

## GREENWICH CLASSIFICATION AND PAY PLAN

### 1.0 PURPOSE

It is the purpose of these rules and regulations to provide personnel salary administration policies on a uniform basis in all departments of the Town government, where consistent with law.

### 2.0 POWERS AND DUTIES OF THE APPOINTING AUTHORITIES

Pursuant to the provisions of the State law regulating government in Greenwich, and subject to the following rules and regulations, the appointing authorities within the Town government shall make appointments, transfers, promotions, demotions, reinstatements, lay-offs, and dismiss employees.

### 3.0 STATUS AND RIGHTS OF PRESENT EMPLOYEES AND IMPACT OF COLLECTIVE BARGAINING AGREEMENTS

3.1 The official status, and other rights accrued by present employees shall not be abrogated by provisions of these rules.

3.2 Any inconsistencies between these rules and procedures and collective bargaining agreements shall be read in favor of the collective bargaining agreements.

### 4.0 CLASSIFICATION AND PAY PLAN RULES

#### RULE I DEFINITION OF TERMS

- 1.1 "Allocation" - The assignment of a single position to its proper class in accordance with the duties performed, and the authority and responsibilities exercised.
- 1.2 "Appointing Authority" - The person or group of persons who has the power by law to make appointments to positions in the Town service.
- 1.3 "Appointment" - The offer to and acceptance by a person of position in the Town service in accordance with the provisions of these rules, merit system regulations and personnel policies.
- 1.4 "Certified List" - A listing of candidates whose names appear on an eligibility roster who are certified by the Director of Human Resources, in accordance with merit system rules and regulations, and eligible for consideration for employment with the Town.
- 1.5 "Class" - A position or group of positions sufficiently similar in respect to their duties and responsibilities that: (a) the same descriptive title may be used to designate each position allocated to the class; (b) the same education, experience, knowledge, ability, and other qualifications may be required of all incumbents; (c) the same tests of fitness may be used to choose qualified employees; and (d) the same schedule of compensation can apply with equity under the same or substantially the same employment conditions.
- 1.6 "Class Specification" - A description and analysis of a class written in such a way as to distinguish it from every other class and to provide a guide for the allocation of positions to classes, for the recruitment of employees and for related personnel purposes (commonly referred to as a job description).
- 1.7 "Classification Plan" - A list of all classes specifications in the both the classified and unclassified service and its allocation to an approved salary grade or band.
- 1.8 "Classified Service" - All classes not otherwise designated as unclassified in the Greenwich Merit System which classes shall be filled based upon the results of a competitive examination process.

- 1.9 “Demotion” - A change in employment status from one class to another class having both a lower minimum and maximum rate of pay.
- 1.10 “Eligible” - A person whose name is on an employment list.
- 1.11 “Eligibility List” - A list of names of qualified persons who have passed an examination for a position in the classified service and ranked on the list in the order of the score received, signed and approved by the Director of Human Resources.
- 1.12 “Emergency Employee” - An employee holding a position under a limited emergency appointment, to meet the requirements of an emergency condition which threatens life, property or the general welfare of the Town. The Director of Human Resources may waive the requirements of these rules and the Greenwich Merit System in employing such persons. The length of employment of such person may be as needed for the limited term of the emergency.
- 1.13 “Employment List” - Any certified list, eligible list, transfer list, promotional list, or re-employment list, signed and approved by the Director of Human Resources.
- 1.14 “Unclassified Service” - Specific classes, which, by nature of the authority and responsibilities exercised by the incumbents therein, are excluded from the merit system testing policies, although maintained in the classification plan.
- 1.15 “Position” - Any office or employment in the classified or unclassified service, whether occupied or vacant.
- 1.16 “Position Reclassification” - A position may be reclassified as a result of an increase or decrease in position responsibility which is sufficiently significant, as recommended by Human Resources through the use of job analysis and job evaluation, and as approved by the Board of Estimate and Taxation, to require a new job classification and a new job grade. Such approved reclassification may require posting the new classification as an open position.
- 1.17 “Probationary Employee” - An employee who has been appointed from an employment list, but who has not completed the probationary period as provided in these rules.
- 1.18 “Promotion” - A change in employment status from a position in one class, to a position in another class, having both a higher minimum and maximum rate of pay.
- 1.19 “Promotional List” - A list of qualified employees who have passed a promotional examination for a position in the classified service and ranked on the list in the order of the score received, signed and approved by the Director of Human Resources.
- 1.20 “Re-employment List” - A list of qualified employees who have previously occupied positions in the Town service, and who have been found entitled to reappointment to positions of such class as provided for in these rules, signed and approved by the Director of Human Resources.
- 1.21 “Regular Employee” - An employee who is lawfully retained in a position after appointment from an employment list and completion of the probationary period as provided for in these rules.
- 1.22 “Salary” - The amount of compensation received for service rendered exclusive of mileage, traveling allowances, and other sums received for actual and necessary expenses incurred in the performance of the Town's business, but including the reasonable value of board, housing, or similar advantages received from the Town.
- 1.23 “Temporary Employee” - An employee who has been appointed to fill a position for which no employment list exists or for which appointment is only for up to a six month period of time as provided for in these rules.
- 1.24 “Trial Employee” - A regular employee who has been appointed from a transfer list or a promotional list but who has not completed a trial period in accordance with specific collective bargaining agreements.

