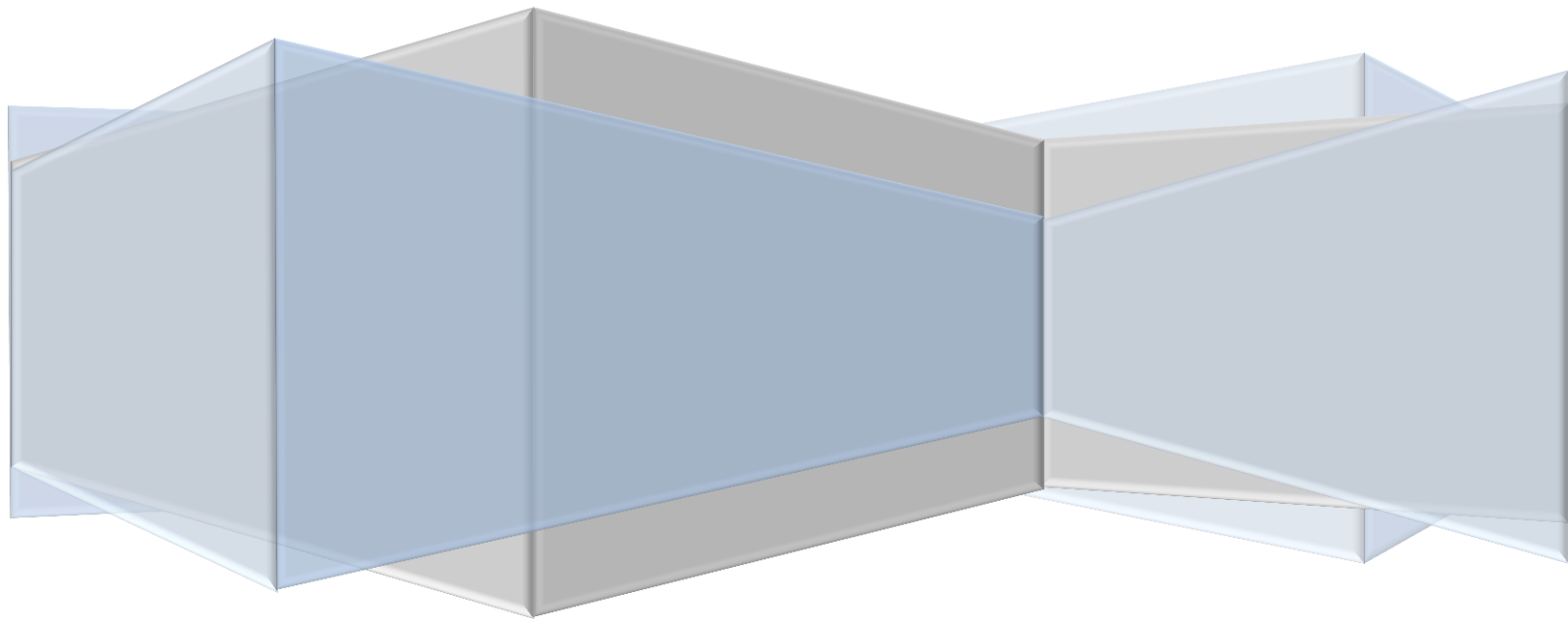


Seymour Town Hall



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. 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.

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 contact the Department of Human Resources.

We are pleased to have you join or already be part of our Town government and sincerely hope our association will be a beneficial one!

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TOWN OF SEYMOUR

Mission Statement

The Town Of Seymour strives to make our community a great place to live, work, and visit.

The Town of Seymour will fulfill its mission by:

Creating an ideal community to raise and educate a family;

Inspiring a vibrant, diverse and welcoming community built on trust, respect, and broad-based citizen involvement;

Maintaining a high standard and broad range of municipal services in a fiscally responsible manner;

Placing the highest value on innovation and accountability in the provision of town services;

Facilitating economic development by supporting businesses that will work in cooperation with the town.

Town and Government Facts

Seymour is a small town with a population of just over 16,000 on 15 square miles.

Under a charter adopted in 1971 and most recently amended in 2008, the Town of Seymour has a Town Meeting form of government with a seven-member Board of Selectmen.

The First Selectman serves as the full-time chief executive officer of the town with the Board of Selectmen acting similar to a board of trustees. The Board of Finance is responsible for proposing the annual budgets and special appropriations to the Town Meeting.

There are a number of commissions and authorities established under the charter. All boards and commissions are appointed by the Board of Selectmen.

