

TOWN OF HAMDEN



Human Resources Employee Handbook 2023

Welcome

We are confident you will find our organization to be a dynamic and rewarding place in which to work. We consider the employees of the Town of Hamden to be one of our most valuable resources, and we look forward to a productive and successful association.

The Town of Hamden strives to provide the highest quality of services to its residents by operating within the guidelines and policies set forth in this Human Resources Policy. The well-being of our employees is critical to our ability to maintain a healthy and productive work environment.

This employee handbook outlines the expectations for all employees of the Town of Hamden. It is vital to establish clear principles and procedures in order to sustain effective and fair practices throughout all Town of Hamden Departments. It is in the best interest of employees and management to establish strong working relationships by cooperatively functioning with clear professional standards and adhering to efficient business practices.

This employee handbook has been prepared to serve as a guide for the employer/employee relationship. There are four key concepts covered in this employee handbook:

First, this employee handbook 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 supersede 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 advanced 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.

We are pleased to have you join our Town, and sincerely hope our association will be a beneficial one.

*Human Resources Department
Town of Hamden*



*Except as specifically modified by contract, the following policies apply to all Town of
Hamden employees.*



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Mission Statement

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

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

Equal Employment Opportunity / Affirmative Action Policy

The Town of Hamden shall not discriminate or tolerate discrimination against any applicant or employee because of race, color, religion, creed, age, sex (including pregnancy, child-bearing capacity, sterilization, fertility or related medical conditions), sexual orientation, national origin, homelessness, family violence victim status, ancestry, marital status, gender identity or expression, and present or past history of mental, intellectual, physical or learning disability, and genetic information. This policy applies to all terms and conditions of employment including: recruitment and hiring, promotions, detail assignments, transfers, compensation, working conditions, performance evaluations, and termination from employment. This non-discrimination policy also prohibits any workplace harassment on the basis of protected group identity.

The Town of Hamden affirms its commitment to a policy not only of nondiscrimination but also to a process of Affirmative Action in all departments of Town government in order to ensure that employment opportunities are extended to all qualified persons.

Employees must bring any equal employment opportunity concerns to the attention of their supervisors, management staff, Human Resources or the Director of the Civil Service /Human Resources Department.

Appropriate disciplinary action may be taken against any employee who violates this policy.

Americans with Disabilities Policy

The 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. The Town of Hamden shall employ, advance in employment, and otherwise treat known qualified individuals with disabilities without regard to their physical or mental disability in all selection and decision practices such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training.

Consistent with this policy of nondiscrimination, the Town shall provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who requires an accommodation in order to perform the essential functions of his or her job and who has made the Town aware of his or her disability, provided that (i) such accommodation does not constitute an undue hardship to the Town and (ii) a direct threat to the health and/or safety of the individual or others does not result.

An employee with a disability who believes that s/he needs a reasonable accommodation to perform the essential functions of his/her job should contact the Human Resources Department to request such an accommodation. Human Resources will meet with the employee and engage in an interactive process to determine what, if any, reasonable accommodation may be appropriate. When making a request for an accommodation, an employee with a disability should specify in writing what barriers or limitations make it difficult for him or her to perform the job. The Town will conduct an investigation regarding these barriers or limitations and will then identify possible accommodations, if any, that will help to eliminate the barrier(s) or limitation(s). If the accommodation is reasonable and will not impose an undue hardship on the Town and/or a direct threat to the health and/or safety of the individual or others, the Town will make the accommodation. The Town may also propose an alternative accommodation.

All applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the ADA.

Any employee who requires an accommodation in order to perform the essential functions of his or her job should contact the Human Resources Department.

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. In support of this commitment, all permanent full-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. Violations of the policy constitute grave misconduct and may lead to disciplinary action including suspension or termination.

Employee Conduct

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 shall be subject to disciplinary action. Disciplinary action taken against an employee could call for discharge based on the nature of the disciplinary violation and/or the employee's employment record with the Town.

Employees are responsible for treating coworkers and members of the public with respect and dignity. The intent of this policy is to make a clear statement that unprofessional and abusive behavior will not be tolerated in the workplace.

