term Disability**

Most regular, full-time employees are provided with basic long-term disability insurance (LTD). LTD provides for a monthly payment not to exceed a predetermined amount following a waiting period. Employees must be disabled from performing any work to be eligible to receive LTD monthly payments. For further details and eligibility, refer to the summary plan description, which is available from the Human Resources Department.

### **Social Security/Medicare**

All employees, except for uniformed police officers and firefighters, are eligible and obligated to participate in the Social Security program (Federal Insurance Contributions Act). Social Security pays benefits if an employee retires, becomes disabled, or dies, if eligibility requirements are met. Spouses and children may also be eligible for benefits when an employee becomes entitled or dies. Both the employee and the Town are required to make payments toward your Social Security. All employees are required to participate in Medicare, a federal health insurance program for retired people age 65 and over, and certain disabled persons. Medicare has two parts: Part A (Hospital Insurance)

and Part B (Medical Insurance). The employee, through a mandated payroll tax, pays for Part A. The employee pays for part B by making monthly premiums beginning at retirement. Certain employees hired prior to 1986 are exempt from both participating in both Social Security and Medicare. Additional information is available from the Human Resources Department.

### **Tuition Reimbursement Program**

Most regular, full-time employees are eligible to participate in the Town's Tuition Reimbursement Program (TRP). The TRP is designed as a job enrichment benefit to encourage and assist employees to develop their occupational skills for both their present position and career development. Generally the TRP will reimburse an employee up to 50% of the cost of eligible tuition and registration fee expenses subject to certain limitations. For specific details that apply to you please refer to your collective bargaining agreement. Additional information is available from the Human Resources Department.

### **Workers' Compensation Benefits**

The Town complies with the provisions of the Connecticut Workers' Compensation Law and provides legally required benefits to any employee who is injured or becomes ill as a result of his or her employment. Any employee who sustains an on-job-related injury or illness is required to immediately report the injury or illness to his or her supervisor. Workers' Compensation benefits cover loss of income, loss of time and medical expenses. Additional information regarding eligibility and benefits may be found in collective bargaining agreements and/or from the Town's Workers' Compensation office.

**RECEIPT FOR EMPLOYEE HANDBOOK**

I acknowledge that I have received a copy of the Town of Greenwich Employee Handbook. I agree to read it thoroughly, including the statements in the Welcome describing the purpose and effect of the Handbook. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from the Department of Human Resources. I understand that this Handbook states policies and procedures that are in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with the Town of Greenwich for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Please sign and date below to signify receipt of the Employee Handbook and return it to a Human Resources representative.

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

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

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

**The signed receipt is to be forwarded to the Department of Human Resources.**