Town Departments

Animal Control

Assessor

Blight Enforcement

Board of Education

Building Inspector

Economic Development

Emergency Services

Finance

Fire Marshal

First Selectman

Housing Authority

Human Resources

Inland Wetlands

Library

Parks & Recreations

Public Works

Registrar of Voters

Senior Services

Tax Collector

Town Clerk

Town Planner

Treasurer

Zoning Enforcement

I. GENERAL EMPLOYMENT POLICIES

At Will

Your employment with the Town is "employment-at-will." This means that you have the right to terminate the employment relationship at any time for any or no reason, with or without cause and with or without notice. The Town also has the right to terminate the employment relationship at any time for any or no reason, with or without cause and with or without notice, subject to any applicable collective bargaining agreement.

Equal Employment Opportunity

The Town of Seymour is committed to equal employment opportunities for all. Equal Employment Opportunity has been, and continues to be, a fundamental principle at the Town of Seymour. 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.

American's with Disabilities Act

The Town of Seymour 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 Non-discrimination, 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 Department of Human Resources.

Affirmative Action

It has been the policy, and will continue to be the strong commitment of the Town of Seymour and all contractors and subcontractors who do business with this Town, to provide equal opportunities in employment to all qualified persons solely on the basis of job-related skills, ability and merit. The Town of Seymour will continue to take affirmative action to ensure that the applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, ancestry, mental disorder (present or past history thereof), age, physical disability (but not limited to blindness), marital status, mental

retardation, genetic information, and criminal record. Such action includes, but is not limited to, employment, upgrading, demotion or transfer; recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training. The Town of Seymour, its contractors and subcontractors, will continue to make good faith efforts to comply with all federal and state laws and policies which speak to equal employment opportunity.

Immigration Reform Act

The Federal Immigration Reform and Control Act (IRCA) prohibits knowingly employing aliens not legally authorized to work in the United States or legal non-immigrants whose classification does not permit employment in this country. IRCA requires all employers, including the Town of Seymour, to obtain written certification from all new employees stating that they are authorized by law to be employed in the United States. The Town of Seymour must also independently verify the employee's identity and employment eligibility within three days of his/her hire date.

Under IRCA, every employee must complete Form I-9 issued by the Immigration and Naturalization Service (INS) attesting to his or her legal status. Verifying an individual's legal status to work in the United States requires proof of both the individual's identity and authorization to work. IRCA further requires the Town of Seymour to keep such documentation on file for three (3) years following the first date of employment or for one (1) year following the termination of employment, whichever is later.

Genetic Information Non-Discrimination Act of 2008

In accordance with the Genetic Information Nondiscrimination Act of 2008, the Town does not discriminate against employees based on genetic information.

Sexual Harassment, Unlawful Discrimination and Retaliation Policy

The Town of Seymour is committed to maintaining a work environment free of discrimination and harassment of any kind where all individuals are treated with respect and dignity. In keeping with this commitment, the Town of Seymour will not tolerate sexual harassment or unlawful discrimination of employees by anyone, including any supervisor, co-worker, vendor, client or citizens, whether in the workplace, at assignments outside the workplace, or at Town sponsored social functions.

Sexual Harassment: Sexual harassment is defined as unwelcome or unwanted sexual advances, requests for or offers of sexual favors, or other physical, verbal, or visual conduct of a sexual nature when (1) the conduct has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment, (2) submission to the conduct is an explicit or implicit term or condition of employment, or (3) submission to or rejection of the conduct is used as the basis for an employment decision.

The following kinds of behavior are forms of sexual harassment that are prohibited under this policy:

- unwanted sexual advances;
- explicit sexual propositions,
- demands for or offers of sexual favors in exchange for favorable treatment or continued employment;
- repeated sexual innuendos, suggestive comments, or sexually oriented kidding, teasing or practical jokes;
- jokes about gender-specific traits;
- obscene body language or gestures;
- leering or staring that is offensive;
- posters, pictures, cartoons, toys or objects of a sexual nature;
- physical contact, such as touching, patting, pinching or brushing against another's body; and
- hostile or stereotypical comments related to gender (sex);

The offender or the victim of harassment may either be a man or a woman, and sexual harassment can occur between persons of the same gender as well as between members of the opposite sex. The above list is not all-inclusive.

