



# TOWN OF HAMDEN

## HUMAN RESOURCES / CIVIL SERVICE DEPARTMENT

Hamden Government Center  
2750 Dixwell Avenue  
Hamden, CT 06518  
Tel: (203) 287-7130  
Fax: (203) 287-7135

### NEW HIRE GUIDE FOR TOWN EMPLOYEES

Human Resources Department Staff:

Brigitte Cogswell, Director of Human Resources, [bcogswell@hamden.com](mailto:bcogswell@hamden.com)

Nadia Balassone, Human Resources Officer, [nbalassone@hamden.com](mailto:nbalassone@hamden.com)

Kathleen Walsh, Benefits Manager, [kwalsh@hamden.com](mailto:kwalsh@hamden.com)

Erica Blue, Administrative Assistant, [eblue@hamden.com](mailto:eblue@hamden.com)

### WELCOME

Congratulations! The Human Resources/Civil Service Department would like to welcome you to employment with the Town of Hamden. We hope that your employment with the Town is a rewarding experience. Hamden is an excellent place to live and work, with many opportunities in a variety of different areas.

New employees will meet with Human Resources/Civil Service staff on their first day or first week of employment to complete the hiring process. We hope you find this process helpful. If you have any feedback or comments, please email Erica Blue, Human Resources Administrative Secretary, at [eblue@hamden.com](mailto:eblue@hamden.com), or call (203) 287-7131.

New Hire Documentation, to be submitted to Erica Blue, Administrative Assistant:

- Pre-Employment Physical**
- Employee Background Check Authorization**
- Employee Emergency Contact Data Form**
- Form I-9 Employment Eligibility Verification**
- Information Technology and Internet Appropriate Use Policy**
- Employee identification policy (signed upon receipt of new picture ID)**

Benefits Documentation (full time employees only), to be submitted to Kathleen Walsh, Benefits Manager:

- Anthem Medical Insurance & Anthem Dental Insurance**
- Anthem Group Life Insurance**
- Marketplace Health Insurance Notice**
- Workers Compensation Employee Notice**
- Connecticut Municipal Employee Retirement System (CMERS)**
- Anthem Blue View Vision (Optional)**
- Optional Term Insurance & Accidental Death and Dismemberment Insurance**
- Voluntary Long Term Disability Insurance**



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### **ATTENDANCE AND CALLING IN PROCEDURES**

You are required to report to work on your scheduled date and time. If you cannot report to work due to illness, personal problems, or any other issue, contact your immediate supervisor and let him/her know immediately. Ask your immediate supervisor about your department/division's proper calling in procedures.

### **TIME OFF**

Please review your union contract guidelines for additional information regarding paid vacation, jury duty, sick and personal time.

### **CHANGE OF ADDRESS OR PERSONAL INFORMATION**

It is important that your Human Resources records are kept up to date; therefore, if you move, change your telephone number, or have any other changes in your family makeup or marital status please notify the Human Resources / Civil Service Department immediately of the change.

### **PAYROLL DOCUMENTATION**

The Town is on a weekly pay calendar. Employees receive pay every week for the previous week worked.

- **Time sheets/record-keeping system submitted by Department**
- **W-4 Federal Withholding Allowance Certificate**
- **State of CT Withholding form**
- **Payroll Deductions/ Payroll Direct Deposit**

### **DIRECT DEPOSIT**

The Town provides a direct deposit option for all employees. You may enroll in this program upon employment or at any time during employment. If you do not enroll for direct deposit upon employment, you can obtain the direct deposit form from the Payroll Clerk in the Finance Department (located on the 3<sup>rd</sup> floor of the Government Center).

Payroll will electronically post your paycheck to a checking or savings account of your choice. In addition, you will receive a pay stub that contains all of your tax and deduction information. Employees who elect not to use direct deposit will instead receive a regular "hard" check at their work site on pay day (every Thursday). Contact the Payroll Supervisor, Chona Edgeworth, at [cedgeworth@Hamden.com](mailto:cedgeworth@Hamden.com) or (203) 287-7015 with any questions.

### **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The Town's Employee Assistance Program (EAP) offers free, confidential, and professional counselling to full-time and part-time employees and their immediate



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families. This program provides confidential professional assistance to help employees and their families resolve problems that affect their personal lives or job performance. This service is also available for separated employees up to one (1) year after separation. If you are a supervisor, please become familiar with this program in case you need to refer employees.

### **COMMUNITY SERVICES**

The Town offers a variety of resources and services open to the public. Contact the Community Services Department at (203) 562-5129 to obtain information on the current programs and services available.

### **RETIREMENT**

All full time employees will receive a pension benefit according to the terms of the Connecticut Municipal Employees Retirement System. The Town of Hamden offers Voluntary Deferred Compensation Plans. Please contact Kathleen Walsh, Human Resources Benefits Manager, in the Human Resources/Civil Service Department for more information.

CMERS website info: <http://www.osc.ct.gov/rbsd/cmers/plandoc/MERFSPD7107.pdf>

### **TECHNOLOGY ASSISTANCE**

The Town of Hamden Information Technology (IT) Department provides technology services, including desktop computer support, networking, printer support, e-mail and telecommunications. The IT Department is located on the 3<sup>rd</sup> floor of the Government Center. Contact the *Hamden Tech Services Helpdesk* at [support@hamden.com](mailto:support@hamden.com), to put in a ticket for technology service.

### **TOWN'S MISSION AND VISION STATEMENT**

The Town of Hamden's mission is to provide superior, personalized service through our staff of dedicated employees. To fulfill this mission, we are committed to:

- Listening to our residents and community partners
- Providing high quality service
- Taking advantage of technology
- Doing business efficiently and effectively

### **WEBSITE – TOWN OF HAMDEN**

The Town of Hamden website ([www.hamden.com](http://www.hamden.com)) is a valuable tool available to employees and the public. The website contains information related to the Town of Hamden, Town businesses and open or promotional job opportunities.



