

TOWN OF SIMSBURY



PERSONNEL RULES AND REGULATIONS

Adopted by the Board of Selectmen, September 14, 2009

**PERSONNEL RULES
AND
REGULATIONS**

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At-Will Statement and Contract Disclaimer

Nothing in these Personnel Rules and Regulations is intended to grant permanent employment to any person, either implicitly or explicitly. Similarly, nothing in these Policies is intended to create, or constitute a part of, any express or implied contract of employment between the Town of Simsbury (hereinafter "Town" or "employer") and any of its present or future employees. Any oral statements or representations which conflict with this position are unauthorized and may not be relied upon by any employee. Town employees are employed on an "at-will" basis. This means that they may be terminated at any time and for any lawfully permissible reason. Similarly, employees may leave the Town's employ at any time and for any reason provided the requirements of the "Resignation" section of this manual are met.

SECTION 1 – GENERAL PROVISIONS

1.00 Authority to Revise

The Town reserves the right to modify, revoke, suspend, terminate or change any or all such policies or rules, in whole or in part, at any time without notice. The language used in the personnel policies and rules is not intended to create nor is it to be construed to constitute a contract between the Town and any or all of its employees.

1.10 Authorization for Rules, Severability

These rules are provided for by Section 1002 of the Town of Simsbury Charter, as amended from time to time. If any section or portion thereof is found not to conform with federal or state law or the Town Charter, such finding shall not affect the remainder thereof.

1.20 Exclusions

Employees working under a collective bargaining agreement will refer to their contract, except for items not covered by the contract, in which case these personnel rules and regulations shall prevail.

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Equal Employment Opportunity

It is the policy of the Town to provide equal employment opportunities to all applicants and employees regardless of race, color, religion, creed, sex, age, national origin, marital status, handicap, ancestry, sexual orientation, past or present history of mental disorder, mental retardation, learning disability, or physical disability, including, but not limited to, blindness, except in the case of a bona fide occupational quality or need, and to treat applicants and employees in a non-discriminatory fashion in compliance with all state and federal law. This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

Harassment and Sexual Harassment Policy

A. Introduction

The Town recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex and from peers as well as supervisors. It is the goal of the Town of Simsbury to promote a workplace atmosphere free of discriminatory intimidation, and to that end, harassment of any kind of employees occurring in the workplace or in other settings in which employees may find themselves will not be tolerated. The procedures outlined below in the section entitled Complaints of Harassment and Sexual Harassment equally apply to harassment based on protected characteristics other than sexual harassment including but not limited to race, color, age, religion, sexual orientation, marital status, ethnicity, ancestry, national origin or disability.

B. Sexual Harassment

1. *Federal and State Law*

Sexual harassment is against the law. Title VII of the Civil Rights Act of 1964 is the specific federal law prohibiting sexual harassment. It is also prohibited by the Connecticut Fair Employment Practices Act, Conn. Gen. Stat. 46-60.

2. *What is Sexual Harassment?*

Sexual harassment is defined as any unwelcome sexual advances or requests for sexual favors or conduct of a sexual nature when:

- a. Submission to conduct is made either explicitly or implicitly a term or condition of an individual's employment;

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- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include:

- a. Offering employment benefits or giving preferential treatment in exchange for sexual favors;
- b. Retaliation against or getting someone back who turns down sexual advances;
- c. Visual Conduct: leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, calendars, magazines, or posters;
- d. Verbal conduct: whistling and catcalls making or using derogatory or sexual comments, epithets, slurs, or jokes. Referring to another person as "doll," "babe," "honey," or a name of this type;
- e. Verbal sexual advances or propositions, including repeated and unwanted requests for a date;
- f. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual;
- g. Obscene or sexually orientated computer or phone mail messages, suggestive or obscene letters, notes or invitations;
- h. Physical conduct such as touching, an unwanted neck and shoulder massage, assault, impeding or blocking movements; and
- i. Repeated and unwelcome comments about one's physical appearance or attire.

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C. Complaints of Harassment or Sexual Harassment

Any employee who believes that s/he has been subject to harassment or sexual harassment has the right to file a complaint. This may be done in writing or orally. The employee should immediately contact the First Selectman or Department Head. If the Department Head or First Selectman is the alleged harasser or if the employee feels uncomfortable contacting the Department Head or First Selectman, the employee should immediately contact the Director of Social Services or any other department head with whom he/she is comfortable discussing the matter. All complaints of harassment or sexual harassment will be promptly and thoroughly investigated. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with witnesses, where necessary. The Town will also interview the person(s) alleged to have committed sexual harassment. The findings of the investigation, along with any other proposed actions will be sent in writing to the individual who files the complaint and the person(s) alleged to have committed harassment or sexual harassment, as appropriate.

D. Retaliation Prohibited

Any employee who reports unlawful harassment or cooperates in the investigation or a complaint will be protected from retaliatory action. If it is determined that inappropriate conduct has occurred, the Town will act promptly to eliminate the offending conduct, and where it is appropriate, will also impose discipline.

E. Disciplinary Action

If it is determined that inappropriate conduct has been committed by an employee, the Town will take such action as is appropriate under the circumstances. Such action may range from counseling to termination of employment, and may include such other forms of disciplinary action as the Town deems appropriate under the circumstances.

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Workplace Threats and Violence Policy

Nothing is more important to the Town than the safety and security of its employees. Threats, threatening behavior, intimidation, harassment or acts of violence against customers, employees, clients, visitors, guests, or other individuals by anyone on Town property or during working time will not be tolerated. Violations of this policy will lead to disciplinary action that may include dismissal, arrest, and prosecution.

Except as may be required as a condition of employment, (1) no employee shall bring into any worksite any weapon, including, but not limited to, any firearm, including a BB gun, whether loaded or unloaded, any knife, including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon, or dangerous instrument including, but not limited to, any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury; (2) no employee shall use, attempt to use, or threaten to use any such weapon or dangerous instrument in a worksite; and (3) no employee shall cause or threaten to cause death or physical injury to any individual in a worksite.

Any person who makes threats, exhibits threatening behavior, or engages in intimidating, harassing or violent acts on Town property shall be removed from the premises as quickly as safety permits, and shall remain off Town premises pending the outcome of an investigation.