Other Types of Harassment and Discrimination: Unlawful discrimination based on race, color, religion, age, national origin, ancestry, physical or mental disability, perceived physical or mental disability, marital status, veteran status, sexual orientation, or any other characteristic made unlawful by Federal or Connecticut law is strictly prohibited. Harassment based on race, color, religion, age, national origin, ancestry, physical or mental disability, perceived physical or mental disability, marital status, veteran status or sexual orientation is prohibited under this policy and will not be tolerated. Among the types of conduct prohibited are telling racial, ethnic, age, disability or other degrading jokes or comments and making racial or ethnic slurs and other forms of degrading name calling.

Reporting: If any employee believes she or he is being sexually harassed or otherwise harassed or discriminated against or has witnessed another employee being harassed or otherwise discriminated against, the employee should promptly report the matter to their Department Head or Human Resources. If either of them is the person against whom the report is being made, the report should be made to the other. Prompt reporting of conduct that you believe is offensive and sexual in nature or that you otherwise consider harassment or discrimination is strongly encouraged. It allows for rapid response and resolution of objectionable behavior or conditions both for the reporting employee and any other affected employees. Complaints of retaliation against anyone who made a report alleging harassment or discrimination or who participated as a witness in an internal investigation of such a report are also to be promptly brought to the attention of their Department Head or Human Resources.

Supervisors who have knowledge of actual or alleged sexually harassing or other discriminatory conduct committed by any employee, regardless of whether or not the employee is their subordinate or is in their department, are required to immediately report it to their Department Head or Human Resources. Any supervisor who is found to have had knowledge of sexual harassment or other harassment or discrimination in the workplace and failed to report it will be subject to discipline, up to discharge.

No Retaliation: Retaliation in any form against any employee who makes a report of harassment or discrimination or against any witness or person who participates in or provides assistance in an investigation is strictly forbidden. Anyone who retaliates is subject to discipline. Complaints of retaliation should be made to the employee's Department Head unless you believe he/she is involved, in which event your complaint of retaliation should be made to the Human Resources Department.

An employee who makes a complaint of sexual harassment or other unlawful discrimination is protected against reprisal or retaliation even if the complaint upon investigation is determined not to be substantiated as long as the complaint was made based on a good faith, reasonable belief that the conduct was prohibited by this policy.

However, a complaint of sexual harassment or unlawful discrimination that is known by the reporting employee to be false and is made with the improper intent to obtain a benefit or to cause the company to take action detrimental to the person against whom the complaint is made is not protected activity under the no-retaliation policy. Any employee who knowingly makes a false complaint of sexual harassment or other prohibited harassment or discrimination will be subject to discharge or other severe discipline.

Investigation: The Town of Seymour takes all complaints of sexual harassment, other forms of prohibited harassment or discrimination, and retaliation seriously, and all such complaints will be promptly investigated.

Confidentiality: The Town of Seymour cannot guarantee confidentiality but will endeavor to treat complaints and the terms of their resolution as personal and confidential to the extent it is reasonably practical to do so.

Outcome of the Investigation and Corrective Action: If, as a result of the investigation, the Town of Seymour finds that sexual harassment or other harassing, discriminatory or retaliatory conduct prohibited by this policy occurred, the Town will take prompt and appropriate corrective action which it considers reasonable under the circumstances to end and prevent recurrence of the harassment, discrimination or retaliation. Corrective action may be disciplinary, with the degree of discipline, up to discharge, imposed dependent upon the severity of the misconduct. When the investigation is completed, the reporting employee will be informed of the outcome of the investigation and the corrective action, if any, to be taken.

If you make a complaint and are not satisfied with the outcome of the company's investigation and any corrective action taken, you have the right to file an administrative complaint with the Connecticut Commission on Human Rights and Opportunities and/or the Equal Employment Opportunity Commission.

Distribution of Policy: The Human Resources Department is responsible for the distribution of this policy to all newly hired employees. All Department Heads are responsible for ensuring that this policy is visibly posted in all work areas and working collaboratively with the Human Resources to see that the policy is distributed to all newly hired part-time, temporary and seasonal employees.

Training: All current and newly hired employees will be required to attend Civil Treatment for Employees Training. Connecticut General Statute 46a-54(15) requires a minimum two hour training program for supervisory employees within six months of hire. The Human Resources Department assumes responsibility for providing the required training for employees and supervisors and identifying and disseminating information regarding such training programs. It is a Supervisor's responsibility to attend the required training program provided by Human Resources or make arrangements to attend other training opportunities identified by Human Resources. This statutory training is a term and condition of employment for all supervisory employees. Failure to satisfy the training requirement within the prescribed time frame shall constitute misconduct and shall result in appropriate disciplinary action.