Attendance and Calling In Procedure

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.

Dress Code Policy

All employees are expected to comply with these standards and conduct themselves in a manner which reflects positively upon the Town of Hamden. Employees are expected to report to work clean, well groomed, and dressed appropriately for the office.

Excluding Uniformed Public Safety Employees, all employees are expected to comply with the following guidelines:

- The wearing of flip flops or beach sandals is prohibited
- The wearing of shorts or culottes in any office setting is prohibited
- The wearing of any graphic tee shirts or open back shirts is prohibited
- The wearing of yoga pants or sweat pants of any kind is prohibited
- Mini-skirts or Mini-dresses are not appropriate for workplace environment

- No underwear of any kind is to be showing – male or female
- At no time should anyone be wearing ripped clothes
- No jeans are to be worn in the office unless it is Friday Dress-down jean day
- Spandex leggings worn with a short top is inappropriate office attire
- See-through clothing or skin tight garments that allow underwear to be seen is not appropriate for the workplace

The wearing of jeans and shorts (in summer months) for field maintenance and trade staff is allowed, provided no clothing that is worn interferes with the operation of any equipment.

Employees are also expected to maintain proper hygiene and shower/bathe routinely. Employees should refrain from using heavy perfume, cologne, aftershave, or other scents whose odor may be offensive to coworkers.

Monitoring against these guidelines is a responsibility of all those with management responsibilities. If clothing fails to meet these standards, as determined by the guidelines, the employee's Department Head may ask the employee not to wear the inappropriate item to work again.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If employees experience uncertainty about acceptable attire for work, they are advised to consult the Human Resources Officer.

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.

Conflict of Interest

According to Section 3-9 in the Charter of the Town of Hamden Conflict of Interest Policy and Ethics Ordinance, the trust of the public is essential for government to function effectively:

Public office is a public trust. The trust of the public is essential for government to function effectively. Public policy developed by Officials affect every citizen of the municipality, and it must be based on honest and fair deliberations and decision. This process must be free from threats, favoritism, nepotism, undue influence, and all forms of impropriety so that the confidence of the public is not eroded. By setting forth this Statement of Purpose, the Town of Haden seeks to articulate a policy that will continually strive to maintain and increase the confidence of our citizens in the integrity and fairness of their government. Public officials and employees must discharge their duties impartially so as to assure fair competitive access to government procurement by responsible contractors. In turn, those contractors should conduct themselves in such a manner as to foster public confidence in the integrity of the competitive process. In all cases, the reality and appearance of impropriety should be addressed by the Conflict of Interest Policy and Ethics Ordinance.

Outside Employment/Activities

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, employees must disclose any possible conflicts so that the Town may assess and prevent potential conflicts of interest from arising. Business dealings that appear to create a conflict between the interests of the Town and an employee are unacceptable.

No one, while employed by the Town, may provide services (with or without compensation) to (i) any individual, corporation or other entity that is engaged in, or about to become engaged in, competition with the Town or (ii) any individual, corporation or other entity that is, or that at any time during the employee's employment has been, a customer of or a supplier to the Town. No one, while employed by the Town, may engage in outside work that creates a conflict of interest, or an appearance of a conflict, with his/her obligations to the Company.

Employees may take on a second job or paid consulting work outside of the Town, only with advance approval from the employee's manager. The manager must conclude that the work won't impact the employee's duties for the Town or pose a conflict of interest. Approval shall not be given if the second employer competes with the Town of Hamden, does business or is being considered for business with the Town of Hamden, or conducts a business that has been developed by or for the Town of Hamden.

Also, the Town needs your best efforts for an efficient operation. A full-time job with the Town is, in the Town's opinion, your primary job. Therefore, any work you may

do for others must be outside your Town work hours and must not otherwise interfere with your work for the Town.