Upon completion of its investigation, the Town will initiate an appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

All Town personnel are responsible for notifying a supervisor any threats that they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on a Town site, or is connected to Town employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. Any supervisor who becomes aware of threatening behavior must immediately notify the First Selectman. Any employee who reports unlawful workplace threats or violence or cooperates in the investigation of a complaint will be protected from retaliatory action.

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SECTION 2 - ADMINISTRATION

2.0 Administration

In accordance with SECTION 602 of the Town Charter, the First Selectman is the Personnel Director for the Town with the exception of Board of Education employees. The First Selectman may, from time to time as he or she deems necessary, delegate duties and responsibilities to a designee for the purpose of carrying out these rules and regulations.

The Board of Selectmen may establish, rescind or amend such administrative procedures, as it may consider necessary for implementation of these Personnel Rules and Regulations. Such Personnel Rules and Regulations and any amendments thereto shall become effective upon being approved by resolution of the Board of Selectmen.

The First Selectman shall be responsible for the proper administration of these rules and regulations. The Board of Selectmen may revise these Personnel Rules and Regulations as appropriate.

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SECTION 3 - RECORDS AND REPORTS

3.00 Personnel Records

Personnel Records for Town employees shall be maintained by the First Selectman, who shall also maintain records of all official acts under the Personnel Rules and Regulations. Employees may examine their own personnel records in accordance with the procedures established by the First Selectman and state and federal law.

3.10 Personnel Reports

Department heads shall promptly submit data on proposed appointments, status changes, or separations pertaining to the classified service at such time, in such form, and with such supporting information as these rules prescribe or as the First Selectman deems necessary.

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SECTION 4 - RECRUITMENT

4.00 Recruitment Policy

The Town of Simsbury, as an Equal Employment Opportunity Employer, will consider applicants for employment with the Town and candidates for promotion on the basis of their qualifications for a position without regard to race, color, religious creed, age, sex, national origin, ancestry, marital status, sexual orientation, present or past history of mental disorder, mental retardation, learning disability or physical disability, including, but not limited to, blindness, except in the case of a bona fide occupational qualification or need, and to treat applicants and employees in a non-discriminatory fashion. The Town conforms to all related state and federal law.

Department heads will submit requisitions to fill position openings to be authorized by the First Selectman. Applications are accepted only when there is an opening that is listed as a job vacancy.

4.10 Employment Administration

The First Selectman, with the assistance of the Department Heads, is responsible for the administration of all employment policies and procedures including, but not limited to, posting job openings, recruitment, advertising, interviewing (including oral exam panels), testing, screening, reference checking, referring qualified applicants, certifying candidates, orientation and induction, and Affirmative Action.

Nothing in this section shall diminish or alter the responsibility of the Police Commission for personnel matters within the Police Department as set forth in Section 717 of the Charter of the Town of Simsbury.

4.20 Announcements

The First Selectman shall make known vacancies in the classified services by posting announcements for such vacancies on official bulletin boards and at least one newspaper having a general circulation in the area and in such other places as may be deemed necessary. Announcements for promotional vacancies will be posted on official bulletin boards.

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Announcements shall specify the title and salary range of the position, the essential functions to be performed, minimum qualifications of prospective applicants and other information the First Selectman deems pertinent. Applications provided by the First Selectman shall be made on forms that include the Town's Equal Employment Opportunity statement.

4.30 Veteran's Preference

All persons honorably discharged from active armed forces service who have served in time of a war declared by the United States Congress in the armed forces, i.e. veterans, who take an examination for original appointment to the Town service and receive a passing grade shall have five points added to the examination grade if the veteran is not eligible for disability compensation or pension from the United States through the Veterans' Administration, and shall have ten points added to the examination grade if the veteran is eligible for such disability compensation or pension. Names of veterans shall be placed on the list of eligibles in the order of such augmented rating. Credits shall be based upon examinations with a possible rating of one hundred points. Applicable periods of war are determined in accordance with Connecticut General Statutes Sections 7-415 and 27-103.

4.40 Notification of Examination Results

Each applicant, when applicable, shall be given notice of the final grade and relative standing on the employment list, or failure to attain a place on the list. While exceptions may be made under appropriate circumstances, corrections of test results or ratings will generally not invalidate certifications or appointments already made.

4.50 Establishment of Employment Lists

Employment lists, in rank order, shall be of three kinds: eligible list, promotional list, and re-employment list.

The First Selectman shall establish and maintain such lists for the various classes of positions in the competitive service as deemed necessary or desirable to meet the needs of the service. The names of eligible candidates shall be placed on promotional lists and eligible lists in the order of their grades.

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4.60 References

As part of the pre-employment procedure, former supervisors, employers and references provided by candidates are verified by the First Selectman in consultation with the Department Head. References and other checks (which may include but not be limited to motor vehicle, credit status, criminal and financial histories, as well as verification of education, employment history and professional license) are documented and made part of the applicant's file, with the exception of candidates for a sworn position within the Police Department. These background checks are made prior to an offer of employment, and the information is part of the applicant's file. All such information is handled as confidential information to the extent permitted by applicable law.

Reference checks of candidates for a sworn position within the Police Department shall be a part of an extensive background check conducted by the Police Department and shared with the Chief of Police, First Selectman and Police Commission, upon request, during the hiring process. Such backgrounds shall remain in the confidential possession of the Chief of Police and be made available to the First Selectman, and Police Commission, upon request.

4.70 Disqualification

A. Reasons for Disqualification

The First Selectman may reject any application (1) which indicates on its face that the applicant does not possess the minimum qualifications required for the position; (2) which was not filed by the announced closing date for receiving applications, unless prior to such date an extension of time has been publicly announced; (3) if the applicant cannot perform the essential functions of the job for which he or she seeks employment, or, if the individual is disabled within the meaning of the ADA, cannot perform the essential functions of the job even with reasonable accommodation; or (4) if the applicant has made any false statement of material fact or practiced any deception or fraud in his/her application.

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B. Notification

Whenever any application is disqualified, the First Selectman shall give written notice to the applicant of such rejection, by first class mail addressed to the latest address on the application form.