Drug Free Workplace

Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. Therefore, employees are forbidden to report to work under the influence of alcohol or drugs. It is our intent and obligation to provide a drug free, healthful, safe and secure work environment. Employees using any medication, which may impede work performance, must notify their Supervisor prior to starting work. The town complies with the testing requirements of the U.S. Department of Transportation and all other federal and state regulations.

The use, possession, purchase, sale, plan for sale or transfer of illegal drugs or any prescription drugs that have not been properly prescribed to you on Town property, in Town vehicles, or while engaged in Town activities is strictly forbidden.

If a Supervisor has reason to believe that an employee is not fit for work, that employee may be sent home or may be sent for medical examination that may include a drug and/or an alcohol test. A positive test reading for drugs and/or alcohol may result in disciplinary action up to and including immediate termination. Failure to submit to a test may also result in disciplinary action up to and including immediate termination.

Workplace No Violence Policy Statement

The Town of Seymour 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.

II. ADMINISTRATIVE POLICIES AND PROCEDURES

Collective Bargaining

The Town of Seymour 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 Seymour is organized for purposes of collective bargaining into the following bargaining units (unions):

Seymour Administrator Union

Local 818 of Connecticut Council 4, AFSCME, AFL-CIO

Seymour Town Employees – Public Works

Local 1303-24 of Council 4, AFSCME, AFL-CIO

Seymour Police Union

Local #564 Council 15 AFSCME AFL-CIO

Town Hall Union Contract

Local 1303-240 of Council 4 AFSME, AFL-CIO

Seymour Education Association & BOE

Seymour Custodial Employees

Local 1303-25 of Council #4, AFSCME, AFL-CIO

Seymour School Administrators Association & BOE

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 weekly paycheck of employees and

remitted to the appropriate employee representative by the Town. Employees who are not represented by an employee organization have their terms and conditions of employment set by Town.

Grievance Procedure

Employees may grieve the application of any of the Personnel Policies or the Town's Equal Employment Affirmative Action Plan as follows:

Step One: An aggrieved employee shall notify their immediate supervisor in writing of the nature of the grievance including all relevant facts within 3 working days of the matter aggrieved. The immediate supervisor shall render a written decision within 5 working days of receipt of the grievance.

Step Two: If an employee is not satisfied with the written decision of the employee's supervisor, the employee can submit the grievance in writing to the Human Resources Department within 3 working days of receipt of the Supervisor's decision. The Human Resources Department, in conjunction with the First Selectman, shall review the matter completely and render a written decision within 5 working days of receipt of the employees grievance.

Step Three: If the employee is not satisfied with the written decision of the Human Resource Department, the employee can submit the grievance in writing to the Board of Selectmen within 3 working days of the Human Resources' written decision. The Board of Selectmen shall investigate the grievance and render a decision within 30 days of receipt of the employee's grievance.

Department heads and employees in single person departments shall begin the grievance procedure at step two and continue to step three if necessary.

Ethics and Conflict of Interest

The Town of Seymour 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 Human Resources Department 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 Human Resources Department.

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 Safety Committee that meet quarterly to review safety concerns of employees and to recommend health and safety improvements.

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.

Electronic Communication 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. Violations of the policy constitute misconduct and may lead to disciplinary action including suspension or termination.

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.

All electronic communications and devices that enable or foster communications, including but not limited to software, computers, servers, systems, internet connections, are the property of the Town. The Town reserves the right to enter, search and monitor the systems or files of any employee, without advance notice, for any business purpose it deems necessary. Business purposes for which such activity may occur, include but are not limited to investigations of criminal conduct, disclosure of confidential or proprietary information, personal abuse of systems or monitoring workflow or productivity. Further, the Town reserves the right to examine all electronic mail messages, files, etc., that originate, terminate or pass through the Town's information systems networks and equipment.

Resource Usage

The use of the Town software, computers, servers, systems, internet connections, company-owned cell phones and wireless devices by you is permitted in cases where such is both suitable for business purposes and supports the goals and objectives of the Town. In such cases, usage of Town equipment is limited to legitimate business purposes. The Town equipment must not be used for illegal activities, or activities that violate the Town's Code of Conduct. The following activities are expressly contrary to these guidelines:

Using Town software, computers, servers, systems, electronic devices and Internet connections for:

Extended personal use;

Outside business ventures or employment;
Special interests of hobbies during work hours; and
Sexual, pornographic, obscene, lewd, harassing or other workplace inappropriate uses
The incidental use of own systems and Internet connections for personal purposes is acceptable provided they are used responsibly, in accordance with this guideline and the Code of Conduct and do not interfere with Town business.

