



City of Groton

POLICIES AND PROCEDURES

DIVERSITY, EQUITY AND INCLUSION

Policy Owner	Director of Human Resources
Policy Approver(s)	City of Groton Mayor
Related Policies	Equal Employment Opportunity, Employee Conduct, Hiring, Reasonable Acc.
Related Procedures	
Storage Location	City of Groton Intranet
Effective Date	April 2022
Next Review Date	No greater than one year after approval

Purpose

The City of Groton is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion.

Scope

All employees of the City of Groton/Groton Utilities.

Policy

Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and the City's achievements as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

The City's diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through support of flexible work schedules to accommodate employees' varying needs when appropriate.

- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

All employees of The City of Groton have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events. All employees are encouraged to attend annual diversity awareness training to enhance their knowledge to fulfill this responsibility.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the company’s diversity policy and initiatives should seek assistance from a supervisor or an HR representative.

The undersigned hereby acknowledges that I have read and understand the City of Groton. I agree to abide by the terms and conditions of the Diversity, Equity, and Inclusion Policy, and ensure that any persons working under my supervision abide by the terms and conditions of this policy. I understand that if I violate or fail to comply with this policy, I may face disciplinary action in accordance with the City of Groton’s policies and procedures and Union Collective Bargaining Agreements.

Employee Name	Employee Signature	Date
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Approved By:

Mayor Keith Hedrick City of Groton	Signature	Date
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Please return signed copy to Human Resources by scan (hr@cityofgroton-ct.gov), fax (860-449-5501) or in person within 3 days of receipt.



City of Groton POLICIES AND PROCEDURES DRUG AND ALCOHOL POLICY

CITY POLICY: Drug and Alcohol Policy

I. INTRODUCTION

The City of Groton maintains a policy against drug and alcohol use and/or abuse by its employees. In keeping with our efforts to promote health and safety and protect the interests of our employees, the public, and the City, we do not allow anyone to use, possess, sell, manufacture, purchase or be under the influence of alcohol, illegal drugs, intoxicants or controlled substances at any time on City premises in City vehicles or while on City business. Furthermore, the involvement of employees in these activities off the job raises significant concerns for the City that may result in disciplinary action.

II. PROHIBITED ACTS

The following rules and standards of conduct apply to all employees. The following are illegal activities prohibited by the City:

1. Possession, use, or being under the influence of an illegal drug while on the job or on City-owned or occupied premises. Being under the influence of alcohol, intoxicant or controlled substance while on the job;
2. Driving a vehicle on City business while under the influence of alcohol or an illegal drug, intoxicant or controlled substance;
3. Distributing, selling, manufacturing or purchasing or attempting to distribute, sell, manufacture, or purchase an illegal drug or controlled substance during working hours or while on City-owned or occupied premises;
4. Testing positive on a required or requested drug or alcohol test or screen;
5. Refusing either to take or to release information regarding a required or requested drug or alcohol test or screen;
6. Conviction on a charge of sale, distribution, manufacturing or attempted sale, distribution, or manufacturing, or possession of any illegal drug while on or off duty (off duty conduct nonetheless may be job related and/or reflect adversely on the City); and
7. Violating of any City rule or policy regarding alcohol and drug use.

Employees suspected of violating and/or violating the City's drug and alcohol abuse policy may be removed from the workplace immediately. Violations of these rules and/or standards of conduct may result in disciplinary action, up to and including termination from employment. The City may also bring the matter to the attention of appropriate law enforcement authorities.

III. TESTING PROGRAM

The City may test for alcohol, intoxicants, controlled substances and/or illegal drugs for these, and possibly other, circumstances:

1. After an offer of employment but before the applicant commences employment;
2. Upon promotion to any position in accordance with C.G. S, Section 31-51u;
3. In the event there is an accident involving a City motor vehicle or if there are injuries or damage to property;
4. When reasonable suspicion exists that any employee is under the influence of alcohol or any illegal drug, intoxicant, or controlled substance while on the job, or is otherwise in violation of this policy. Reasonable suspicion means suspicion based on information regarding, among other things, the appearance, behavior, speech, attitude, mood and/or breath odor of any employee;
5. When any employee is found in possession of alcohol or any illegal drug, intoxicant or controlled substance in violation of this policy, or when any of those items are found in an area controlled or used by the employee, such as a desk or locker; and
6. When required by a state or federal law or regulation (e.g. (i) DOT testing); or (ii) for other reasons required by law).

IV. MISCELLANEOUS

1. Employees suspected of possessing alcohol, illegal drugs, intoxicants or controlled substances may be subject to inspection and search, with or without notice. Searching may extend to all City property.
2. The use of prescription drugs and/or over-the-counter drugs may also affect an employee's job performance and seriously impair that employee's value to the City. Any employee who is using prescription or over-the-counter drugs that may impair his or her ability to safely perform the job or may affect the safety or well being of others must notify the HR Director and submit a physician's statement that the prescription drug use will not affect job safety. The employee is not required to identify the medication or the underlying illness.

