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PERSONNEL REGULATIONS

SECTION 1.0

PURPOSE OF REGULATIONS

It is the purpose of these regulations to give effect to the intent and requirements of the Town of Oxford pertaining to the Personnel Regulations and to establish policies required by the Fair Labor Standard Act of 1974 as amended or superseded.

ADMINISTRATIVE PROCEDURES

The Board of Selectmen may establish, rescind, or amend such administrative procedures as it may consider necessary for the implementation of the regulations. Notice of proposed changes shall be given to all affected employees and due consideration shall be given to relevant comments and recommendations. The Personnel Regulations shall be submitted by the First Selectman to the Board of Selectmen for adoption by resolution. The adopted regulations shall have force and effect of law. Amendments to the regulations shall be made in accordance with usual procedures. These procedures shall include notice to all affected employees and a 30 day period to collect comments. All employees affected by changes to this agreement shall be notified 30 days prior to change.

VIOLATION OF REGULATIONS

Any person who shall willfully or through culpable negligence violate or conspire to violate any provision of these regulations or in the case of violations for which no specific disciplinary action is provided by these regulations shall be subject to disciplinary action to be determined by the First Selectman, the action to be commensurate with the offense. Such action shall be reviewable, upon written appeal. Nothing in this section shall be construed to supplant or in any way affect any prosecution that may be initiated under any other provisions of public law relating to the nonfeasance, malfeasance, or misfeasance of public officers.

APPLICATION OF REGULATIONS

These regulations apply to ALL personnel receiving compensation from the Town of Oxford for services rendered unless otherwise specifically provided by contractual agreement. Applicable sections of contractual agreements shall take precedence.

Members of established bargaining units shall conform to regulations as defined in union contracts.

Each employee shall have the right to review his/her personnel file upon request.

SECTION 2.0

PERSONNEL POLICY

It is the declared personnel policy of the Town of Oxford that:

- A. Employment in the town government shall be based on ability, free of personal and political consideration.
- B. Just and equitable conditions of employment shall be established and maintained to promote efficiency and economy in the operation of the town government.
- C. Positions having similar duties shall be classified and compensated on a uniform basis.
- D. Employment, appointment, promotion, and other actions shall be based on sound evaluations.
- E. High morale shall be maintained by fair administration of sound evaluations and by every consideration of the rights and interests of employees consistent with the best interests of the public and the town.
- F. Tenure of employees shall be subject to good behavior, the satisfactory performance of work, necessity for the performance of work, and the availability of funds.
- G. The Town of Oxford is an Equal Opportunity Employer, subject to its Affirmative Action Plan.
- H. All personnel shall be familiar with the Code of Ethics established by the town.

SECTION 3.0

DEFINITIONS

The following terms as used in the Personnel Regulations are defined as follows:

Employing Authority – The Board of Selectmen or First Selectman is the employing authority for all positions unless the authority is delegated, by Town Meeting action with concurrence of the Board of Selectmen or by Connecticut General Statutes, to the head of a department or office. Wherever feasible, all appointments shall be in consultation with the department head. The employing authority is responsible for various activities as defined in these regulations.

Appointed: An Employee appointed by the Board of Selectmen

Classified Position – A regularly established job in the classified service of the town.

Elected Employee – One who is chosen by the Voters of Oxford to fill a designated position.

Extended Illness – An illness or injury which causes, at a minimum, a leave of more than five (5) days duration, for which a doctor's certification of illness or injury is necessary.

Full Time Employment – An employee who is scheduled to work twenty (20) hours or more per week and 1,040 hours or more annually, in one (1) or more positions.

Hourly Paid Employee – An employee who is paid based on the number of hours worked.

Part Time Employee – An employee who is scheduled to work an average of less than twenty (20) hours per week and less than 1,040 hours annually, in one (1) or more classified positions.

Position – A regularly established job for the Town of Oxford.

Probation Period – A working test period of six months during which an employee is required to demonstrate the ability to perform the work duties for which he or she was employed.

Regular Employee – An employee who has been hired to an established position and has successfully completed the probationary period.

Salaried Employee – An employee who is paid based a line item appropriation in the annual town budget.

Temporary Employee – Any employee appointed to an approved position for a period not to exceed three (3) months or any employee hired to serve in an emergency position. All positions funded by federal and state funds shall also be considered as temporary regardless of the length of the funding period.

Transfer – A change from one position to another in the same job classification or to another having the same salary grade, involving essentially the same duties and requiring the same basic qualifications.

SECTION 4.0

SCOPE

All offices and positions of the town are divided into the classified positions and other service. The other services are the following:

- A. All full time elected officials and persons appointed to fill vacancies in elective offices, except for certain provisions according to Town Ordinances and the Charter.

B. Positions involving irregular, seasonal, or part time employment of less than one thousand forty (1,040) hours of work per year.