- 1.25 “Transfer” - The change of an employee from one position to another position in the same class or in another class where the change is neither a demotion or promotion as defined in these rules.

## RULE II CLASSIFICATION PLAN

### 2.1 Maintenance of Classification Plan

- 2.1.1 Class Revision: Whenever the creation, abolition, subdivision, or consolidation of classes in the present Classification Plan appear necessary, due to the creation of new positions, changes in organization, or changes in functions or duties of individual positions, the Director of Human Resources, after conferring with the officials concerned, shall revise the class specifications for the classes affected. Such revisions shall be submitted to the Board of Estimate and Taxation for its approval in instances requiring additional funding or reallocation to a higher salary grade.
- 2.1.2 Position Allocation: When a new position is established, no person shall be appointed to, or employed in such position until the position has been allocated to an established class by Director of Human Resources and approved by the Board of Estimate and Taxation where necessary.
- 2.1.3 Position Reallocation: Whenever the organization structure of a department, or the duties of a position are changed, or a position appears to have been allocated incorrectly, the Director of Human Resources may, upon the request of a department head, appointing authority, Board of Selectmen or Board of Estimate and Taxation, investigate the duties of positions affected. After conferring with the officials concerned and receiving the report of the Director of Human Resources, the Board of Estimate and Taxation may allocate or reallocate the positions to an appropriate established class.
- 2.1.4 Effect of Position Reallocation: If a position is reallocated to a higher class, the incumbent shall not be deemed eligible to continue in the position, unless the change would constitute a transfer, the incumbent is found eligible through testing, or the incumbent is deemed eligible by the Director of Human Resources and appointed to the new class. If a position is reallocated to a lower class, the incumbent shall be eligible to remain in the position at the same salary or wage rate, but the employee's name may be placed on the appropriate re-employment list for the class to which the position was previously allocated and the individual may be eligible for transfer.
- 2.1.5 Use of Class Specification: - The class specification shall not necessarily prescribe the complete duties of any position, nor limit the authority of administrative officers to prescribe or alter the duties of any position; provided, however, that if any substantial change is made, such change shall be reported by the appointing authority to the Director of Human Resources.
- 2.1.6 Any person in a classification can be assigned temporarily to other work by the superior or department head whether or not the work is included in the classification to which assigned. Such temporary assignments may result in out-of-class pay, in accordance with collective bargaining agreements and are limited by the terms of such agreements or, where no such term exists, to a period not to exceed the fiscal year.

## RULE III SALARY PLAN

### 3.1 Administration of Salary Plan

- 3.1.1 Purposes and Objectives: The Salary Plan shall be administered in such a way as to guarantee equal opportunities and equal incentive for entrance into Town service, equal pay for equal work in all departments of the Town service, and recognition of advancement and increased value to the service based upon demonstrated merit.
- 3.1.2 Application of Salary Ranges: No employee holding a position in the classified or unclassified service shall receive a salary that is less than the minimum rate nor greater than the maximum rate for the class of position held. The minimum rate of pay for a class normally shall be paid upon appointment to the class; however, if a department or board wishes to employ a person (other than certified personnel) at a rate above the minimum of the wage range, the salary for such position shall be approved by the Board of Estimate and Taxation except that the Director of Human Resources may approve a pay rate

above the minimum to the midpoint of the wage range and shall approve pay rates for temporary, seasonal and part time employees, and the Employee Relations Committee of the Board of Estimate and Taxation may, with a unanimous vote, approve new starting pay rates above the midpoint of the wage range. This does not apply to persons paid on a fee basis for professional services. If a former employee is re-employed in the class in which previously employed, the appointing authority may make an appointment at the same rate of pay the employee had been receiving. An employee promoted to a higher class shall receive the minimum of the range established for the higher class unless, at the time of promotion, the employee is receiving a rate equal to or in excess of the minimum for the higher class, in which case the salary shall be increased up to two (2) step increments higher in the new range. An employee re-employed in a lower class after failing a probationary period in a higher class may receive the salary previously received prior to the promotion. If an employee is demoted, the employee may, at the option of the appointing authority and approval by the Board of Estimate and Taxation, be paid at any of the salary rates within the salary range for the class to which demoted, providing such salary is not higher than currently received.