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SECTION 5 - APPOINTMENTS

5.00 Appointments to the Classified Service

- A. Appointments to fill vacancies within the classified service are made in accordance with Section 803 of the Town Charter.
- B. New positions within the classified service are established in accordance with Section 1002 of the Town Charter

5.10 Notification of Probationary Appointment

At the time of appointment, the First Selectman notifies the appointee, in writing, of the following: (a) wage or salary; (b) hours of employment; (c) flex-time schedule where applicable; (d) wage payment schedule; and (e) the job description of the position for which he/she has been hired.

5.20 Medical Examination Post-Offer, Pre-Employment Examinations

- A. A medical examination, including a drug test, showing ability to perform the essential functions of the position is required in all cases as a condition of employment. A standard medical form is supplied by the Town for this purpose.
- B. A background check which may include motor vehicle record, credit status, criminal and financial histories, as well as verification of education and employment history and professional license is required in all cases as a condition of employment.

5.30 Probationary Period

For securing the most effective adjustment of a new employee to his/her position and for determining that an employee's work meets required standards, all appointments are for a probationary period, normally not to exceed one year. The department head may extend the probationary period with the approval of the First Selectman.

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A. Evaluation of Performance

During the probationary period, the First Selectman or his/her designee shall evaluate the job performance of the employee and,

where appropriate, complete a written evaluation. The extent and type of the evaluation shall be determined by the First Selectman.

B. Dismissal

During the probationary period, the First Selectman may terminate an employee. Such termination shall be based on the First Selectman's assessment of the needs of the Town and the employee's job performance. Criteria for dismissal would include, but not be limited to, demonstration of inability or unwillingness to perform the duties of the position, lack of dependability, habits which detract from job performance, misrepresentations in the application, incompatibility with supervisor, or any other criteria determined to be relevant to the decision of the First Selectman. Notification of such dismissal shall be in writing.

5.40 Notification of Regular Appointment

Upon the successful completion of the probationary period, the First Selectman or his or her designee shall notify the employee in writing of regular appointment. A Regular Employee is one who has successfully completed his or her probationary period.

5.50 Emergency Appointments

For the purposes of this section, the term "Emergency" is defined as meaning an instance in which public business would be stopped or causes a serious loss or inconvenience to be brought upon the public if not addressed.

In an emergency, the First Selectman may authorize the appointment of any qualified person to a vacant position when the First Selectman believes the appointment is necessary to prevent stoppage of public business or loss or serious inconvenience to the public. Such appointment is valid for the duration of the emergency without regard to the rules affecting appointments.

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SECTION 6 - CLASSIFICATION

6.00 Classification Plan

The First Selectman is responsible for the preparation of a classification plan which shall become effective upon approval by resolution of the Board of Selectmen. The classification plan is a statement of the essential functions of each position in the classified service, of the minimum qualifications for appointment, and of the pay ranges for such positions. All positions in the classified services are grouped into pay grades. Written job descriptions are prepared for each position.

6.10 Position Classification

The classification plan as submitted by the First Selectman and approved by the Board of Selectmen reflects the Town's assessment of the essential functions of each position and the skills and experience necessary to perform the essential functions.

6.20 Reclassification

When the First Selectman determines that the duties of a position have changed materially so as to necessitate its reclassification, that position may be allocated to a more appropriate pay grade, whether newly created or currently existing, in the manner set forth above.

6.30 Classified Positions

All positions are classified regular full-time, regular part-time, part-time/seasonal and temporary, and are defined as follows:

(a) Regular Full-Time

A regular full-time employee is one employed for a minimum of 40 hours per week on a yearly basis and is entitled to all the employee benefits offered by the Town.

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(b) Regular Part-Time

A regular part-time employee is one employed for a fixed number of hours, but less than 40 hours per week, on a yearly basis. Such employee may be paid on an hourly or pro-rated salaried basis.

(c) Part-Time/Seasonal

A part-time/seasonal employee is one employed in a position as needed. (Hours could vary from week to week or month to month). A seasonal employee is one employed for a period of not more than 120 calendar days in any calendar year in a position as needed.

(d) Temporary

A temporary employee is one employed in a position established for a specific period of time or for the duration of a specific project or group of assignments.

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SECTION 7 - COMPENSATION

7.00 Pay Plan

The First Selectman shall prepare and submit to the Board of Selectmen a pay plan for each grade in the classified service, showing the minimum and maximum rates of pay. In arriving at such salary ranges, consideration may be given to the Town's financial conditions and policies, prevailing rates of pay for comparable work in the general labor market area, conditions of work, and suggestions of department heads.

7.10 Pay Plan Review

The First Selectman shall review the plan annually and recommends to the Board of Selectmen necessary revisions to reflect the Town's goals, priorities, needs and economic conditions and to attract and retain qualified personnel in the classified service.

7.20 Starting Salary Rates - Regular Full-Time Employees

A. Placement on Salary/Wage Schedule

The starting rate of pay offered for recruitment purposes is normally the minimum rate of the pay ranges. The First Selectman may approve initial compensation at a rate higher than the minimum rate of pay for the grade when the First Selectman determines in his or her sole discretion that such action is appropriate.

B. Starting Rate on Return from Military Service

Any regular employee who leaves the Town service to enter the Armed Forces shall be reinstated to the extent required by state and federal law.

7.30 Salary Rates - For Other Than Full-Time Employees

A. Regular Part-Time Employees

Such employees are paid on an hourly basis at the wage schedule rate for specific positions.

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B. Wage Schedule for Part-Time, Seasonal and Temporary Employees

Employees who work less than one-half the normal work week, or less than ten months per year, are paid the legally required state minimum wage rate.

Exceptions to this wage schedule may be based on the needs of the Town and made for employees with special skills, experience, or as the labor market requires, at the discretion of the First Selectman.

Specific wage schedules for part time, seasonal and temporary employees are maintained and reviewed annually by Department Heads and recommended to the First Selectman.

C. Hourly Employees

All hourly employees are paid for the actual number of hours worked during the pay period, including one and one-half times their regular rate of pay for any hours worked in excess of forty in a single work week.

D. Salaried Employees

All salaried employees are paid their annual salary divided by the number of pay periods per year.

Salaried, non-exempt employees are paid one and one-half times their regular rate of pay for any hours worked in excess of forty in a single work week.