Positions with wage classification are:

Salaried Full Time Positions

Administrative Assistant to First Selectmen = 40 Hours per week 5 days

Inland/Wetland Officer = 32 hours a week

Building Official = 40 hours a week

WPCA Lineman = 40 hours per week (hour and ½ rate after 40 hours)

Asst. Town Clerks = 32 hours per week

Finance Director = 40 hours per week

Fire Marshal = 40 hours per week

Administrative Asst. = 32 hours per week

Town Hall Custodian = 32 hours per week

First Selectman = Full Time

Tax Collector = 32 hours per week

Town Clerk = 32 hours per week

Animal Control Officer

Salaried Part-time Positions

Treasurer

EDC Coordinator

Animal Control Kennel Maintenance

Grant Writer

Two selectmen

Assistant Fire Chiefs

Fire Chief

Hourly Part-time

Assistant Building Official

Fire Marshal Clerks

Receptionists

Floater

Park and Recreation Clerk

Registrar of Voters

Deputy Fire Marshal

SECTION 5.0

ADMINISTRATION

The Personnel Program shall be administered by the First Selectman. The First Selectman shall be responsible to ensure that all administrative duties are fulfilled. The First Selectman shall:

- A. Administer all provisions of the Personnel Regulations.
- B. Prepare and recommend revisions and amendments to the Personnel Regulations.
- C. Maintain all personnel records, including the original application for employment, the history of employment, current status and title, recommendations, records of disciplinary actions, training, absentee records, resignation, and other records which he may deem pertinent to the

employees, service.

SECTION 6.0

RECRUITMENT

Announcements:

The First Selectman or Board of Selectman shall make known all vacancies for all positions by posting such vacancies on the official bulletin board for five working days.

If there is no one who wishes to transfer, no qualified persons on either the reemployment list or the eligibility list who is interested in the position, it shall be advertised as follows:

- A. Local newspapers noting that the Town is an Equal Opportunity Employer;
- B. Other media as may be deemed worthwhile.

Announcements and advertisements shall specify:

- A. Position Title
- B. Primary responsibilities and duties.
- C. Minimum qualifications, if necessary
- D. Salary range or "Depending On Qualifications" (DOQ) or "Depending On Experience" (DOE)
- E. Closing date for applications
- F. Other pertinent information

Pre-employment procedures require personnel reference checking, review of employment record, formal education, and experience. No person seeking employment with or employed by the Town of Oxford shall be favored or discriminated against in any way because of race, national origin, sex, age, handicap, religious, or political affiliation.

SECTION 7.0

EXAMINATIONS

When the employing authority, in consultation with the department head or the designated representative, deems it necessary, he or she may direct examinations to be held for the purpose of determining eligibility of applicants to fill existing or anticipated vacancies. Applications will be solicited from as large a geographical area as is necessary to assure sufficient applicants to permit the selection of the best possible employees.

Examination or tests will be made in conformity with the Equal Employment Opportunity Guidelines on Employee Selection Procedures.

In any position in which the operation of a motor vehicle is required, a candidate must show evidence of valid Ct license, and demonstrate the ability to safely operate a specified motor vehicle or vehicles. Use of handheld cell phones while driving is prohibited.

SECTION 8.0

ELIGIBILITY AND RE-EMPLOYMENT LISTS

The First Selectman/Board of Selectmen or their designated representatives shall establish and maintain the lists necessary to provide an adequate supply of qualified candidates for positions in the Town of Oxford. Lists shall be by position and shall be applicable to all positions of town service.

Re-employment lists shall take precedence over eligibility lists. If a candidate does not accept employment, his/her name may be stricken from the lists by the First Selectman unless very extenuating circumstances exist.

SECTION 9.0

EMPLOYMENT

Positions in the town shall be filled by the employing authority from a re-employment or eligibility list. All employment and re-employment shall be subject to satisfactory completion of a six (6) month probationary period unless the employee is rehired into the identical position they vacated.

Regular Positions -- Whenever feasible, vacancies shall be filled by promotion from current employees who meet the minimum qualifications established for the position. Regular positions not filled by promotion shall be filled by:

- A. Lateral transfers of employees
- B. Hiring from the re-employment or eligibility list

Temporary Positions -- Shall be filled as far as is practical from a list of candidates meeting the minimum qualifications for the position. Such employment shall not exceed three (3) months and shall be renewable upon the approval of the employing authority.

All temporary employees transferring into regular positions shall be subject to the probationary requirements in section 11.0.

Seasonal Positions -- In departments that have a need for individuals with certain skills, individuals may be employed for up to three (3) months with the approval of the First Selectman or the designated department head and may be hired if such employees are available from existing employment lists, and if there are sufficient funds in the departmental budgets for this purpose.

Emergency Positions -- Shall be filled by the employing authority with any person available for the period of the emergency who meets the minimum qualifications for the positions.

SECTION 10.0

TRANSFERS, PROMOTIONS, MID ASSIGNMENT CHANGES

Transfer – Transfer of an employee from one position to another having similar responsibilities may be affected when:

- A. The employee meets the qualification requirements as stated by the job specifications
- B. It is in the best interests of the town
- C. Further training and development of an employee in another position would be beneficial to the future staffing potential of the town
- D. It meets a personal need of the employee and is consistent with the other requirements of this section of the regulations.