Electronic Mail

Employee privileges on the Town electronic email system should be assigned to ensure that only those capabilities necessary to perform a job are granted. All email records, including back-up copies, are considered Town records and are not the property of the users of the email systems. Email messages should be transmitted only to individuals who have a business need to receive them. Email correspondence should be treated with the same care and formality as non-electronic correspondence. Although email files have been deleted, they are susceptible to being retrieved. Additionally, as is the case with Town records, electronic mail may be subject to disclosure to law enforcement or government officials or to third parties through subpoena or other process. Consequently, you should always ensure that the business information contained in emails messages is accurate, appropriate and lawful. The following activities are expressly contrary to this guidelines:

Sending or retrieving files or messages that could result in the loss of work or interfere with system processing. This includes, but is not limited to, the creation and distribution of chain letters or viruses or any other type of usage that may cause the loss, congestion or disruption of Town email systems.

Creating or sending inappropriate, abusive or objectionable email (video, audio, graphics, written, etc.) in violation of the Town's Policy against Sexual Harassment and Discrimination
Soliciting or distributing information on behalf of parties or business activities or for charitable or other purposes not sponsored by the Town.

Sending threatening electronic communications.

Sending an electronic communication that appears to come from another person.

Using the email system for charitable endeavors, private business activities and amusement or entertainment purposes.

Internet

Internet access is provided to conduct Town business. Access to the Internet will be restricted to users who have a genuine business need for information, communication or resources made available on the Internet. All access to the Internet from Town owned equipment must be through a Town established gateway using Town provided software and protocols. Additionally, the Town reserves the right to monitor Internet activity without notice to determine if the access is being used or if it is in compliance with the guidelines set forth in this handbook. The following activities are expressly contrary to these guidelines:

- Creating, accessing, downloading or distributing inappropriate, abusive or objectionable material via the internet
- Intentionally interfering with the normal operation of the Town Internet gateway
- You are responsible for all activities originating from the use of your assigned account and/or systems. This includes responsibility for all messages, commands, programs, software, or files that the user originates or willfully accepts via the Internet. The use of the Internet privilege may be revoked at any time.
- Downloading programs from the Internet is strongly discouraged. These programs have a high potential for computer virus infection and incompatibility with Town systems. Before a user may download any software that requires a license for use, he/she must get this approved by their Department Head.

User Responsibility

As a Town systems user, you are responsible for activity attributable to your user ID and passwords. You should not keep passwords in accessible places or reveal your passwords to anyone. Every user of the Town information systems is advised that the absence of a practice, standard, guideline or procedure covering a particular situation does not relieve him/her from the responsibility of exercising the highest ethical standards and duty to safeguard and protect Town systems. In addition to the lists above, the following activities are expressly contrary to these guidelines:

1. Use the Town's computer resources in a way not permitted by this policy or use the Town's computer resources to violate other Town policies;
2. Incur costs or liabilities without prior express written authorization from the Department of Information Technology and the employee's Department Head;
3. Run programs or software that attempt to identify passwords or codes;
4. Use another person's password, or allow others to use theirs;
5. Provide Internet access or access to other Town computer resources to someone who is not specifically authorized by the Town;
6. Share a Town password for purpose of allowing third parties to gain access to the Internet or other Town computer resources who are not authorized to do so by the Town;
7. Interrupt programs or software that protect data or secure systems, or attempt to do so;
8. Attempt to evade, disable, encrypt or mask, use someone else's identity and/or password or otherwise bypass existing access restrictions or other security provisions of the computer network;
9. Encrypting data which has not been authorized by the Information Technology Department;
10. Knowingly attempt to gain unauthorized access to protected data;
11. Use assumed names. (Note: IDs/Passwords needed to access Town-authorized web-based publications/services must be shared with the appropriate Town authority and, as such, will not be considered "assumed names").
12. Knowingly disclose attorney-client communications or attorney work product;
13. Access or disclose data known to be confidential or which should be known to be

confidential without authorization;

14. Inappropriately maintain, access or disclose personal data (see Notice Regarding Personal Data which follows);

15. Violate copyrights, trademarks, patent protections or license agreements;

16. Use the Town's computer resources to commit any unlawful act or participate in any unlawful activity. This includes, but is not limited to, wiretapping, unlawful interception of electronic communications, infringing copyright, infringing trademark or other proprietary rights, computer crimes and any and all other violations of local, state and/or federal laws and regulations.