An employee with an approved second job may not:

- conduct the second job during the employee's normal Town of Hamden job business hours;
- use Town of Hamden resources including equipment, supplies and computer systems (including e-mail) to perform work in connection with the second job;
- use the Town of Hamden intellectual property or information to perform work in connection with the second job;
- involve other Town of Hamden employees in the conduct of the second job; or
- charge outside business expenses in connection with the second job to the Town of Hamden.

For the purposes of this policy, self-employment is considered outside employment.

The Town of Hamden will not assume any responsibility for employees' outside employment. Specifically, the Town of Hamden will not provide workers' compensation coverage or any other benefit for injuries occurring from, or arising out of, such outside employment.

Employee Identification Badge Policy & Procedures

PURPOSE:

The purpose of the **Identification Badge Policy** is:

- To provide a safe environment for Town of Hamden employees and the public to conduct business;
- To enhance the Town's mission of providing high quality public service; and
- To provide a consistent method of identification.

SCOPE:

This policy applies to all Town of Hamden employees.

POLICY STATEMENT:

The Town of Hamden is committed to providing a safe work environment for all employees and the citizens we serve. To facilitate this commitment, the Town has

established an Employee ID Badge Policy for all Town of Hamden employees. This ID Badge System serves to readily identify Town employees. Keeping the Town of Hamden buildings and our work areas safe and secure is a team effort. Effective January 1, 2015, all Town of Hamden employees must wear ID badges while working. Department Heads have the responsibility to ensure that this policy is fully implemented and followed.

PROCEDURES:

- ID badges shall be provided by the Town and will include the Town of Hamden Seal, a photo of the employee, the employee's name and the department/division in which the employee works.
- ID badges shall be worn using a clip-on type or a breakaway lanyard (unless there is a safety concern based on the employee's specific job duties, in which case the Town will provide alternate instructions).
- Photo ID badges must be worn in plain view, at or above your waist, so it is observable under normal conditions.
- All Town Employees are required to display photo identification badges provided by the Town while working, including when working at Town functions or community events.

- Report a lost or stolen Photo ID badge to your Department Head immediately.
- A Photo ID Authorization Form is required for a new or replacement badge. Please see Sample Form, below.
- Employees shall surrender ID badges to their Department Heads in the following circumstances:
 - upon separation from employment.
 - upon transfer to a different Department within the Town
 - upon commencement of an extended leave of absence
 - upon request by manager
- Do not alter the Photo ID badge, apply adornments, or in any way obstruct badge information or the photograph.

LOST OR MISPLACED ID Badge:

- Immediately report lost or misplaced identification badges to your Department Head.
- A temporary ID badge will be issued by the Human Resources Department.
- Permanent replacement ID badges will be issued as necessary and a record of the lost ID badge will be recorded.
- "Found" employee ID badges should be immediately returned to the employee's Department Head or to Human Resources.

**Town of Hamden
Employee Photo Identification Badge Authorization Form**

Date: _____

(Please Check One):

Initial Badge _____ **New Employee** _____ **Replacement Badge** _____

Name Change _____ **Department Change** _____

Employee Name: _____

Department _____
(Please Print) **Last, First**

Employee Signature: _____ **Phone:** _____

Name on badge you wish to be called by if different than above:

(Please Print) **Last, First**

-----**For Data Entry Use Only**-----

Date Card Issued: _____ **Employee ID#_:** _____

Notes:

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 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 shall cooperate with law enforcement officials in any criminal investigation.

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 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 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.

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 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.

An employee may not:

- make unwelcome sexual advances to another employee, vendor, or visitor;
- make unwelcome requests for sexual favors, whether or not accompanied by promises or threats with regard to employment;
- engage in verbal or physical conduct of a sexual nature with another employee, vendor, or visitor, that may threaten or insinuate, either explicitly or implicitly, that the individual's submission to, or rejection of, the sexual advances shall in any way influence any Human Resources decision regarding employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development;
- engage in verbal or physical conduct of a sexual nature that has the effect of substantially interfering with an employee's ability to do his or her job;
- engage in verbal or physical conduct of a sexual nature which creates an intimidating, hostile or offensive work environment;
- commit any act of sexual assault or public sexual indecency against any employee, vendor or visitor on Town of Hamden property or in connection with any Town of Hamden sponsored activity;
- continue to express sexual or romantic interest in another employee, vendor, or visitor after being informed or on notice that the interest is unwelcome (reciprocal attraction is not considered sexual harassment);
- engage in commentary about an individual's body (or body parts);
- use sexually degrading words to describe an individual;
- make sexually offensive comments or use sexually suggestive language
- make sexual innuendos;
- mention or display sexually suggestive objects, books, magazines, computer software, photographs, cartoons or pictures;