Promotion – When practical and consistent with the best interests of the town, all vacancies may be filled by the employing authority, by promotion. No supervisor shall deny any employee permission to apply for promotion opportunity in any town office or department. When the employing authority determines that an insufficient number of well-qualified employees are available from within, outside applicants may be considered along with town employees in order to provide an adequate number of candidates for consideration. In all cases, the town may require successful completion of certain job-related courses as a condition for promotion.

Temporary Reassignment – The First Selectman may temporarily reassign an employee of the town to another job assignment assuming the following two conditions are met:

- A. The reassignment is in the best interest of the town
- B. The employee works in a position with duties and responsibilities comparable to those in their regular position and at the same salary grade as determined by the First Selectman.

SECTION 11.0

PROBATIONARY PERIOD

To allow for the exercise of sound discretion in the filling of positions, all employments, including those made by promotions, shall be subject to a probationary period for six (6) months. The probationary period will begin when the employee starts the full time position to which they are hired and will expire six (6) calendar months from the date of employment.

During the probationary period of any new employee, the First Selectman may terminate the employment of such employee if, during this period, it shall be determined that such employee is unfit or unable to satisfactorily perform the duties or services required, or has fraudulently obtained employment by falsifying information to secure employment with the Town, or is otherwise unqualified to continue in the position.

The department head, or regulatory body in charge of the department, shall submit to the First

Selectman or the designated representative, one written performance report recommending possible permanent status or dismissal. One shall be submitted six (6) weeks before the end of the employee's probationary period. Said report and its approval by the Selectmen are a requirement for regular employment.

The employee shall be notified in writing by the employing authority or the First Selectman upon the successful completion of the probationary period.

When the services of an employee who was promoted are determined to be unsatisfactory during the probationary period, the employee shall be re-employed in the position class in which that employee had regular status, if the position is still vacant. If the position is filled then the employee shall be placed on the re-employment list.

SECTION 12.0

EMPLOYEES' RESPONSIBILITIES

Hours of Work – Full time employees shall normally work an eight (8) hour day which will include a one-half (1/2) hour paid lunch break, unless otherwise changed by notice in the best interest of providing service to the town. Normal working hours are 9:00 a.m. to 5:00 p.m.

Time Sheet – An employee shall be in attendance at regular work in accordance with these regulations. All employees shall furnish reports of attendance for each pay period to the First Selectman or a designated representative.

Outside Employment – Town employees may have employment in addition to their employment with the town. Employees have a responsibility to perform their town duties, as well as their non-municipal employment duties, and must feel capable of handling both without municipal employment suffering.

A. No employee shall engage in or accept private or other public employment or render services for private interests when such employment or services are incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of town duties.

B. Employees shall closely monitor their actions with respect to any issue in which their non-municipal employment may cause ethics infractions with their town position.

Political Activity – All employees may engage in political activity to the extent consistent with the proper discharge of their official town duties and fair and equal treatment of all townspeople. The achievement of this objective does require certain limitations.

a. Employees shall not allow partisan political activities to interfere with the proper discharge of their official duties.

B. No employee shall be ordered or required to participate in political activities, nor shall

he/she be penalized in any way for refusing such an order or requirement.

- C. Employees shall not use town property, equipment, or facilities for political purpose.

SECTION 13.0

COMPENSATION

The First Selectman or the designated representative shall maintain complete schedules of compensation for all positions. All classified positions shall receive compensation based upon submission of an original, signed time sheet.

Initial Employment – The starting rate of pay for each position shall be offered for the purpose of recruitment and shall normally be paid upon employment. The First Selectman or the designated representative may, however, recommend compensation at a higher level, if so warranted and funds are available in the budget.

Pay Periods – Employees on an hourly rate shall be paid weekly or monthly. Employees on a salary basis shall be paid weekly, biweekly, monthly, quarterly, or annually at the discretion of the First Selectman. The Board of Selectman will be responsible for designating whether an employee will be on an hourly or salary basis. All new salaried employees will be paid subsequent to their work week.

Increments – Employees, after satisfactory completion of the probationary period may receive an annual increase in salary subject to a good service evaluation and upon recommendation of the department head providing funds are available in the budget.

Rate of Pay on Promotion – A merit increase may be given for employees completing courses toward certification, Continuing Education Units (CEU's), improved job competency, or other relevant educational upgrades in addition to annual increments, provided funds are available in the budget.

Rate of Pay on Lateral Transfer – Employees transferred from one position in the same or different department shall retain the same rate of pay.

Overtime Pay – Limited overtime is permitted by the town if authorized by the First Selectman, and if deemed in the best interest of the town. Overtime is paid at one and one-half (1-1/2) after eight (8) hours per day or forty (40) hours per week.

For salaried personnel, attendance at meetings and occasional overtime shall be considered part of the duties of the position and not ordinarily eligible for compensation in equivalent time or overtime pay.