17. Use the Town's computer resources in a manner that is inappropriate for the conduct of Town business such as, without limitation, communicating in a harassing, or discriminatory manner;

18. Attempt to connect to any other User's computer or any part of the Town's network without authorization of the Department of Information Technology;

19. Install or distribute any non-Town-business related software, files, file attachments and data including, but not limited to, animations, screen savers, chain letters, wallpaper, etc. without the express prior approval of the Department of Information Technology;

20. Install or download software programs or materials other than those expressly permitted by the Town;

21. Use the Town computer resources for personal business or for any purpose other than lawfully conducting Town business. Use of the Town's computer resources is not permitted to conduct internal union business;

22. Access web sites designed for dating or personal relationships or social networking purposes;

23. Use Internet access for personal purposes, including purchase of merchandise for personal use;

24. Access any website of an obscene or lewd or vulgar nature (except as specifically authorized in connection with investigations);

25. Browse the Internet or engage in electronic transmissions such as, but not limited to, "chat" room communications, instant messaging or electronic conferencing, which involve communications not related to the employee's job duties. Communications with, or concerning, professional associations related to the employee's job description are considered job-related and are permitted;

26. Use the Town's computer resources for lobbying and/or political campaigning;

27. Use the Town's computer resources for personal gain/personal outside business transactions;

28. Use the Town's computer resources for solicitation of non-Town business;

29. Use the Town's computer resources for gambling;

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 and town employees will be called. 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 or personal time 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.

No Gossip Policy

In the workplace, gossip is an activity that can drain, distract and downshift employee job satisfaction. In order to create a more professional workplace, the Town making a commitment to change our atmosphere to be gossip free.

In order to have a more professional, gossip free workplace we will:

1. Not speak *or insinuate* another person's name when that person is not present unless it is to compliment or reference regarding work matters.
2. Refuse to participate when another mentions a person who is not present in a negative light.
3. Choose not to respond to negative email or use email to pass on private or derogatory information about any person in the Town.
4. While off the job, speak to another co-worker about people at work in a derogatory light.
5. If another person in the Town does something unethical, incorrect, against procedures, or disruptive I will use the proper channels to report this to the person in authority to take corrective action.

Smoking

In accordance with Connecticut State law and Town policy smoking is prohibited throughout the Seymour 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 during designated break times.

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.

Telephones

Personal use of the telephones during working hours should be limited to essential phone calls only. All incoming emergency and/or important personal messages will be appropriately handled by the office. Misuse or abuse of Town telephones for personal reasons will be grounds for disciplinary action.

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.

Confidentiality

As part of your responsibilities as a Town employee, you may learn of or be entrusted with sensitive information of a confidential nature. During your employment, any information, including but not limited to Town information, town resident information, estimates, tax records, or personnel history or actions, shall be considered and kept as the private and privileged records of the Town, and must not be divulged to any firm, individual or institution except on the direct written authorization of the Town Administrator. Your failure to honor this confidentiality requirement may result in disciplinary action, including possible discharge.

If you leave employment for any reason, we ask that you continue to treat as private and privileged any such sensitive information. You should not release any such sensitive information to any person, firm, or institution without the express written approval of the Town Administrator. The Town may pursue legal remedies for unauthorized disclosure of sensitive, confidential information.

III. EMPLOYMENT

Appearance and Dress Code

It is important for all employees to project a professional image of Town of Seymour. 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.

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

As an employee, your regular attendance and punctuality are crucial to the smooth operation of the Town. The failure to meet this obligation jeopardizes the ability of Town to fulfill its function. Therefore, excessive absenteeism or tardiness will result in discipline up to and including termination of employment.

If it should become necessary for you to be late or absent, you are required to contact your supervisor as soon as possible, but in any case, not later than 1 hour before the start of your regular shift. When you call, you should inform your supervisor the reason for failure to report to work as scheduled, and when you expect to return to work so that your supervisor is able to arrange scheduling of workloads during your absence. If your supervisor is not available, you should leave a message for him or her.

"Tardiness" is defined as occurring when you are more than 10 minutes late for a scheduled shift. Tardiness 3 or more times in any three month period will be considered excessive and will result in discipline up to and including termination of employment.