Salaried, exempt employees are not eligible for overtime.

E. Compensatory Time in Lieu of Overtime

Employees eligible for overtime payment may request, in writing, to receive compensatory time off in lieu of overtime payments in accordance with Section 8.20(C) of these Personnel Rules and Regulations.

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7.40 Pay Adjustments

Rates of Pay shall be raised or lowered appropriately to reflect promotions or demotions respectively. A transfer to a position of the same pay range, however, will not result in a pay adjustment.

7.50 Rate of Pay for Leaves of Absence

A. Absence Without Leave

Any employee absent without leave is not paid for the time absent.

B. Reserve Duty

An employee called to Reserve Duty may request, in writing, advanced payment of his/her salary provided the employee will be required to reimburse the Town any amount earned or paid to the employee for Reserve Duty, up to but not exceeding the amount of advanced pay.

C. Jury Duty

The Town will pay full-time employees regular straight time wages that the employee would have otherwise received for a standard workday for the first five (5) days of an employee's jury duty; after that, the Town will then pay the difference between jury duty pay received from the court and the regular straight time wages the employee would have otherwise received for a standard workday or week. Compensation shall be payable only if the employee gives the Town notice from the court indicating that they served either a half or full day and the appropriate compensation.

Employees who are excused from jury duty, prior to completing a full day, are expected to return to work. Depending on the circumstances, 2nd and 3rd shift employees may or may not be required to work while on jury duty.

Jury duty time off is considered as time worked in the computation of overtime.

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7.60 Payroll Deductions

Payroll deductions are made as required by law.

7.70 Credit Union

Employees may join the Capitol Regional Federal Credit Union.

7.80 Direct Deposit

Employees may request from the Finance Department that deductions be made from paychecks and automatically deposited in an account with an eligible full-service bank.

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SECTION 8 - HOURS AND CONDITIONS OF EMPLOYMENT

8.00 Attendance

All departments maintain attendance records for employees during each respective pay period and furnish reports of such attendance annually to the First Selectman.

Excessive or habitual lateness, absenteeism, or falsification of time records are considered serious infractions and will lead to discipline, up to and including dismissal.

The usual work week is considered to be at least 40 hours per week, Monday through Friday, subject to any differences that may apply to represented employees under applicable collective bargaining agreements.

Time records will be kept for exempt and non-exempt employees indicating sick, personal, vacation or other paid leave time utilized. All departments maintain attendance records for employees during each respective pay period and furnish reports of such attendance to the First Selectman.

Exempt employees will complete time sheets indicating the time the employee begins work and the time the employee discontinues work at the end of the day.

Non-exempt employees must accurately record on a daily basis the time they begin and end their work, as well as the beginning and ending time for each meal period. The beginning and ending time of any partial day worked or a departure from work early for personal reasons should be recorded on the time record. The employee also shall enter all overtime hours worked.

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8.10 Overtime

A. Hourly and Non-Exempt Employees

Hourly and Non-Exempt employees are compensated at overtime rates in accordance with applicable state and federal wage and hour laws. Represented employees should refer to their collective bargaining agreement for specific information regarding overtime pay or compensation.

B. Exempt Employees

It is expected that exempt employees shall normally work a minimum of forty (40) hours per week and are required to work as many hours as necessary to satisfactorily perform their job duties without regard to hours per day, week or month. Since attendance at meetings of Town agencies shall be considered part of the duties of the position and not eligible for compensation, it is expected that such employees will schedule their own work in such manner as to effectively and efficiently complete assignments in a timely manner.

C. Compensatory Time

Compensatory time may be given to hourly and non-exempt employees in lieu of overtime pay with the prior written approval of the First Selectman or his/her designee. All requests for compensatory time in lieu of overtime pay must be made in writing by the employee requesting such time to the First Selectman. Employees meeting these requirements will be provided with one and one-half hours of compensatory time for every one hour worked in excess of forty hours in a single work week.

Exempt employees are required to work as many hours as necessary to satisfactorily perform their job duties and therefore are generally not entitled to compensatory time. However, in extraordinary situations exempt employees may be granted compensatory time in the sole discretion of the First Selectman.

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8.20 Outside Employment

Full-time employees are not allowed to be employed by any entity other than the Town without prior approval of the Town. The First Selectman shall have sole discretion to determine whether the proposed outside employment will interfere with the employee's duties to the Town and whether to grant or deny approval. Any employee who receives approval and accepts other employment is subject to call to perform his or her regular Town duties first. Once granted, approval may be revoked at any time within the sole discretion of the First Selectman.

8.30 Town Supplies and Equipment

Town employees will not use Town supplies or equipment except for authorized Town purposes. No Town supplies or equipment may be removed from Town property without authorization.

8.40 Conflict of Interest

Employees are obligated to disclose any financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the Town or any board or commission to the Board of Selectmen in compliance with Section 1103 of the Charter of the Town of Simsbury and Chapter 13 of the Code of Ordinances, as amended from time to time.

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SECTION 9- EMPLOYEE BENEFITS

9.00 Eligibility

Eligible employees shall receive benefits as determined by this section.

9.10 Vacations

A. Vacation Schedule for Full-Time Employees

Vacation earned in one fiscal year shall be used by the end of the next fiscal year. Employees shall earn paid vacation time for each completed month of service based upon the following schedule:

<u>Total Service</u>	<u>Vacation Allowance</u>
Hire Date	3 Weeks
5 Years	4 Weeks
15 Years	5 Weeks

For employees in Position Level E-3 or above, “service” time includes time accumulated in the same or similar positions with other employers, when previous experience is a prerequisite for employment. The amount of such additional “service” time shall be subject to approval by the First Selectman.

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B. Vacation Schedule for Regular Part-Time Employees

SERVICE as of July 1st	VACATION ENTITLEMENT BASED ON AVERAGE NUMBER OF HOURS WORKED IN A 52 WEEK PERIOD
Less than 6 full years	.83 days per month
6 full years and less than 15 full years	1.25 days per month
15+ full years	1.66 days per month

Vacation for eligible part-time employees shall be prorated based upon the number of hours worked weekly compared to the regular work week. Eligible part-time employees shall receive vacation pay based upon one fifth (1/5) of their straight time weekly pay. For example, an employee regularly scheduled to work seventeen and one-half (17½) hours per week, earns .83 of a 3½ hour day or 2.9 hours of vacation time a month.