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### **ADMINISTRATIVE POLICIES AND PROCEDURES**

***Ethics Policy*** - *The Town of Hamden strives to maintain the highest standards of workplace and government ethics. This includes compliance with the letter and spirit of applicable laws, Human Resources policies, avoiding conflicts of interest, participating in training on ethics and compliance issues, and reporting problems or ethical concerns so that they may be addressed.*

*The Town of Hamden expects employees to perform their duties and behave according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the Town.*

***Americans with Disabilities Policy*** - *Town of Hamden is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). The Town of Hamden shall not discriminate or tolerate discrimination against any applicant or employee because of physical or mental disability in regard to any position for which the known applicant or employee is qualified. Please contact Hamden's ADA Coordinator, Kathleen Walsh, with any questions or concerns.*

***FMLA Policy*** - *It is the policy of the Town of Hamden to grant up to 12 weeks of family and medical leave during any 12-month period to eligible employees, in accordance with the Family and Medical Leave Act of 1993. For employees with accumulated paid leave, such leave time is to be taken as paid time, utilizing accrued sick leave, if the qualifying reason for the leave is a serious health condition, either the employee's personal illness or physical incapacity, or the illness of a member of the employee's immediate family that requires the employee's personal care and attention. Vacation and personal leave can run concurrently with FMLA leave time until the leave is exhausted. FMLA leave may include unpaid time, once the accrued paid leave time is fully exhausted. The Town has the responsibility and right to designate unpaid, as well as paid leave, as FMLA qualifying.*

***Identification (ID/Access) Cards*** - *Employees are required to wear a Town ID card, free of decorations, in plain sight during work hours. If your ID card is ever lost, please report it to Human Resources/Civil Service immediately. In order for us to create your Town ID Badge, please submit a professional headshot to Nadia Balassone, Human Resources Officer, at [nbalassone@hamden.com](mailto:nbalassone@hamden.com).*

***Discrimination and Harassment Prevention*** - *The bullying or harassment of Town employees is not acceptable or tolerated. All employees will be treated in a fair and respectable*



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manner. Bullying and harassment includes any inappropriate conduct or comment by a person towards an employee that the person knew, or reasonably ought to have known, would cause that employee to be humiliated or intimidated. This excludes any reasonable action taken by an employer or supervisor relating to the management and direction of employees, or the place of employment.

- Employees who experience discrimination or any form of harassment should immediately report it to their supervisor.
- If this is not a suitable avenue, employees are advised to contact Nadia Balassone, Human Resources Officer, at [nbalassone@hamden.com](mailto:nbalassone@hamden.com) or 203-287-7136.
- All employees will be provided links to our online training programs, and will complete training courses in the following topic areas: Sexual Harassment Prevention, Diversity Awareness, Ethics Awareness, and the Prevention of Workplace Violence.

**Workplace Violence Policy Statement** - The Town of Hamden maintains a zero-tolerance workplace violence policy. Violence or the threat of violence by or against any employee of the Town of Hamden or member of the public in the workplace is unacceptable and shall subject the perpetrator to serious disciplinary action up to and including discharge, as well as criminal penalties. The Town of Hamden does not tolerate inappropriate behavior, unlawful conduct, or workplace violence committed by or against employees, including physical and/or verbal threats. These behaviors are prohibited while on Town property and/or while engaging in Town business.

- In the event of imminent physical harm to oneself or another person, or the threat of physical harm to oneself or another person, immediately call 911.

**Sexual Harassment Policy** - The Town of Hamden is committed to providing a work environment that emphasizes the dignity and worth of every member of its community, free from discriminatory conduct or communication. Sexual harassment is illegal. Sexual harassment by employees is prohibited by this policy. Sexual harassment in any form shall not be tolerated. Sexual harassment includes unwanted sexual advances, requests for sexual favors, and other verbal and/or physical conduct or communications as defined and otherwise prohibited by state and federal law. Violations of this policy may result in disciplinary action up to and including termination for employees. Employees who experience sexual harassment at work (by another employee, vendor, or visitor) are urged to report such conduct to their supervisor. If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his or her immediate supervisor, the employee may report it directly to the Human Resources Department. Complaints shall be investigated professionally and as expeditiously as possible



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*by the Town's Human Resources Officer, Nadia Balassone. Where investigation confirms the allegations, appropriate responsive action shall be taken by the Town of Hamden.*

**Drug Free Workplace** - *The Town of Hamden recognizes that substance abuse poses a threat to the health and safety of all employees. The Town is committed to a drug-free workplace to maintain a safe, healthy and productive work environment. The Town of Hamden has zero tolerance for the use of alcohol, illegal substances, or the misuse of prescription medications during work hours or the presence of these substances in the body during work hours regardless of when consumed. In support of this commitment, all permanent full-time and part-time employees are required to submit and pass a pre-employment drug test as a condition of employment. In recognition of substance dependency as a treatable health condition, the Town is equally committed to providing the opportunity for employees with substance-abuse problems to obtain professional help through our Employment Assistance Program. The Town maintains a policy to comply with the Drug-Free Workplace Act of 1988, prohibiting the illegal use and possession of intoxicants and controlled substances by Town employees.*



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**EMPLOYEE POLICY ACKNOWLEDGMENT FORM**

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**Town of Hamden, Human Resources Officer**

NADIA BALASSONE

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**Town of Hamden, Human Resources Officer**

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**Date**

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**New Employee Signature**

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**New Employee Printed Name**

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**Position Accepted**

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**Date**