The First Selectman may grant equivalent time off to salaried personnel who have worked frequent or long overtime without compensation in pay. The First Selectman shall determine the amount of equivalent time to be taken.

SECTION 14.0

LONGEVITY PAY

Effective July 1, 1987, all regular, full time non-represented employees shall receive longevity pay based upon the following years of service: All new employees hired after 7/1/17 are not eligible for longevity pay.

- A. Five (5) years of service \$445
- B. Ten (10) years of service 495
- C. Fifteen (15) years of service \$745
- D. Twenty-five (25) years of service \$875

Payment shall be made the first pay period of December each year for employees with years of service completed as of November 30th.

SECTION 15.0

EMPLOYEE BENEFITS

Vacations:

All regular full time employees shall be granted annual vacations based upon length of service according to their date of hire. Increases in length of vacation are effective on the anniversary of the date of hire.

<u>Service</u>	<u>Length of Vacation</u>
More than six months but less than 12 months	1 full working week
More than 1 year but less than 5 years	2 full working weeks
More than 5 years but less than ten years	3 full working weeks
More than 10 years but less than 15 years	4 full working weeks
More than 15 years	4 full working weeks plus 1 additional day for each additional year up to 6 weeks maximum accumulation

All regular part time employees shall be granted annual vacation based upon length of service, according to date of hire:

More than 1 year but less than 5 years	1 week pro rata
More than 5 years	2 work weeks pro rata

Employees shall be granted their vacation by seniority preference throughout the year, subject to the demands of service determined by the department head. If a holiday falls in any given vacation week, this day may be taken at a later date or extend current vacation period by one day. Employees may carry over two (2) weeks of vacation from one year to the next and may carry over two (2) additional weeks of vacation with the approval of the First Selectman whose permission shall not be unreasonably denied. Vacation days shall be used on a last earned/first used basis.

The First Selectman shall have the right to limit the number of employees on vacation at any one time.

An employee voluntarily leaving in good standing will be granted compensation for vacation time earned at the rate in effect when the vacation days were accrued. An individual who is re-employed shall accrue vacation leave based on cumulative service and shall be required to adhere to the same restrictions regarding use of vacation time.

Holidays – The following holidays shall be observed by all employees, and shall be granted with pay if the employee worked the last scheduled day before and the first scheduled day after the holiday unless a vacation day has been approved:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Veteran's Day	Half day before Thanksgiving
President's Day	Day after Thanksgiving
Good Friday	Day before Christmas Day
Thanksgiving Day	Christmas Day
Memorial Day	
Independence Day	

Lincoln's Birthday and Washington's Birthday shall be combined as one President's Day. There shall also be 2 floating holidays. The request for the floating holiday must be submitted, in writing, with thirty (30) days notice, to the First Selectman for approval, which approval shall not be unreasonable withheld.

Town Hall offices shall be closed at 1:00 P.M. the day before Thanksgiving Day. Holidays falling on Friday shall be taken as floating holidays effective July 1, 1992.

If a Holiday falls on a full-time employee's day off, the employee will receive a floating holiday.

Part time employees will receive the floater only if it falls on a day that they are regularly scheduled to work.

Any employee on sick leave shall be paid for any holiday falling during said sick leave if his/her probationary period is completed.

All new employees full and part time hired after 7/21/17 are not eligible for floating holidays.

Sick Leave – All regular full time employees with one or more years of service shall be allowed up to fifteen (15) sick days per year. Employees who do not exhaust their yearly sick leave credits shall receive payment for unused sick leave, up to a maximum of seven (7) days at the end of the fiscal year, June 30.

During the first year of service full time employees shall earn sick leave at the rate of 1-1/4 day per month of a maximum of 15 days per year. While on probation, an employee is not eligible to receive sick leave benefits, upon completion of the probationary period, sick leave will be credited retroactively from the date of employment, or as of July 1st of the current fiscal year if employed during the latter part of the prior fiscal year.

Employees out sick shall call their supervisor or the First selectman on the first day. After the third day out, doctor's certification of the illness may be required, unless duration of the illness was known prior to sick leave or the employee has been hospitalized. The Town can require an examination by a doctor of the employee's choice after the three (3) day period at the employee's expense or by a doctor of the Town's choice at the expense of the Town.

An employee leaving work without prior notification will not be paid sick time during the balance of that day.

No sick leave shall be granted in the case of any injury to an employee when he/she is engaged in outside employment and the injury is attributed to that employment, or in any occupational illness attributed thereto.

All required taxes shall be with held on all sick pay and disability payments.

If the employee has unused sick time totaling more than the above mentioned seven (7) days at the end of the fiscal year, then the employee may accumulate the balance of his/her unused sick days up to a maximum of five (5) days per fiscal year, with a maximum goal accumulation of sixty-five (65) days.

Extended Paid Sick Leave – It is town Policy to protect regular full time employees with one or more years' service from economic distress caused by a debilitating illness or catastrophic injury. Therefore; a regular full time employee of one or more year's service who is disabled from performing any work by an extended illness or injury, and who has no further sick leave allowance, may make application to the First Selectmen for supplemental sick leave with pay at the rate of 90% of weekly base pay. Appeal of a decision will be to the Board of Selectmen.