C. Carry Over of Vacation

Vacation earned in one fiscal year shall be used by the end of the next fiscal year. However, under extenuating circumstances, the First Selectman may permit the carry-over of up to ten (10) days for a period not to exceed six (6) months. In the case of the First Selectman such a carry-over shall be allowed if approved by the Board of Selectmen.

D. Vacation Pay at Termination

For regular full-time employees, pay for accrued vacation time is provided upon separation. An employee is paid for vacation time earned the previous fiscal year and not used in the present fiscal year. Accrued vacation time shall consist of no more than the total of: (a) vacation entitlement for the current fiscal year less the amount of that entitlement actually taken as vacation; (b) vacation time earned the previous year and not yet taken, plus; (c) any carry-over vacation granted under Section 9.10 (C) and not yet taken.

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E. Payment of Salary in Lieu of Vacation

A continuing employee may not trade in vacation day(s) for compensation.

F. Break in Service

Vacation time is determined by the length of continuous service. For purposes of computing vacation time, employees who leave the Town service for one (1) year or more, other than layoff, and are later restored are considered as new employees.

G. Advanced Vacation

No employee may take vacation time beyond the amount earned except in the most unusual of circumstances. Requests for advanced vacation must be submitted by the department head to the First Selectman, in writing, subject to approval by the First Selectman. In the case of the First Selectman, approval must be granted by the Board of Selectmen.

H. Advanced Vacation Pay

In order for employees to receive vacation pay in advance, the Personnel Action Form reporting vacations to be taken must be received in the Finance Department at least one week before the day of last payroll distribution before the start of vacation to allow for the drawing of the check.

I. Holiday Celebrated During Vacation

Observed holidays established by these Rules are not considered in the computation of vacation credit as a part of the vacation time.

J. Sickness While on Vacation

An employee who becomes ill while on vacation may not charge such illness to sick leave, unless a medical certificate confirms said illness, and the request is approved by the First Selectman. In the case of the First Selectman, approval must be granted by the Board of Selectmen.

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9.20 Sick Leave

When it is necessary for an employee to take sick leave due to non-occupational illness or disability, the salary of the full-time employee may be continued for a period not to exceed six (6) months upon the approval of the First Selectman and based on the needs of the Town as determined in the sole discretion of the First Selectman. Among the factors he or she may choose to consider are the nature of the disability or illness, the service record of the employee, and the recommendation of an attending physician and/or a Town chosen physician.

A paid sick leave up to one month's pay may be granted to probationary employees.

A. Notification of Illness

In order to be paid for sick leave, an employee must notify his/her department head within one (1) hour of the time the employee is due to report for duty, unless otherwise specified by the department head.

B. Use of Sick Leave

Sick leave is a privilege to be used only in the following cases:

1. Personal sickness or physical incapacity for which compensation is not payable by any employer under the terms of the Workers' Compensation Act of the State of Connecticut.
2. Enforced quarantine of the employee in accordance with community health regulations.
3. The First Selectman or his/her designee may grant up to five (5) paid sick leave days to any employee who takes leave to address the illness or physical incapacity of a "family member" as defined in the Family Medical Leave Act policy, Section 9.30 of these Personnel Rules and Regulations.

C. Abuse of Sick Leave Privilege

Abuse of sick leave privilege is considered a sufficient cause for discipline up to and including dismissal.

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D. Medical Reporting Requirements

1. Consecutive Days of Sick Leave

An employee must submit a doctor's certificate in excess of four (4) consecutive sick days. For absences of more than five (5) consecutive sick days, an employee must submit a doctor's certificate which includes anticipated length of employee's absence, date employee can safely return to work, and any physical limitations imposed by the illness.

2. Non-consecutive Sick leave Absences

After 5 non-consecutive occurrences of sick leave in any 12 month period, and/or if it appears that there has been an abuse of sick leave, the department head may require a doctor's certificate for subsequent sick days. Subsequent paid sick days must be requested and approved by the department head and the First Selectman.

F. Recording of Sick Leave

Sick leave days are recorded regularly in the personnel records and the First Selectman reviews all such records periodically.

9.30 Family and Medical Leave Act /Policy

Eligible Employees: Reasons for Leave

“As required by the Family and Medical Leave Act of 1993 (“Act”), the Town of Simsbury (“Simsbury”) will grant up to 12 weeks of unpaid leave per year to eligible employees who have completed one year of service (which need not be consecutive) and who have worked at least 1,250 hours in the 12 month period preceding the request for leave. Simsbury will use a 12-month period rolling forward as the FMLA year.

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Leave may be taken for the following reasons:

- The birth of a son or daughter
- The placement of a son or daughter through adoption or foster care
- To care for a spouse, child, or parent with a serious health condition
- The employee's own serious health condition
- A qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is on active duty, or has been notified of an impending call to active duty status, in the Armed Forces in support of a contingency operation ("qualifying exigency").

In addition, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service-member who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness is entitled to a total of 26 weeks of leave in a single 12 month period to care for the service-member. Military caregiver leave is available during a single 12 month period during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave."

Use of Available Leave

An eligible employee shall exhaust all applicable accrued paid leave for any part of the unpaid leave for the care of a dependent. Any accrued or available sick leave shall be substituted for any part of the 12 week period taken for the serious health condition of the employee. Leave taken for the care of a dependent may be taken intermittently or on a reduced leave schedule when medically necessary. Any hours of leave taken intermittently are deducted on an hour-by-hour basis from the aggregate twelve week entitlement.

Notice

Where leave is foreseeable, the employee must provide 30 days' notice of his or her intent to take leave; where this is not possible, the employee must provide such notice as practicable. If the leave is taken for foreseeable medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the employer.

Certification

The request of an employee for the family or medical leave must be supported by a certification issued by a health care provider which states the date on which the serious health condition commenced, the probable duration of the condition, the appropriate medical facts regarding the condition and whether the employee's serious health condition makes the employee unable to perform his/her functions; for a leave to care for a family member, the employer may require certification as to the need of the employee to care for the family member and an estimate of the

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amount of time needed; and for intermittent leave, the dates of expected treatment and anticipated duration. Such certification must be provided with 15 calendar days, where practicable.