The Town does not tolerate unexcused absences. An excused absence means that you have requested and received your supervisor's permission in writing to be absent for a certain day. An "unexcused absence" is defined as all other absences when your supervisor has not approved the time off, or where you have failed to make appropriate attempts to contact your supervisor as outlined in the procedure above. More than three unexcused absences in a calendar year will result in discipline up to and including termination of employment.

Although the Town recognizes that you will occasionally have good reasons for being absent or tardy, excessive or chronic absenteeism and/or tardiness cannot be accepted and will result in discipline up to and including discharge.

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. 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.

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.

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 bi-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 and part-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 the Human Resources Department 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.

IV. 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 by the Board of Selectmen in accordance with the annual town budget or related budget documents. All regular full-time and part-time employees are paid on a weekly basis. In the event a holiday occurs on a pay date the paychecks will be released on the day immediately preceding the pay date. Employees have the option of electing direct deposit of their weekly pay.

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.

Wage Assignments and Garnishments

The Town is obligated to comply with any court ordered wage assignments or garnishments against your wages and will deduct such amounts from your wages. The Town is legally required to process these orders and will not cease unless notified by court order or other legal process.

Time Records

Federal and State law require that an accurate record be kept of the hours worked by all employees. Completion and submission of time sheets provides a convenient and accurate method of accomplishing this. It is your obligation to fully and accurately complete your own time record at the end of each shift and to verify that all necessary information regarding the date, hours worked, and break times are correct and legible.

Exempt employees need only record days and times absent from work. You must sign your own time record before submitting them at the end of each pay period. Any errors on your time record must be brought to the attention of your immediate supervisor in order to be corrected. All corrections must be initialed and dated by both you and your supervisor. You are prohibited from filling in anyone's time record but your own, or to allow anyone to fill in your time record.

You must be at your work area and ready to start work at the beginning of your shift. Any violation of this policy will result in disciplinary action up to and including termination of employment.

Altering, falsifying and tampering with time records, or recording time on another employee's time record will result in disciplinary action up to and including termination. If we do not receive your correct and legible time record information by the end of each pay period, your paycheck may not accurately reflect the number of hours worked. Payment may be delayed to the next payroll-processing period.

Exempt/Non-Exempt Employees

Consistent with applicable federal and state wage and hour laws, employee classifications fall into one of two categories: "exempt" or "non-exempt." These terms are defined by the Fair Labor Standards Act, which is a federal law requiring that certain employees be paid at least the minimum wage and overtime for hours worked over 40 hours a week. However, the law provides that some employees are "exempt" from this requirement, and therefore do not have to be paid a specific hourly wage or overtime. You will be advised whether your position is an exempt or non-exempt position.

Exempt: Exempt employees do not have any limits on the hours that may be worked in a given work or pay period. They are expected to work the hours needed to accomplish their job responsibilities without receiving extra pay for overtime worked.

Non-Exempt: Non-exempt employees are paid an hourly rate and are eligible for overtime pay at the rate of 1 1/2 times their regular hourly rate of pay for hours worked in excess of 40 hours per work week.

Employee Classifications

Depending upon Town requirements, employees may be placed into one or more of the following job status classifications. These classifications do not guarantee employment for any specified period of time, however the level of benefits that you are eligible for may depend on your employee classification. Your classification may change during your tenure.

Full-time employees: employees who are regularly scheduled to work 35 hours or more per week.

Part-time employees: employees who are regularly scheduled to work less than 35 hours per week.

Temporary/Seasonal employees: employees hired to perform a temporary or seasonal assignment. References in these policies to fulltime and part-time employees does not include temporary/seasonal employees.

Per Diem employees: employees who do not have regular schedules, and fill in for other employees who are out sick, on vacation, or for other reasons. References in these policies to full-time and part-time employees does not include per diem employees.

Overtime

From time to time, you may be required to work overtime. For the purposes of determining which hours constitute overtime, only actual hours worked in a given workday or workweek will be counted. This means that if you are on vacation or out of work for some other reason during a week, those hours not actually worked will not be counted towards your overtime calculation.

Overtime is paid to any non-exempt employee who works in excess of 40 hours in any given week. Overtime is paid at a rate of one and one-half times the employee's regular hourly rate of pay. Overtime is permitted only on those occasions when the needs of the Town require it and only when approved by your supervisor.

Overtime for Public Works Employees

Non-exempt Public Works employees shall receive overtime payment for all hours worked in excess of the employee's regular eight hour work day.