Employees with more than one but less than five (5) years continuous service will be limited to a maximum of twenty-six (26) weeks of extended sick leave per single disability.

Employees with more than ten (10) years of continuous service shall be limited to a maximum of thirty-nine (39) weeks of extended sick leave per single disability.

Under provisions of this section, "extended illness or injury" is defined as one which causes, at a minimum, a leave of more than five (5) days duration, for which a doctor's certification of illness or injury is necessary.

Maternity/Paternity Leave – Maternity/paternity leave shall be determined by the same conditions that prevail under extended sick leave up to eight (8) weeks in accordance with applicable state and federal Statutes currently in effect.

Leave of Absence Without Pay – The First Selectman may grant a leave of absence without pay to any employee upon receipt of the employee's written request for a period not to exceed six (6) months. The employee must indicate the reason for the request (to accept another job shall not be approved), beginning and expected return date and other pertinent information prior to the effective date. The First Selectman may extend the leave request up to an additional six (6) month period. Before the leave expires, the employee must write the date of expected return, request for extension if initial leave is under six months, or tender formal resignation. If requested by the employee, the employee shall be reinstated to the position held at the time the leave was granted or an equivalent position.

Injury Leave – Injury leave as distinguished from sick leave shall mean paid leave given to an employee, including regular part time employees, due to absence from duty caused by an accident or injury that occurred while the employee was engaged in the performance of the employee's duties. Employees of the Town are covered by Workers' Compensation Insurance and are paid stated amounts due to injuries sustained on the job.

Funeral Leave – Full time employees will be allowed five (5) days leave with pay for a death in the immediate family. Immediate family may be defined as spouse, mother, father, brother, sister, child, grandparents, in-laws (mother-in-law, father-in-law, brother-in-law, sister-in-law). Full time employees will also be allowed one (1) day of Funeral Leave for all other relatives (cousin, aunt, uncle, etc.). Permission to attend the funeral of close acquaintances must be obtained from the first Selectman or department head. Part time employees are not eligible for paid funeral leave.

Group Insurance

- A. Effective April 1, 2018, or the first of the month following acceptance by the State, whichever comes first, and subject to the conditions set forth below, the Town shall provide group health insurance benefits solely through the Connecticut State Partnership Plan 2.0 (SPP), in lieu of the benefits that were previously granted

Dental benefits will not currently be provided through the SPP and will continue as currently provided. The employees' premium cost share for the dental insurance shall be the same as that for the medical benefits.

The health plan benefits shall be as set forth in the SPP, including any subsequent amendments or modifications made to the SPP by the State and its employee representatives. The administration of the SPP, including open enrollment, beneficiary eligibility and changes and other administration provisions, shall be as established by the SPP.

a. The premium rates shall be set by the SPP. The employee percentage share of such premium cost shall be as follows:

- Effective March 15, 2018 9%; based on the SPP quarterly rates in effect at that time.

b. The SPP contains a Health Enhancement Plan (HEP) component. All employees participating in the SPP are subject to the terms and provisions of the HEP. In the event the SPP administrators impose the HEP non-participation or noncompliance penalty, those sums shall be paid 100% by the non-participating or non-compliant employee. No portion or percentage shall be paid by the Town. The \$100 per month premium cost increase shall be implemented through payroll deduction, and the \$350/\$1400 annual deductible shall be implemented through claims administration.

B. Life Insurance shall be double the salary of the full time employees up to the nearest thousand.

D. The Town shall continue to provide Workers' Compensation insurance

The waiting period for full time employees to qualify for group insurance is thirty (30) days. Coverage does not start until the effective date of membership as shown on each policy.

If an employee certifies, in writing,

1. That they have medical insurance coverage through a source other than the town,
2. That they choose not to participate in the group health insurance offered herein and
3. that they understand the requirements for becoming reinsured under the group policy offered herein,

the town shall compensate the employee the sum of \$400.00 (*four hundred dollars*) per month for each month the employee is not covered by the group policy offered herein.

The Town shall continue to provide the above group insurance to any employee who retires under the Town's Retirement Plan or the Social Security Act with thirteen (13) years of service and is at least fifty-five (53) years of age. The Town will pay seven hundred fifty dollars (\$750) per annum towards the cost of said benefits.

The Town shall pay to the insurance carrier \$3,500 per fiscal year toward retiree health insurance for the life of any retiree (individual only) who has retired under the Town's Retirement plan or

the Social Security Act after age 55 and has worked at least eighteen (18) or more year for the town.

A retirement plan shall be provided to regular, non-represented Town employees who have completed six (6) months of continued employment. Employees shall contribute 2 ¼% of their annual salary to the retirement plan.