- 3.1.3 Salary Increases: Salary increases within salary ranges are not automatic. Salary increases shall be made only upon evidence of satisfactory service as determined by each department head, as required by collective bargaining agreements, or within guidelines established by the Board of Estimate and Taxation. Salary increases shall be considered normally as of the yearly period specified in the budget, but may also be authorized by the Board of Estimate and Taxation during the fiscal year or calendar year when necessary.
- 3.1.4 Out of Class Pay: - When an employee is assigned the majority of essential duties of a position which is higher in both responsibility and compensation than the employee's regular position, such employee shall be compensated at either the base rate of the higher position, or at an additional ten percent (10%) of the employee's regular salary, whichever is higher.
- 3.1.5 Maintenance: Subsistence, including food, lodging, and other compensation in kind, shall be evaluated on an equitable basis determined by the Board of Estimate and Taxation at regular bi-annual intervals, and such values shall be deducted from the cash pay of employees receiving such allowance.
- 3.1.6 The rates given in the Greenwich Pay Plan are annual salary rates and are the full base compensation to be paid annually for a regular, full-time position, based on the hours per week given for each class of position.
- 3.1.7 There are a number of jobs in the Town service which are not regular twelve (12) month full-time positions. Some are ten (10) month positions, such as those in the school system. The ranges proposed are for full-time employment; therefore, the pay for each person who works less than full-time should be computed according to the actual number of hours worked.
- 3.1.8 Increment will be given for service begun during the fiscal year of one quarter (1/4) of the annual increment for each nearest full quarter (1/4) year of service, unless otherwise agreed at the time of employment with the approval of the Board of Estimate and Taxation at that time.

#### RULE IV CERTIFICATION AND APPOINTMENT

- 4.1 Appointment of Classified Positions - All vacancies in the Classified Service shall be filled by appointment from a List of Eligibles certified by the Director of Human Resources as having successfully passed a qualifying examination for either entry-level or promotional positions, or, where applicable, by transfer of a similarly classified employee.
- 4.2 Appointment of Unclassified Positions - All vacancies in the Unclassified Service shall be filled by appointment from a List of Eligibles certified by the Director of Human Resources as meeting the minimum qualifications of the class.
- 4.3 Temporary Appointments - Upon approval by the Director of Human Resources, Department Heads may appoint a person deemed qualified to perform the essential functions of the position, for a period not to exceed six (6) months, pending the establishment of an employment list.
- 4.4 Emergency Appointment - During emergency conditions as determined by the Town or as outlined in collective bargaining agreements, appointments may be made as needed with approval of the Director of Human Resources, for the duration of the emergency.

## RULE VII# PROBATIONARY PERIOD

- 5.1 Objectives: - The probationary period shall be regarded as a working test period and as an intrinsic part of the examination process, and shall be utilized for close observation of the employee's work, for securing the most effective adjustments for new employees to their position, and for separating any probationary employee whose performance does not meet required work standards.
- 5.2 Duration of Probationary Period: - All original or promotional appointments shall be tentative and subject to a probationary period of six months or as otherwise stipulated. The probationary period shall be waived following appointment from a re-employment list, unless requested by a department head. At the end of the probationary period, the department head shall report to the Director of Human Resources on the work of the probationary employee. With a report of satisfactory service, the employee shall be considered as a regular employee.
- 5.3 Separation of Probationary Employee" - At any time during the probationary period, the appointing authority may separate an employee if in the discretion of the department head and the appointing authority, the review of work performed and general qualifications indicate such employee is unable or unwilling to perform the assigned duties satisfactorily, or habits and dependability do not merit continuance in the service. Such an employee shall not have the right of appeal from such action. No more than three employees shall be separated successively from the same position during their probationary period without the approval of the Director of Human Resources.

An employee separated during the probationary period, following a promotional appointment, shall be reinstated to the position from which promoted.