3. The City maintains an Employee Assistance Program (“EAP”) which employees and their immediate family members may access for, among other things assistance in resolving or accessing treatment for addiction to, dependence on, or problems with alcohol, drugs, or other personal problems adversely affecting their job performance. EAP is a confidential and free benefit; the cost of treatment, counseling, or rehabilitation resulting from EAP referral will be the responsibility of the employee. Follow up treatment may be covered in part by the City’s group health insurance for employees electing such coverage.

When documented job impairment has been observed and identified, a supervisor may recommend or require participation in the EAP; the supervisor will notify the HR Director of any such referral. Any action taken by the supervisor, however, will be based on job performance. Supervisor referrals to the EAP will include employee’s release of information consent form to be returned to the supervisor by the EAP provider. Refusal to participate in or failure to complete mandated EAP-directed program will be documented. Self-referral by employees is strongly encouraged. EAP-related activities, such as referral appointments, will be treated on the same basis as other personal business or health matters with regards to use of sick leave. Sick leave may be taken as needed.

4. This policy cancels City Policy 8-04 dated August 4, 2004.

Review date: **June 7, 2014.**



City of Groton

POLICIES AND PROCEDURES

EMPLOYEE CONDUCT POLICY

Policy Owner	Director of Human Resources
Policy Approver(s)	City of Groton Mayor
Related Policies	EEO Policy, Diversity, Equity and Inclusion Policy, Work Rules
Related Procedures	
Storage Location	City of Groton Intranet
Effective Date	January 1, 2022
Next Review Date	No greater than one year after approval

Purpose

The purpose of this policy is to communicate to all employees that the City of Groton believes that the productivity and safety of its employees is important and is committed to providing a workplace atmosphere of respect, dignity, collaboration, openness and equality. All employees, citizens, visitors and vendors are to be treated with courtesy and respect. All individuals should be spoken to in a favorable manner and provided with an opportunity to understand and ask questions. Therefore the City of Groton will not tolerate inappropriate behavior in the workplace.

Scope

All employees, management, subordinates, residents, and other business contacts. The City's prohibition against inappropriate behavior as listed below is extended to all persons involved in City business, including but not limited to personnel, contract and temporary workers and anyone else on City property.

Definition: Inappropriate behaviors are negative acts which undermine the respect and dignity which is expected in the workplace.

Reporting: It is the responsibility of all employees and managers to provide a healthy workplace environment. Likewise, it is the responsibility of any employee who witnesses inappropriate behavior to report it immediately to the Supervisor or Human Resources. All complaints of negative and inappropriate workplace behaviors will be taken seriously and followed through to resolution. Employees who file complaints will not be subject to retaliatory behavior.

Enforcement: Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination of employment.

Appropriate Behavior: Employees are to embrace, support and promote the City of Groton's values, beliefs and culture which include but are not limited to the following:

- Be positive. Do not participate in gossip;
- Maintain confidentiality;
- Walk the talk;
- Encourage positive feedback;
- Be accountable – submit responses to all requests for information by due date and meet deadlines;

- Be on time for all meetings;
- Be fiscally responsible;
- Support the City's values and mission;
- Let common sense prevail;
- Be visionary – anticipate issues;
- Support organizational change;
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors;
- Understand City policies and procedures and make rational decisions/recommendations in accordance with established policy;
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy. It is everyone's responsibility. Make it a critical part of the day to day operations;
- Foster teamwork and actively participate on teams and in City activities;
- Lead by example;
- Provide outstanding customer service to internal and external customers.

Inappropriate Behavior: Examples of inappropriate behavior include:

- Uncivil Behavior;
- Bullying;
- Harassment and Sexual Harassment;
- Workplace Violence.

Uncivil Behavior

Uncivil behavior is rude and discourteous behavior which causes others to feel hurt, embarrassed, incompetent, disrespected, anxious, or depressed. It includes but is not limited to:

- Losing one's temper or yelling;
- Berating others or using a harsh tone of voice;
- Emotional outbursts;
- Talking down to others or using degrading remarks or tone of voice;
- Criticizing or talking down to others in front of a group;
- Gossiping or spreading rumors;
- Any malicious behavior that a reasonable person would find unprofessional, disturbing or harmful.

Bullying

Bullying is repeated inappropriate behavior conducted by one or more persons against another or others which is intended to intimidate, degrade, humiliate, undermine, or harm. Examples of bullying include but are not limited to:

Verbal Bullying:

- Slandering, ridiculing or maligning a person or his/her family;
- Persistent name calling which is hurtful;
- Shouting or yelling at an individual in public an/or in private;
- Insulting or humiliating;
- Using a person as butt of jokes;
- Abusive and offensive remarks;
- Personal insults and use of offensive nicknames.

Physical Bullying:

- Pushing; shoving; kicking, poking or tripping;
- Assault or threat of physical assault;
- Damage to a person's work area or property.

Gesture Bullying:

- Non-verbal threatening gestures or glances which can convey threatening messages;
- Using obscene gestures.