The town shall continue to provide any and all life insurance benefits which they are eligible to receive under the Town Pension Plan who were hired before June 30, 1992. The town shall provide annual reimbursement of the yearly cost of individual active employee health and dental insurance to each employee who retires from town service and is vested to receive a M.E.R.F. pension for employees hired prior to March 1, 2003. Said payment of the reimbursement shall commence upon receipt of the M.E.R.F. pension and shall continue for the life of the retiree.

As their retirement plan, employees hired after January 1, 2018 will be permitted to contribute to a 401k program with the town match up to 6% as permitted by applicable law.

Use of Employee's Private Automobile – Employees who use their private automobile for official business as authorized by their immediate supervisor shall be compensated, at the rate established by the Internal Revenue Service. Claims must be submitted monthly for the previous month. Employees must submit their compensation claim to the Office of the First Selectman after they receive authorization from their immediate supervisor. Employee's automobile must be insured.

Mileage reimbursement shall be allowed for the use of a privately owned vehicle for travel by a Town official or employee for Town business.

Mileage reimbursement shall not be allowed for travel between the place of residence of an official or employee and the Town Hall since this is considered to be the ordinary place of employment or business.

This same policy of non-allowance shall apply in the event that the ordinary place of business/employment is at a location other than Town Hall (e.g., Public Works Garage).

This policy shall apply to all full time and part time officials and employees, whether elected, appointed, or hired.

“A POLICY CONCERNING MILEAGE REIMBURSEMENT FOR PART-TIME TOWN OFFICIALS AND EMPLOYEES”

Mileage reimbursement shall be allowed for the use of a privately owned vehicle for travel by a part-time town official or employee to and from site inspections, and building inspections, etc., if these are deemed necessary to the proper conduct of Town business and authorized by the department head.

For the purpose of minimizing travel distances, reducing energy usage and travel expenses, the following conditions will apply:

1. When travel is initiated during regularly scheduled hours of that official/employee at the Town Hall, mileage will be reimbursed from the Town Hall.
2. When travel is initiated at other times from a home location by an official/employee who is an Oxford resident, mileage will be reimbursed from the residence to the destination(s).
3. When travel is initiated at other time from a home location by an official/employee who is not an Oxford resident, mileage will be reimbursed for the distance from the point of entry into Oxford to the destination(s).

Personal Days – All regular full time employees may be granted three (3) personal days per year to be used as half or full days approved by the First Selectman or his designee. Employees hired after January 1, 2018 will granted one (1) day per year.

Jury Days – Employees shall be granted leaves for required jury duty. Employees shall receive that portion of their regular salary which will, together with their jury pay or fees, equal their total salary for the same period, less required deductions for taxes on portion of their salary paid to them by the Town.

Military Leave – Reserves/National Guard – Military training duty leave shall be granted to regular employees when they are required to serve on reserve or National Guard duty not to exceed ten (10) working days per year. A copy of written orders should be submitted for their personnel file. The employee shall receive the difference between his/her military pay and the regular pay. Military pay vouchers shall be submitted to ascertain pay due the employee.

Enlistment or conscription during the time of war, or conscription (draft) during time of peace, shall entitle the employee to retain rights to the position held at such time he/she entered the military service with the following conditions:

- A. The employee is inducted within thirty (30) days upon leaving the employ of the Town
- B. The employee receives Honorable/General Discharge on severance from the armed services
- C. The employee accepts re-employment with the Town within time limit specified by applicable Federal law. All salary and vacation benefits shall also be governed by Federal law in force at time of discharge.

SECTION 16.0

SUGGESTIONS

The First Selectman or the designated representative should be receptive to the receipt of suggestions for improving municipal services. Each suggestion will receive due consideration by the Board of Selectmen.

SECTION 17.0

GRIEVANCES

All grievances shall be filed, in writing, with the First Selectman at the Oxford Town Hall. A thirty (30) day deliberation period shall start the day the First Selectman receives the grievance and establishes the date the grievance hearing will be held. While this process is underway the employee shall, if possible, continue to fulfill their position's duties.

The Board of Selectman will not make a determination on any case presented to it unless every other step in the lawful orderly procedure, as defined in Title 31 of the Connecticut General Statutes, for resolving the dispute has been exercised by the employee(s) and after said steps having been exhausted, failed to resolve the dispute to the employee's satisfaction.

The author(s) of the grievance shall be notified, in writing, as to the Board's decision of acceptance or rejection for a hearing within two (2) weeks of receipt of the petition. If the petition is accepted, notification of the date of the hearing will be included.

The Board of Selectmen shall fully investigate all matters pertinent to the grievance or appeal granting the petitioner(s) full opportunity to present all facts and seeking all pertinent and related information from Town department heads.

The hearing shall be conducted by the First Selectman, the town presenting its side first, followed by the grieving employee(s); such presentations shall be given separately verbally or in writing unless otherwise decided by the Board of Selectmen. After a full hearing the Board of Selectmen will render a written decision to the aggrieved within thirty (30) days signed by a majority of the Board of Selectmen, stating such details as will clearly show the nature of the decision and the points disposed of by the Board. If this is not possible, the individuals will be notified and their cooperation sought in obtaining an extension.