The Director of Human Resources may separate an employee during the probationary period if it is found, after giving notice and an opportunity to be heard, that such an employee was appointed as a result of error or fraud within the provisions of these rules.

## RULE VIII# ATTENDANCE AND LEAVE

- 6.1 Hours of Work: - The hours of work per week for each class of position included in the classified service shall be those indicated opposite the class as given in the Greenwich Pay Plan. The hours of unclassified employees shall be the same as those for similar positions in the classified service, or as established by the governing board and administrative head of the department in special cases.
- 6.2 Vacation Leave and Personal Leave: - Vacation Leave with Pay shall be granted by appointing authorities to all employees and Personal Leave with Pay, if required by a union contract, except temporary and seasonal workers, after employment for at least the equivalent of six (6) months in any calendar year. No vacation leave shall be granted during the first six (6) months of service but upon completion thereof, vacation time shall be allowed for the time served during such period. If an employee leaves the service of the Town, he or she will be entitled to pay for any portion of unused vacation leave credited at the time of separation. If an employee dies while in the service of the Town, his or her heirs will receive pay for any portion of unused vacation leave credited at the time of death. When an employee retires, he or she shall be entitled to a full year's vacation credit for his or her last year of service regardless of the actual date of retirement during that year or as stipulated in a collective bargaining agreement. In such cases, a retiring employee must work at least during the complete month of July in order to receive vacation pay allowance for the new fiscal year.

If the requirements of the service are such that a department head cannot permit an employee within the department to take the annual vacation leave during a particular calendar year, such employee may be permitted to take part or all of the earned vacation during the following calendar year to a maximum of four weeks, and in no case shall any vacation leave under this Plan exceed four (4) weeks nor shall unused vacation be allowed to accumulate beyond a maximum of four (4) weeks, or as specified in a collective bargaining agreement or approval by the Board of Estimate and Taxation. In computing vacation, all municipal holidays shall be deducted. The time at which an employee shall take vacation shall be determined by the department head with due regard for wishes of the employee and particular regard for the needs of the service.

A reasonable amount of vacation leave may be anticipated with the approval of the department head and the Director of Human Resources, provided that if

the anticipated vacation leave is not earned prior to separation of the employee, the amount of the unearned vacation pay shall be deducted from the last wage payment.

Vacation leave for classified employees not included in an employee organization shall be as set forth in the pay plan opposite each class of position for the first five years of service. Additional vacation after five (5) years of service shall be granted in the same amount as that set forth for the personnel included in an employee organization.

Vacation leave for unclassified employees should be granted in the same amount as that allowed for similar positions in the classified service.

- 6.3 Sick Leave: - Each regular employee, who has worked for the Town for a period of less than ten (10) years, shall be entitled to sick leave with full pay at the rate of one (1) working day for each calendar month of service to a maximum of one hundred eighty (180) days or as otherwise stipulated in collective bargaining agreements. Seasonal and temporary employees are excluded. Sick leave shall be defined as absences with pay due to a non-service illness, injury, quarantine or death.
- 6.3.1 Sick leave shall not be considered as a privilege which employees may use at their discretion, but shall be allowed only in case of sickness or disability, or in the case of serious illness within the household or immediate family of the employee respectively. The employee's household shall be defined as any relation of employee, in residence with employee as a family member and who is listed as a dependent for income tax purposes. The employee's immediate family shall include brother, sister, spouse, mother, father, mother-in-law, father-in-law, son, daughter, stepson, stepdaughter, grandparents or as otherwise provided by collective bargaining agreement.
  - 6.3.2 Absence for a fraction of a day that is chargeable to sick leave in accordance with these provisions, shall be charged proportionally in an amount not smaller than one-half of a day.
  - 6.3.3 The terms and conditions under which sick leave will be authorized will be according to the following rules:
    - (a) Personal illness or physical incapacity resulting from causes beyond the employee's control.
    - (b) The illness of a member of the employee's household or immediate family that requires the employee's personal care and attention.
    - (c) Enforced quarantine of the employee in accordance with Health Department regulations.
  - 6.3.4 Each employee, who has worked for the Town for a period of less than ten (10) years, shall be entitled to (a) sick leave with full pay at the rate of one (1) working day for each calendar month of their service during such ten (10) years, and (b) sick leave with full pay at the rate of two (2) working days for each calendar month of service after such tenth year, to a maximum of one hundred and eighty (180) days, or as stipulated in a collective bargaining agreement.
  - 6.3.5 When the said maximum of one hundred and eighty (180) working days has been reached, and thereafter part of said maximum has been used, the used part of said maximum may subsequently be replenished by future service at the applicable rate.
  - 6.3.6 Sick leave may be anticipated to the extent of accrued unused vacation as of the time sick leave is taken. The vacation so used may be replenished by subsequent sick leave earned at the applicable rate.
  - 6.3.7 An employee on sick leave shall inform the immediate superior of the fact and the reason thereof as soon as possible, and failure to do so within a reasonable time will be cause for denial of sick leave with pay for the period of absence.
  - 6.3.8 Represented employees included in certain specific union contracts will be granted time off with pay for doctor and dentist appointments as required, within reason.
  - 6.3.9 At the time of retirement, employees shall be paid at the rate of the last position with the Town for fifty percent (50%) of the accumulated sick leave up to a maximum of 180 accumulated days or as stipulated in a specific union contract.