The employer may require, at its own expense, that the employee obtain a second opinion by a health care provider designated or approved by the employer concerning any information in the original certification. If the second medical opinion differs from the initial opinion, a third medical opinion, at the employer's expense and direction may be required. This third medical opinion is final and binding on the employer and the employee. The Town may also require employees to periodically report during their leave on their medical status and intention to return to work.

Spouses with Same Employer

Spouses employed by the same employer may be limited to a total of 12 work weeks of leave in any 12 month period if the leave is taken for the birth, foster care placement or adoption of a child or for the serious health condition of a parent. The 12 week limit for both spouses does not apply in the case of leave for other reasons. In those cases each employee is entitled to 12 weeks of leave. "Leave to care for a new child must be completed within 12 months of the birth or placement of the child. If both husband and wife work for the Town, no more than a total of 26 weeks' leave during the one (1) year period will be granted to the couple for military caregiver leave. However, each spouse may be entitled to additional leave for other qualifying reasons under the Act." "Whenever there is a question of definition of a term used in this policy, the definitions used in the Act will apply."

9.40 Leaves of Absence

A. Occupational Injury Leave

1. Injury Leave, as distinguished from sick leave, means paid leave given to an employee because of the absence from duty caused by an accident or injury that occurred while the employee was engaged in the performance of his/her duties for the Town.
2. The Town may supplement, for a period not to exceed 6 months, the payments made under Workers' Compensation insurance so that the employee will receive his/her normal weekly pay for the period of time he/she is on injury leave. The employee must sign an agreement to reimburse the Town the amount of his/her Workers' Compensation pay if he/she wishes to be paid by the Town prior to his/her submission of the Workers' Compensation pay voucher.

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B. Leave of Absence

The First Selectman, upon recommendation of the department head, may grant leaves of absence when necessary, with or without pay, up to a maximum of two (2) months. The Board of Selectmen may grant leaves of absence for periods longer than two months. Employees on an approved leave of absence will be responsible for the payment of any applicable health insurance premium cost sharing.

C. Bereavement Pay

Three (3) paid days off will be allowed for death in the immediate family (spouse, parent, parent-in-law, child, sibling, grandparent or grandchild) and one (1) paid day off for the death of the employee's niece, nephew, aunt or uncle. Nothing contained herein shall prohibit the First Selectman from granting additional unpaid bereavement leave at his/ her discretion.

D. Military Leave

The First Selectman grants Military Leave upon request for active duty in the National Guard or Armed Forces in accordance with Section 7-461 of the General Statutes of the State of Connecticut and applicable federal law.

9.50 Holidays

A. Paid Holidays - The following holidays are granted with pay:

New Year's Day
Martin Luther King, Jr. Day
President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Friday following Thanksgiving Day
Christmas Day

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Two additional holidays will be observed each year. The date of these floating holidays shall be determined by the submission of requested dates by the employee and approval by the First Selectman based on the needs of the Town.

When a holiday falls on a Saturday, the preceding Friday shall be the day off, and when a holiday falls on a Sunday, the following Monday shall be the day off. Exceptions to this section are at the discretion of the First Selectman.

B. Attendance on Days Prior To and Immediately After a Holiday

Employees are not paid for holidays unless they work the last scheduled day prior to the holiday and the first scheduled day after the holiday unless such employees are on vacation, or on leave authorized by the First Selectman or department head.

C. Holiday Pay for Regular Part-Time Employees

Regular part-time employees receive holiday pay based upon one-fifth of their average week's pay for each holiday.

9.60 Personal Days

Subject to the approval of the First Selectman, employees shall be entitled to three (3) paid personal days annually which may be used for personal business that cannot be scheduled during non-work hours. Personal days may not be carried over from year to year.

9.70 Tuition Reimbursement Education Incentive

The following are conditions to reimburse employees for tuition, books, administrative fees, or other related charges:

- A. Request in writing to the department head stating the name of the course and cost.
- B. Prior approval by the department head and First Selectman.
- C. No more than two (2) courses will be reimbursed per year.
- D. Course must be work-related.

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E. Course must be successfully completed with a passing grade of “C” or higher for reimbursement.

F. The maximum reimbursement shall be the rate charged by the University of Connecticut.

9.80 Individualized Professional Development Plans

In conjunction with the annual Performance Review process, each employee will be encouraged to develop an Individualized Professional Development Plan. Pay increases associated with merit may be based on this annual review process.

9.90 Insurance Benefits

The Town provides a health insurance plan (including family coverage), life insurance, and long-term disability insurance to full-time non-bargaining employees. Regular part-time employees may join the group insurance plans except long-term disability, as provided in Section 9.74.

9.91 Health Insurance

Insurance coverage shall be paid for on a basis as adopted by the Board of Selectmen from time to time.

9.92 Life Insurance

Life Insurance, in an amount equal to two times the employee’s annual salary, shall be provided to full-time non-bargaining employees.

9.93 Long Term Disability

Long Term Disability coverage is provided to employees in accordance with the Plan. Employees may request a summary plan description through the First Selectman’s Office.

9.94 Regular Part-Time Employees

Regular part-time employees may join the group insurance plans except long-term disability, with the Town paying 50 percent (50%) of the premiums for the employees. Premiums for dependents of the employees are not paid for by the Town. Dependents may be included in health

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insurance coverage with the employee paying all of the dependent's premium. The Board of Selectmen, however, may change the Town's contribution share from time to time. On going participation is contingent on continuing to meet the plan's eligibility requirement and making premium contributions on a timely basis.

9.95 Continuation of Insurance

During an employee's absence under the Town's disability plan or Workers' Compensation, the Town continues to pay its portion of the cost of the employee's health insurance benefits. It is the employee's responsibility to continue payment for any contributory portion of benefits.

9.96 Deferred Compensation

Employees are eligible to participate in the Deferred Compensation Plan in accordance with applicable Federal and State laws.

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Section 10 - PERSONNEL STATUS CHANGES

10.00 Transfer

Transfer of an employee from one position to another without change in rate of pay may be affected when:

- A. Further training and development of an employee in another position is beneficial to the future staffing potential of the Town; or
- B. The employee meets the qualification requirements.