- make or share sexual jokes or jokes about sexual orientation, ethnicity, religious beliefs or practices, accents, or gender-specific traits;
- use foul or obscene body language or gestures;
- engage in unwanted physical contact, such as touching, patting, pinching or brushing against another person's body.

Supervisors must report allegations of sexual harassment (whether reported by the person who is the subject of the sexual harassment or witnessed) to the Human Resources Department. Supervisors who do not report allegations of sexual harassment are in violation of this policy and subject to discipline including termination.

Employees are encouraged to inform perceived offenders that the commentary or conduct is offensive and unwelcome.

Employees who experience sexual harassment at work (by another employee, vendor or visitor) are urged to report such conduct to the direct attention of 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 by the Town's Affirmative Action and EEO Consultant. Where investigation confirms the allegations, appropriate responsive action shall be taken by the Town of Hamden.

An employee or supervisor may be accountable for sexual harassment violations under applicable local, state, and/or federal law as well.

Retaliation Prohibited

Retaliation against an employee or supervisor for filing or cooperating with a sexual harassment complaint, or for participating in the investigation of a complaint, is strictly prohibited. Disciplinary action up to and including employment termination may occur if retaliation occurs.

Smoking Policy

In accordance with Connecticut State law and Town policy, smoking is prohibited throughout the Hamden Town Hall and all other Town buildings and offices. Smoking is prohibited in rest rooms, private offices, lounges and similar areas. No

smoking will be allowed in any Town of Hamden Vehicles at any time. Smoking is permitted in designated areas outside office buildings and other work locations.

Solicitations and Collections Policy

To protect employees against annoyances and to avoid disruption of work, the Town maintains a prohibition against solicitations for any purpose on Town property unless prior approval is obtained. The Mayor or other appropriate Board or Commissions may grant approval.

Telephone Policy

The use of Town telephones to receive or make personal calls is not permitted except for reasonable local incidental calls. Individual departments may establish rules further limiting or monitoring the use of Town telephones.

Electronic Mail Policy

The purpose of the Town's Electronic Mail Policy ("E-Mail Policy") is to establish guidelines and requirements governing the acceptable use of the Town-provided e-mail system and to communicate those guidelines and requirements to employees. The Town reserves the right to change the E-Mail Policy at any time.

The E-Mail Policy applies to all employees (regular, part time, temporary and seasonal), contractors, consultants, volunteers, interns and other individuals who have been granted access to and use of the Town's e-mail. Prior to using The Town's email resources, employees must read and agree to the terms of the E-Mail Policy.

Adherence to the E-Mail Policy shall minimize risk to the Town while providing a valuable communication tool to employees. Violations of the policy constitute misconduct and may lead to disciplinary action including suspension or termination. The E-Mail Policy applies to all devices that connect to the Town e-mail system including but not limited to, iPods, smartphones, tablet PCs and Outlook web access.

Vehicle Use Policy

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 unless prior approval has been granted. Unauthorized Human Resources are not permitted in such vehicle.

An employee who is authorized to use their personal vehicle for Town business is eligible for a mileage reimbursement pursuant to Town policy.

Workplace Safety

The Town makes 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. Safety concerns and recommendations should be made to your supervisor and/or the Human Resources Department.

Workplace Violence Policy Statement

The Town of Hamden maintains a zero-tolerance work place 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.