Compensation Time For Exempt Employees

In the case of exempt employees, attendance at evening meetings and nominal overtime shall be considered part of the duties of the position and not ordinarily part of eligible time for compensation. The First Selectman, at the Human Resources Department discretion, shall grant time off to an exempt employee who has worked substantial overtime without compensation in pay. The Town Administrator shall determine the fair amount of equivalent time to be taken and shall determine dates and duration of such leave to insure that there are no adverse affects on town operations.

V. 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

Federal and Connecticut laws require certain employers to provide family and medical leaves of absence for eligible employees. Either or both of these laws may apply to a leave. Where both laws apply, the leave provided by each must be taken concurrently. This policy will be interpreted to comply with the laws that apply to a particular leave.

The Leave Policy. Under the federal law ("FMLA"), an eligible employee may take up to 12 weeks of unpaid leave within a 12-month period. Under the Connecticut law ("CFMLA"), an eligible employee may take up to 16 weeks of unpaid leave within a two year period. The one or two-year period, as the case may be, begins with the first day of a leave of absence. Our policy is to provide the amount of leave that satisfies the laws governing the leave.

Eligible Employees: For an FMLA leave, the employee must have worked for the Town for at least 12 months, and worked for at least 1,250 hours in the last 12 months. For a CFMLA leave, the employee must have worked for the Town for at least 12 months and worked for at least 1,000 hours in the last 12 months.

Reasons For Leave: Family/medical leave may be used for: (1) the birth of a child and to care for a newborn child (must be taken within 12 months after the birth of the child); (2) the placement of a child for adoption or foster care and in order to care for the newly placed child (must be taken within 12 months after the placement of the child); (3) to care for a "covered relation," which includes your spouse, child, parent, or, under CFMLA, parent-in-law, when that person has a "serious health condition," or (4) because of your own "serious health condition."

If both spouses are employed by the Town, the combined leave cannot exceed the individual maximum, except that to care for a child or spouse with a serious health condition, or for the employee's own serious health condition, each spouse is entitled to the full leave.

Notice Of Leave: You should give the Town as much notice of the need for a leave as is practicable. Where the need for leave is foreseeable, you should give the Town at least thirty (30) days advance notice of the need for the leave, when possible. Where the need for leave is not foreseeable, you must notify the Town as soon as possible, certainly within two business days, after learning of your need for leave, except in extraordinary circumstances.

Medical Certification: If you are requesting leave because of your own or a covered

relation's serious health condition, the appropriate health care provider must supply written notification of the nature and expected duration of the illness.

Required Use of Paid Leave: Family/medical leave is unpaid leave. Any accrued paid vacation, medical/sick leave, workers' compensation, or other paid personal leave will be substituted for unpaid family/medical leave. The substitution of paid time for unpaid family/medical leave time does not extend the length of the leave provided by the law.

The End Of Your Leave: At the end of your leave, you will be returned to work to your former position or one with similar pay and status in accordance with state and federal law. If you are medically unable to perform your original job upon the expiration of your leave entitlement, you may be transferred to work suitable to your physical condition if such work is available. If your leave extends beyond this number of weeks (12 per year or 16 per two years), you may be returned to your former or a like position if one exists, however the Town cannot guarantee reinstatement.

If your leave is because of your own serious health condition, you must provide medical certification that you are fit to resume work. You may obtain a Return to Work Medical Certification Form from the Town Administrator. An employee who fails to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

If, at the end of your leave, you do not return to work, for whatever reason, your employment with the Town may be terminated. If you have any questions about the Town's FMLA policy, please contact the Human Resources Department.

Holidays

The Town recognizes thirteen (13) 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 thirteen (13) holidays may be obtained on the Town website.

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. 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 Seymour 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 Manager of Human Resources may approve an application for a leave of absence for a period not to exceed six (6).

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, a request must be formally presented in writing to the First Selectman so that the Board of Selectmen may review it for 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.

VI. EMPLOYEE BENEFITS

Defined Benefits Plan – Town of Seymour Retirement System

The Town provides both a defined benefits retirement plan for all regular full-time employees (eligible employees). 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.

Employee Parking

The Town provides parking for employees in designated parking areas. Employee's are not permitted to park in areas for the general public or otherwise not designed as "Employee Parking" areas.

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.

Short & Long Term Disability

Most regular, full-time employees are provided with short term(STD) and basic long-term disability insurance (LTD). STD provides a flat rate payment of \$700 a week up to 26 week, based on medical recommendations. 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.

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 Seymour 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 Seymour 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 the Department of Human Resources.

Date: _____

Signature: _____

Print Name: _____