10.10 Promotion

Insofar as practicable and consistent with the best interest of the Town, vacancies in the classified service may be filled by promotion from within

the classified service. All Town employees are eligible and encouraged to apply for all vacancies in the Town Classified Service. Successful completion of certain job-related courses may be required as a condition to promotion.

10.20 Demotion

An employee may be demoted to a position of lower pay range for which he/she is qualified for reasons, including but not limited, to the following:

- (1) he or she would otherwise be laid off because his/her position is being abolished;
- (2) his or her position is reclassified to a lower grade;
- (3) lack of work;
- (4) lack of funds; or
- (5) another employee has returned to such position from an authorized leave.

10.30 Separation

Separations from the classified service are designated as one of the following types and are accomplished in the manner indicated: resignation, layoff, disability, retirement, dismissal, and death.

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10.31 Resignation

An employee in good standing desirous of voluntarily leaving the classified service must notify his/her department head at least two weeks before leaving the service, in the form of a written resignation, stating the effective date and reasons for leaving. The First Selectman may permit a shorter period of notice because of extenuating circumstances. The resignation is forwarded to the First Selectman with a statement by the department head as to the resigned employee's service performance and pertinent information concerning the reason for the resignation. Failure to comply with this rule may be cause for denying future employment with the Town and loss of accrued vacation time. When possible, an employee who is leaving classified service will be scheduled with the First Selectman, or department head, for an exit interview.

Employees are normally expected to provide written notice to the Office of the First Selectman of their intention to leave the Town's employment two weeks in advance of their last day of work. This two weeks written notice shall be considered a "working" notice period: it is expected that an employee will be at work during the period of notice.

If, after requesting and being granted vacation leave, a floating holiday, compensatory time, and/or earned days, an employee gives the notice described above and seeks to utilize any of the various types of leave specified above during the "working" notice period, the Town will have the right to reconsider the granting of the leave request, including the withdrawal of a previously approved leave.

10.32 Layoff

When a position must be discontinued or abolished for reasons including, but not limited to, a change in job requirements, reorganization, lack of work, or lack of funds, the department head shall submit a report to the First Selectman together with a recommendation as to the employee to be laid off.

1. Order of Lay-off

The order of layoff is based on the Town's needs as determined by the First Selectman. Factors may include, but not be limited to, the employee's relative suitability, competence and performance for the

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jobs that remain and length of continuous service with the Town except that no regular full-time or regular part-time employee shall be separated while there is a temporary or probationary employee performing duties for which the regular employee is qualified, provided the employee makes application for the position.

2. Notice of Lay-off

Employees subject to lay-off are notified in writing not less than two (2) calendar weeks prior to the effective date, absent emergency or other extenuating circumstances.

3. Re-employment List

If the employee is certified as having given satisfactory service, the name of the employee laid off is placed on a re-employment list for a period of one year. Time spent on the re-employment list does not constitute a break in continuous service, if the employee is rehired.

10.33 Disability

An employee may be separated for disability when he or she cannot successfully perform the essential functions with or without reasonable accommodation because of a physical or mental impairment. Action may be initiated by the employee, the employee's legal representative, or the Town, but in all cases, it must be supported by medical evidence. The Town may require an examination at its expense to be performed by a physician of its choice.

10.34 Retirement

A regular full-time employee who has at least five years of consecutive service may exercise the option of leaving Town service through retirement.

10.35 Dismissal

At any time during or after the probationary period, a department head, with the approval of the First Selectman, may dismiss an employee whose performance does not meet the required standards or for disciplinary reasons .

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10.36 Death

Separation is effective as of the date of death. All compensation due is paid to the estate of the employee, except for such sums as by law must be paid to the surviving spouse.

10.37 Conditions of Separation

At the time of separation and prior to final payment, all records, assets, or other items of Town property in the employee's custody are transferred to his/her department head. Any amount due because of a shortage in the above will be collected through appropriate action.

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SECTION 11 - DISCIPLINARY ACTIONS**

11.00 Disciplinary Action

Disciplinary action will be determined by the circumstances. The First Selectman may terminate any employee. The four-step process set forth below is a model, but the First Selectman need not follow this model and may skip or modify one or more of the steps if the circumstances so dictate. The four model stages are as follows:

11.10 Oral Reprimand

The supervisor gives the employee a verbal warning for poor job performance or a violation of rules. At this time, the supervisor outlines the specific problems and areas that need to be changed, and informs the employee of further disciplinary action in the case of continued poor performance or violation. Oral reprimands are documented by the supervisor and placed in the employee's personnel file with a copy to the employee.

11.20 Formal Reprimand

The supervisor gives the employee a formal reprimand in writing and places it in the individual's personnel file. The written reprimand includes the date and description of the incident, reference to the personnel policy which is violated, and statement of further disciplinary action should the situation not improve, and is to be signed by the employee, with a copy given to the employee.

11.30 Suspension

The supervisor may remove the employee from his/her job and suspend him/her with or without pay with the signed approval of the department head and First Selectman for a period not to exceed thirty (30) days. A written memorandum outlines the circumstances leading to the suspension and sets goals for improvement. It is reviewed with and signed by the employee and permanently placed in the employee's personnel file.

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11.40 Dismissal or Demotion

If previous discipline has not resulted in the required improvement, or when the misconduct is serious enough to warrant this action, the employee may be dismissed or demoted by the First Selectman. The basis for dismissal or demotion is summarized in a letter of dismissal or demotion to the employee.

11.50 Hearing

Prior to dismissal, an employee may request, in writing, a hearing before his/her supervisor and/or the First Selectman. Upon such written request, the department head and/or First Selectman will schedule a hearing (Refer to Section 12 - Employee Complaint and Hearing Procedure).

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SECTION 12 - EMPLOYEE COMPLAINT AND HEARING PROCEDURES

12.10 Reasons for Complaint Filing

- A. Discharge, suspension, or other disciplinary action.
- B. Interpretation of job description.
- C. Interpretation of Town or Department policies.