Appeal of Grievance – There is hereby created a Personnel Appeals Board, appointed by the Board of Selectmen, which shall consist of five (5) members who shall be electors of the Town holding no salaried municipal office. The terms of office shall be arranged so that not more than one (1) of such terms shall expire in any one year and no term may exceed five (5) years. Any vacancy shall be filled for the unexpired terms in the manner of the original appointment. Three (3) members shall constitute a quorum. Such board shall hear and determine any appeal of a grievances as defined in the Personnel Regulations of the Town of Oxford, of any employee or group of employees of the Town, if the decision of the Board of Selectmen's is challenged. The Board shall adopt rules of procedure which shall insure any aggrieved employee a prompt and fair hearing and an opportunity to be heard in person or by a representative of his/her choosing. The decision of said Board may be appealed within ninety (90) calendar days from the date of notice of decision.

SECTION 18.0

DISCIPLINARY ACTION

The First Selectman in consultation with the Board of Selectmen may reprimand, suspend, demote, or dismiss an employee for reasons such as but not limited to the following:

- A. Violation of any ruling of any section of these regulations
- B. Dishonesty in the performance of duties
- C. Consumption of alcohol or the illegal use of drugs on the job
- D. Recklessness on the job
- E. Inadequate amount and/or quality of work
- F. Habitual tardiness or absenteeism
- G. Refusal to perform a normal quantity and quality of work
- H. Performing unauthorized services for others during working hours
- I. Failure to obey a reasonable order, either written or oral
- J. The inappropriate use of abusive language to a supervisor or to the public
- K. Conviction of a crime involving moral turpitude
- L. Fraudulently obtaining sick or injury leave
- M. Political activity in violation of Section 12.0

Penalties – Penalties fall into four categories: Reprimands, Demotions, Suspensions, and Dismissals.

Reprimand – In situations where an oral warning has not resulted in expected improvements, or where more severe initial action is warranted, a written reprimand shall be sent to the employee and a copy shall be placed in the employee's personnel folder.

Demotions – An employee may be demoted to a position of lower grade for which they are qualified for any of the following reasons:

- A. When (1) a position is being abolished, (2) a position is reclassified to a lower grade, (3) there is a lack of work, (4) there is a lack of funds, (5) an employee previously occupying the position, but on authorized leave, returns to reclaim the position
- B. When an employee does not possess the necessary qualifications to render satisfactory service in the position he holds, as judged by the Personnel review, by the Board of Selectmen, or
- C. When an employee voluntarily requests such demotion

All demotions must receive the approval of the employing authority. If the employee is demoted against his/her will, he/she may appeal under the grievance provisions of these rules and regulations.

Suspensions – A department head may, for disciplinary reasons, suspend with written notice, any regular employee in his/her department for such length of time as is considered appropriate. Notice of such suspension shall be reported to the First Selectman or the designated representative immediately in writing. If the employee wishes to appeal the suspension, he/she shall notify his/her department head and the Board of Selectmen of his/her intention to appeal

within five (5) working days of the date of the suspension. Appeal for a hearing before the Board shall be in writing. Within not less than five (5) or more than ten (10) working days of the receipt of an appeal, the Board of Selectmen shall hold a hearing which shall be public at the option of the employee and at which he/she may be represented by counsel. The decision of the Board of Selectmen shall be rendered in writing to the aggrieved employee within two (2) weeks of the hearing.

In all suspensions, the First Selectman or the designated representative shall be furnished with a written statement specifically setting forth the reasons for such suspension and a copy of such statement shall be furnished to the employee.

Dismissal – At any time during the probationary period a department head, with the approval of the First Selectman or the designated representative, may separate, in accordance with section 11.0, an employee whose performance does not meet required standards.

A regular employee may be dismissed by the employing authority for activities prohibited in section 18.0. The employing authority shall give said employee written notice five (5) working days prior to the effective date of dismissal. Any employee so dismissed shall have the right to appeal in writing to the Board of Selectmen as provided in these rules.

At the time of dismissal and prior to final payment, all records, assets, or other items of Town property in the employee's custody shall be transferred to the department head. Any amount due because of a shortage in the above shall be withheld from the employee's final compensation or collected through other appropriate action.

SECTION 19.0

SEPARATIONS

Resignation, Layoff, Dismissal, Disability, Death, and Retirement – All separations shall be accomplished in the manner indicated.

Payment of Earned Compensation and Leave Upon Separation – Employees who leave the Town service in good standing shall receive payment for all earned salary, compensatory time, and vacation leave subject to deductions for any indebtedness pursuant to Section 18.0.

Resignation – An employee in good standing, desirous of leaving the Classified Service, shall file with his/her department head at least two (2) weeks before leaving the service a written resignation stating the effective date and reason for leaving. The department head may permit a shorter period of notice because of extenuating circumstances. The resignation shall be forwarded to the First Selectman or the designated representative with a statement by the department head as to the resigned employee's service performance and pertinent information concerning the cause of resignation plus recommendations for or against possible re-employment. A copy shall be placed in the personnel file of the employee.