A Town of Hamden employee or supervisor may not:

- bring any weapon or dangerous instrument into any Town of Hamden workplace or assignment;
- use, attempt to use, or threaten to use weapon or dangerous instrument at a Town of Hamden workplace or assignment;
- threaten to cause death or physical injury to any individual in a Town of Hamden workplace or assignment;
- violate any federal or state law regarding workplace violence;
- engage in physical altercations with other employees or a member of the public unless necessary for self-defense;
- display aggressive or hostile behavior that creates a reasonable fear of injury to another person or subject another individual to emotional distress;
- intentionally damage Town property or property of another employee in connection with an act of violence;

- possess or discharge a weapon unless authorized to do so in the course of their job for the Town;

“Weapon” includes but is not limited to any firearm, including a BB gun, whether loaded or unloaded; any knife (excluding a small pen or pocket 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; and electronic defense weapon.

“Dangerous instrument” means any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury.

This policy also prohibits possession of explosives and other dangerous weapons, including chemical substances intended to cause injury to others. Further, this policy also applies to any Town-sponsored meeting or function (e.g. parties and picnics).

This policy applies to all Town employees when on Town property or acting in connection with Town business regardless of whether or not they are licensed to carry a concealed weapon. The only exceptions to this policy are for employees whose job requires them to carry a weapon, such as police officers; those wearing a weapon as part of a military uniform in connection with a public ceremony, parade or theatrical performance.

Carrying a weapon onto Town property in violation of this policy will be considered an act of criminal trespass and will be grounds for immediate removal from Town property, and may result in prosecution.

Town employees who feel subject to or who witness violent, threatening, harassing, or intimidating behavior in the workplace have a duty to report such behavior to their direct supervisors immediately. Supervisors must immediately report this information to the Human Resources Department.

An employee who believes that there is **an immediate and serious threat** to his/her safety or the safety of others must notify his or her supervisor and proper law enforcement authorities. . A supervisor receiving such a report shall contact the Human Resources Department immediately to evaluate whether an investigation is required and to take appropriate action on such violations.

Reporting Violations

Employees who experience discrimination, sexual harassment, another form of

harassment, or who become aware of a threatening situation as described in this policy, should immediately report it to their supervisor. If this is not a suitable avenue for addressing their complaint, employees are advised to contact the Human Resources Department. If an employee is aware of a threat of imminent physical harm to him/herself, another employee or member of the public, the employee should attempt to remove him/herself from the dangerous situation and immediately notify appropriate emergency Human Resources by calling "911." The employee should report this emergency call to his/her supervisor or management immediately. No employee shall be discriminated against, harassed, intimidated, nor suffer any reprisal as a result of reporting violations of this policy in good faith.

If you have questions or need clarification on any of the policies in this employee handbook, please contact one of the following Human Resources and Civil Service employees:

Director of Human Resources
Brigitte Cogswell
Hamden Government Center
2750 Dixwell Avenue
Hamden, CT 06518
Phone: (203) 287-7166
bcogswell@hamden.com

Human Resources Officer
Nadia Balassone
Hamden Government Center
2750 Dixwell Avenue
Hamden, CT 06518
Phone: (203) 287-7136
nbalassone@hamden.com

Employee Records

The Town maintains Human Resources records for all employees. It is crucial that these records be kept current and accurate. This is important in case of emergency, for Social Security reporting purposes, paycheck deductions and withholding taxes, as well as for administration of employee benefits.

Please ensure that the following information remains current and updated:

- change in your home address or telephone number;
- change in your marital status;
- change of dependents for benefit coverage;
- increase or decrease in your hospitalization dependent coverage;
- change in your life insurance plan beneficiary; or
- change in the name or telephone number of the person to notify in case of an emergency.

Please notify Human Resources in writing of any of the following:

- change in your name;
- increase or decrease in your withholding;
- a birth or death in your immediate family; or
- any other pertinent information.

Human Resources records maintained by the Town are business records of the Town and are, and remain at all times, the sole and exclusive property of the Town.

DISCLAIMER

Any violations of these policies may be subject to disciplinary action and are subject to the applicable collective bargaining agreements of local state and federal regulations.

This policy employee handbook may not be all-inclusive and is subject to revisions from time to time.