6.4 Funeral Leave: - Except as otherwise provided by collective bargaining agreements, employees shall be eligible for funeral leave as follows:

Employees are entitled to up to five (5) consecutive working days' funeral leave with pay in the event of the death of a member of the "immediate family" (defined as spouse, child, stepchild, parent, stepparent, brother, sister, grandparent, grandchild, parent-in-law or any relation domiciled with an employee as a member of his or her family who is listed as dependent for income tax purposes); and three (3) consecutive working days' funeral leave with pay in the event of the death of a brother-in-law, sister-in-law, son-in-law, or daughter-in-law and at the discretion of the department head where unusual circumstances and equity dictate, one (1) working day in the event of the death of any other relative not described in this section. Funeral leave shall not be deducted from sick leave. The actual number of working days taken up to a maximum provided shall be based on actual need for funeral leave.

6.5 Injury Leave: - Each employee of the Town shall be entitled to injury leave with full pay in the number of days necessary up to a maximum of one (1) month following the date of the injury, or in accordance with their collective bargaining agreement. Inasmuch as possible, a complete report of each accident shall be made to the Director of Human Resources as soon as it occurs, or at most within 24 hours of the occurrence. Each department head shall be responsible for the proper enforcement of this rule. Injury leave shall be defined as absences made necessary as the result of an approved work-related injury or illness.

If it is necessary to continue injury leave beyond one (1) month, compensation shall be paid at three-quarters (3/4) of full compensation for the second month of injury leave and at the rate established by the current Workers' Compensation Law of the State of Connecticut for all periods thereafter.

A Town employee who is collecting temporary total disability benefits under the State Workers' Compensation Act is prohibited from working and/or receiving remuneration from other employment while collecting Workers' Compensation benefits. An employee who is found in violation of this rule will be subject to disciplinary action in accordance with any collective bargaining agreement involved, the Greenwich Pay Plan and the Personnel Policy Manual.

6.6 Military Leave: - Any regular, full-time employee who is a member of the National Guard or Naval Militia, or of the military or naval forces of the United States and is required to undergo regularly scheduled field training therein shall be entitled to a leave of absence with pay as provided by Connecticut General Statute, in addition to the annual vacation for the period of such regularly scheduled field training provided the amount of compensation paid to such employee for such leave of absence shall be the difference between compensation for military activities and the amount due as an employee of the Town. Any employee who returns from military service will initially return at the same previous wage rate at the time of departure. The department head may apply to the Board of Estimate and Taxation for additional wage based upon the years of military service.

As required by the Retirement Act, the Town will continue to contribute its share for both the current and prior service of any employee while that employee is in military service. The Town shall contribute for each year of military service of any employee the equivalent of the annual deduction which was made from the employee's salary during the last year of service to the Town. The Town shall hold this contribution separate from the employee's own contributions and if the employee leaves the service of the Town at a later date the person shall be refunded only that portion of these deductions which are contributory salary during the last year of service to the Town. The Town shall hold this contribution separate from the employee's.

6.7 Leave of Absence Without Pay: - An appointing authority may grant a leave of absence without pay to an employee for a period not to exceed twenty (20) working days. If it is in the interest of the service, a regular, full-time employee may be granted a leave of absence without pay not to exceed six months by the Director of Human Resources and one year by the Board of Estimate and Taxation. Upon expiration of an approved leave of absence, the employee shall be reinstated in the same or similar position held at the time the leave was granted. Failure of an employee on leave to report promptly at its expiration may be cause for dismissal.