Layoff – When a position must be discontinued or abolished because of a change in duties, reorganization, lack of work, or lack of funds, the department head shall submit a report to the First Selectman or the designated representative together with a recommendation as to the employee to be laid off.

A. Order of the Layoff – The First Selectman in consultation with the Board of Selectmen shall determine the order of layoff of employees on the basis of seniority. If it is found that two or more persons in a department in which a layoff is to be made have equal ratings as determined on the basis of seniority and service ratings, the order of the layoff in such cases of tie shall be in the inverse order of the date of initial hire.

B. Notice of Layoff – Regular employees subject to layoff shall be notified in writing four (4) calendar weeks prior to the effective date, but in an emergency, not less than two (2) calendar weeks.

C. Re-employment List – If certified as having given satisfactory service, the name of the employee laid off shall be placed on the appropriate re-employment list as provided in section 8.0 of these rules.

Reinstatement – With the approval of the employing authority, an employee who has resigned with a good record may be reinstated within one (1) year to his/her former position, if vacant, or to a vacant position in the same or comparable grade.

Dismissal – The provisions under Section 18.0 apply to any dismissal.

Death – Separation shall be effective as of the date of death. All compensation due in accordance with section 18.0 shall be paid to the estate of the employee, except for such sums as by law may be paid to the surviving spouse.

SECTION 20.0

PERSONNEL REGULATIONS

The Board of Selectmen is hereby authorized to establish, rescind, or amend such personnel regulations as it considers necessary to provide for an efficient and responsive municipal operation and to create a framework for proper administration in accordance with accepted personnel standards and principles. Said regulations shall have the same force and effect as if included in their entirety herein provided; however, a certified copy of said regulations with any changes shall have been filed with the Town Clerk. The method of rescind or amendment shall be accomplished by majority vote of the Board of Selectmen who shall cause a certified copy of any change to be filed with the Town Clerk. Prior to any action on these regulations all affected employees shall receive notification of the changes and will have 30 days to respond before being acted on by the Board of Selectmen and shall take effect once filed with the Town Clerk's Office.

SECTION 21.0

DEPARTMENT REGULATIONS

Individual departments may develop additional rules or manuals of regulations as deemed by various department heads. Such additional manuals or rules shall be approved by the First Selectman.

If departmental regulations are different from the Town's Personnel Regulations, the latter will be applicable. The Town's Personnel Rules, herein contained, shall prevail in instances not specifically provided for in departmental regulations.

SECTION 22.0

VALIDITY

If any article or Section of these Regulations is declared invalid or unconstitutional for any reason, such declaration of invalidity or unconstitutionality shall not affect the other Articles or Sections or portions of these which shall be valid.

SECTION 23.0

WAIVER FOR PRESENT EMPLOYEES

Individuals presently employed with the Town shall be excluded from the provisions regarding examinations and initial probationary period.

SECTION 24.0

SEXUAL HARASSMENT POLICY

The Town prohibits unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which interferes with employee performance which creates

an intimidating, hostile or offensive work environment, or which affects conditions of employment or employment decisions.

Employees who believe they are being sexually harassed are encouraged to firmly and promptly notify the offender that his or her behavior is unwelcome. In the event that such communication between individuals is either ineffective or impractical, the individual should report to the First Selectman, the Selectmen, or Town Counsel.

Any matter so reported will be investigated. All such investigations will be conducted in a confidential manner. There will be no retaliation against an individual who files a bona fide report of sexual harassment. Upon completion of the investigation of a sexual harassment complaint, the findings of the investigation will be communicated to the complainant and the alleged offender. If sexual harassment is deemed to have occurred, the offender will be subject to appropriate disciplinary action. Disciplinary actions may include verbal or written reprimands, referral to counseling, withholding of promotion, reassignment, termination or other appropriate action. (Amended 3/15/00)

Time off, with pay, will be given to any employee that feels it is necessary to file a claim with the Human Services Commission regarding any harassment or labor issue. (Amended 4/7/93)

SECTION 25.0

WORKPLACE VIOLENCE POLICY

In the effort to promote a safe environment for all employees free from violence, threats of violence, harassment, intimidation, possession of weapons and other disruptive behavior at the workplace, the Town of Oxford has adopted a zero tolerance policy for workplace violence. All reports of incidents will be taken seriously and dealt with appropriately. Examples of behavior that is and can be viewed as violent include, but are not limited to, oral or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm. Employees who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties or both.

Employees are asked to report any observed or experienced behavior regardless of whether such conduct was carried out by an employee or a non-employee. Any report will be investigated promptly and thoroughly. More immediate help may be obtained by dialing 9-1-1. The Town of Oxford through the Selectmen's Office will monitor this policy. (Added 3/15/00)

Approved & Amended 9/18/91; 6/1/93, 6/21/95, 11/19/97, 1/21/98, 9/22/98, 2/16/99, 3/15/00, 7/21/17, 3/15/18