12.20 Complaint Procedure

12.21 Time Limits

- 1. Since it is important that complaints be processed as rapidly as possible, the number of days indicated at each step is considered as a maximum. The time limit specified may, however, be extended by written agreement.
- 2. If an employee does not file a written complaint at step one of the formal procedure within three (3) working days after the employee knew or can reasonably be expected to have known of the act or condition on which the complaint is based, then the complaint is considered waived.
- 3. Failure of the employee at any step to appeal a complaint to the next step within the specified time limits is deemed to be acceptance of the last decision rendered.
- 4. Failure of the Town to render a decision within the specified time limit is deemed to be denial of the complaint submitted, and the employee may proceed to the next step within the time limit which would apply if a written denial had been rendered on the day on which the time period for response expired.

12.22 Regular Full-Time and Regular Part-Time Employees

For regular employees, employee complaints concerning the administration of these rules are as follows:

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1. The complaining employee first notifies his/her immediate supervisor in writing of the nature and facts of the complaint within three (3) working days after its occurrence. The immediate supervisor meets and discusses the complaint with the employee and notifies him/her of his/her decision in writing within six (6) working days after the employee's notification.
2. If a satisfactory solution is not reached under (1) above, the employee submits the nature and facts of the complaint in writing to the department head within three (3) working days of the conclusion of action under (1) above. After the department head receives such complaint, he/she meets as soon as practical and discusses the matter with the concerned parties and notifies the employee of the decision in writing within six (6) working days of the meeting. If the employee's immediate supervisor is the department head, he or she proceeds to step 3.
3. Complaints not satisfactorily resolved at the department level, or for which a reply is not given in the specified time, are submitted in writing to the First Selectman's Designee within three (3) working days of the completion of action under (2) above. The First Selectman's Designee then meets with the employee and such other persons as the First Selectman's Designee deems necessary for the discussion and settlement of the complaint. The First Selectman's Designee renders a written resolution of the complaint within six (6) working days of its receipt.
4. Complaints that cannot be satisfactorily resolved by the First Selectman's designee may be submitted to the First Selectman for final decision within three (3) days of completion of action under three (3) above. The First Selectman will investigate and render a final decision within a reasonable time of receipt.
5. The Personnel Sub-Committee substitutes for the First Selectman on all complaints initiated by persons whose appointment and removal is made by the First Selectman, for the second step in the process.

If the matter remains unresolved, these employees may submit a complaint involving suspension, demotion or dismissal only to the full Board of Selectman for final decision within three (3) days of completion of action of the Personnel Sub-Committee.

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6. The First Selectman and department head, as applicable, is notified immediately of each step of the process. In the case of a supervisor below department head level receiving the first notice, the department head is also notified.

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SECTION 13 – EXHIBITS

Exhibit 13.10 Report of Outside Employment Form

Exhibit 13.20 Conflict of Interest Acknowledgement Form

**PERSONNEL RULES
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EXHIBIT 13.10
REPORT OF OUTSIDE EMPLOYMENT FORM**

REPORT OF OUTSIDE EMPLOYMENT

Per Section 5.3/8.3 Town Personnel Rules and Regulations

DATE: _____

NAME: _____

DEPARTMENT: _____

Please complete the appropriate section below:

I do not have employment outside of my position with the Town of Simsbury.

(Signature)

I presently have additional employment outside of my position with the Town of Simsbury.

(Signature)

NATURE OF OUTSIDE EMPLOYMENT

Employer: _____

Address: _____

Phone Number: _____

Comments: _____

EXHIBIT 13.20

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Town of Simsbury Personnel Rules and Regulations
Adopted by Board of Selectmen September 14, 2009

**PERSONNEL RULES
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CONFLICT OF INTEREST ACKNOWLEDGEMENT FORM

CODE OF THE TOWN OF SIMSBURY, CONNECTICUT
PART I ADMINISTRATIVE LEGISLATION / Chapter 13, ETHICS, CODE OF /
Acknowledgment Form and Charter Section 1103

I have read Section 1103 of the Charter of the Town of Simsbury, the Code of Ethics Ordinance, and the Guidelines issued thereunder. I understand my responsibilities as a member of _____, an employee of the Town or a consultant retained by _____, and I am in compliance with the Charter and the Code of Ethics. I have indicated in the space below any areas of conflict should they arise in matters before our board, commission, agency or department, and I agree to report any future conflicts under the provisions of Section 1103 of the Charter.

Areas of Exception:

CONFLICTS OF INTEREST - SECTION 1103

CONFLICTS OF INTEREST. It is hereby declared to be the policy of the Town that any elected or appointed officer, any member of any board or commission or any employee of the Town who has a financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the Town or any board or commission, shall disclose that interest to the Board of Selectmen, which shall record such disclosure upon the official record of its meetings. Such disclosure of a financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the Town or of any board or commission shall disqualify such elected or appointed official or such member of a board or commission or such Town employee from participation in the awarding, assignment or discussion of said contract, transaction or decision. Violation by any such official, board or commission member or employee of the provisions of this section shall be grounds for his/her removal.

Signature

Name (Please Print)

Date: _____

Code of Ethic Acknowledgement Form 2009

PERSONNEL RULES AND REGULATIONS

Instructions for the Acknowledgment Form

Thank you for your service to the Town of Simsbury. The purpose of this acknowledgement form is to confirm your understanding of the Simsbury Code of Ethics and your obligations to disclose and disqualify yourself from any conflict of interest that should arise. It also provides you the opportunity to identify possible future conflicts before they arise.

The Simsbury Charter Section 1103 and Section 13-12 of the Code of Ethics require the disclosure of any “financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the Town or of any board or commission.”

Please list in the box labeled Areas of Exception any relationships you have, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between the Town of Simsbury and your personal or professional interests, financial or otherwise. Reportable disclosures may include any entity or organization for which you or a family member are an employee, consultant, officer, director, or owner if that business conducts any business with or represents the interests of others before the Town of Simsbury or any of its Boards or Commissions.

If you have any questions on how to complete this form, please contact your supervisor or the Chair of the Board or Commission on which you serve.

Please Note: Disclosure of a possible Area of Exception on this form does NOT relieve you from reporting the disclosure again when it arises and disqualifying yourself from the conflict of interest situation in accordance with either section of the Charter and/or Code.