## RULE VII DISCIPLINARY ACTIONS AND SEPARATIONS

7.1 Discipline: Department Heads and supervisors are responsible for initiating disciplinary action. Disciplinary action involving a disciplinary penalty of loss of pay or benefits shall require the approval of the department head, and may be subject to review by higher appointing authority. For those employees included in an employee organization unit, disciplinary actions and the imposition of disciplinary penalties shall be taken only in accordance with the terms of the appropriate collective bargaining agreement.

- 7.2 Suspension: - A department head may suspend an employee, for disciplinary purposes or for other just cause, provided such suspensions without pay shall not exceed thirty days. The employee shall be entitled to a written statement of reasons for the suspension.
- 7.3 Dismissal: A department head may dismiss an employee for disciplinary purposes or for other just cause. Regular, full time employees, shall be entitled to a written statement of the determining factors in consideration of dismissal, and provided an opportunity to respond at a due process hearing prior to the department head arriving at a final decision. Appointing Authorities must notify the Director of Human Resources of potential dismissals prior to taking final action.
- 7.4 Lay-Off: - An employee may be laid off in the event of the abolition of the position, reorganization, adverse working conditions, or if shortage of work or funds requires a reduction in personnel. No regular employee, however, shall be subject to lay-off while there are emergency, temporary, or probationary employees serving in the same class in the classified service. Lay-off of regular employees in a class where there are no emergency, or probationary employees involved, may be made by the department heads. When regular full-time employees are laid off, they shall have their name placed on the appropriate re-employment list. Regular, full time employees shall be entitled to a written statement of reasons two weeks prior to the effective date of their lay-off or as stipulated in a collective bargaining agreement. All contemplated layoffs are to be communicated immediately to the Director of Human Resources.
- 7.5 Resignation: - An employee wishing to leave the classified service in good standing shall file with the department head at least two weeks before leaving employment, a written statement of reasons for such action. Failure of the employee to give the required notice may be cause for denying future employment with the Town.
- 7.6 Termination: - All regular employees who terminate their employment in good standing with the Town shall receive their final pay check on their last day worked. Employees who are terminated by the Town shall receive their final pay check within twenty four hours from the date of termination.

#### RULE VIII HEALTH EXAMINATIONS

- 8.1 Pre-Placement Medical Examination: - All new, regular, full time employees are required to satisfactorily pass a job related pre-placement medical examination, and a substance abuse screening test. Such examination shall be considered part of the entrance examination for the class.

No new employee shall be appointed to a position until a physician's medical certificate, as required, has been received in Personnel to the effect that the appointee meets the established medical requirements of the class and/or is capable of performing the duties of the position for which appointment is being considered and written approval of the Director of Human Resources has been obtained. A waiver form may be required by the Director of Human Resources.

#### RULE XI EMPLOYEE TRAINING

- 9.1 Responsibility for Training: - Responsibility for developing training programs for employees shall be assumed jointly by the department heads and the Director of Human Resources, but all such programs shall be coordinated through the office of the Director of Human Resources.
- 9.2 Credit for Training: - Participation in and successful completion of training courses may be considered in making salary increases and promotions.

#### RULE X REPORTS AND RECORDS

- 10.1 Reports to the Director of Human Resources: - Every appointment, transfer, promotion, demotion, dismissal, change in salary, absence from duty, and other temporary or regular change in the status of employees in the classified service, shall be reported to the Director of Human Resources at such time, in such form, and with such supporting or pertinent information as the Director of Human Resources may prescribe.

- 10.2 Destruction of Personnel Records: - All records relating to personnel, including correspondence, applications, examinations and reports which are determined by the appointing authority as having no further departmental value, shall be forwarded to the Department of Human Resources for appropriate storage or destruction.

## RULE XII EMPLOYEE CONDUCT

- 11.1 Other Public Office: - No employee shall accept appointment to the deputyship or assistantship or any County or State office or position or otherwise incur an obligation of public service outside his regular Town employment, without first obtaining the approval of the appointing authority and the Board of Selectman.
- 11.2 Outside Employment: - Full-time employees may not carry on, concurrently with their public service, any private business or undertaking, attention to which affects the time or quality of their work or which casts discredit upon or creates embarrassment for the Town Government.
- 11.3 Personal Conduct: - Employees are required at all times to conduct themselves in such a manner as to reflect no discredit upon the Town of Greenwich.
- 11.4 Violation of Rules: - Violation of the provisions of these rules shall be grounds for dismissal, suspension, or other disciplinary action.