Other Forms of Bullying:

- Persistent singling out of one person;
- Not allowing the person to speak or express him/herself (i.e., ignoring or interrupting);
- Constant criticism on matters unrelated or minimally related to the person's job performance or description;
- Ignoring/interrupting an individual at meetings;
- Repeatedly accusing someone of errors which cannot be documented;
- Spreading rumors and gossip regarding individuals;
- Encouraging others to disregard a supervisor's instructions;
- Manipulating the ability of someone to do their work (e.g., overloading, under loading, withholding information, setting meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions);
- Non-constructive monitoring or micromanaging;
- Inflicting menial tasks not in keeping with the normal responsibilities of the job;
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave;
- Deliberately excluding an individual or isolating them from work-related activities (meetings, etc.).

Harassment and Sexual Harassment

Harassment: Harassment is objectionable and unwelcome conduct, comment or display that demeans, humiliates, causes offense or constitutes a threat to a person's health or safety. Harassing behavior is conduct that has the purpose or effect of unreasonably interfering with an individual's or creating an intimidating, hostile or offensive environment for working.

The City of Groton does not condone harassment directed toward any person or group within its community. Harassment based upon an individual's sex, race, ethnicity, national origin, age, sexual orientation, religion, pregnancy, childbirth, or related conditions, or any other legally protected characteristics will not be tolerated. All employees, including supervisors and other management personnel, are expected and required to abide by this policy. The failure of supervisors or managers at any level to remedy harassment violates the City of Groton's intent.

No person will be adversely affected in employment with the employer as a result of bringing complaints of unlawful harassment. Filing of a grievance or otherwise reporting harassment, including sexual harassment, will not cause any reflection on the individual's employment status, nor will it affect future employment, compensation or work assignments.

Examples of harassment include but are not limited to:

- Verbal conduct such as threats, epithets, derogatory comments, slurs or jokes about someone's gender, race, cultural background, religion, pregnancy, or other personal characteristics;
- Visual conduct such as derogatory posters, photographs, cartoons, drawings;
- Retaliation for reporting harassment or threatening to report harassment.

Sexual harassment: Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons it is targeted toward. Unwelcome sexual attention constitutes harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment status or performance appraisal; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance on the job or creating an intimidating, hostile or offensive environment.

Sexual harassment is especially serious when it threatens relationships between supervisor and subordinate. In such situations, sexual harassment exploits unfairly the power inherent in the position of a staff member or supervisor. While sexual harassment most often takes place in situations of a power differential between the persons involved, the City of Groton also recognizes that sexual harassment may occur between persons of the same status. Sexual harassment may involve women being harassed by men, men being harassed by women and harassment between persons of the same sex. The City of Groton strongly discourages romantic and sexual relationships between supervisor and employee, even when such relationships appear, or are believed to be, consensual. The lines of power and authority that exist between the parties may undermine freedom of choice.

Examples of harassing behavior may include:

- Unwanted physical contact including inappropriate touching, pinching or patting;
- Foul language of an offensive sexual nature;
- Sexual propositions, sexual jokes or remarks;
- Obscene or sexually aggressive gestures;
- Displays of pornographic or sexually explicit pictures, drawings, or caricatures;

- Letters, phone calls or interviews which explicitly discuss personal sexual matters;
- Pressure or requests for sexual favors, especially by a person in authority;
- Improperly leaning over a person or restriction of physical freedom;
- Actual or attempted sexual assault or rape;
- Questions of a sexual nature; pressure for dates;
- Persistent following or stalking;
- Verbal abuse of a sexual nature;
- Use of the employer's computer system for the purpose of viewing, displaying, or disseminating material that is sexual in nature may also constitute harassing behavior.

Workplace Violence

Workplace violence is defined as acts, statements or gestures which are violent and threatening in nature or intent. It includes acts or threats of physical violence, including intimidation, harassment, and/or coercion. Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at the City of Groton or to create a hostile, abusive, or intimidating work environment for one or several employees. Acts or threats of a violent nature or intent will not be tolerated on the City of Groton's premises or worksites regardless of the relationship between the City and the parties involved or off the City of Groton's premises involving someone who is acting in the capacity of a representative of the City of Groton.

Specific examples of conduct which may be considered threats or acts of violence, include, but are not limited to:

- Hitting or shoving an individual;
- Causing physical injury to another person;
- Making threatening remarks concerning an individual, his or her family, friends, associates or property;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or that subjects another individual to emotional distress;
- Intentionally damaging, or threatening to damage City property or the property of another employee;
- Making harassing or threatening phone calls;
- Harassing surveillance or stalking (following or watching someone);
- Unauthorized possession of a weapon while on City property or while acting in the capacity of a representative of the City;
- Committing acts motivated by or related to sexual harassment or domestic violence



City of Groton

POLICIES AND PROCEDURES

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Policy Owner	Director of Human Resources
Policy Approver(s)	City of Groton Mayor
Related Policies	Diversity, Equity and Inclusion Policy, Employee Conduct Policy
Related Procedures	Hiring Procedures
Storage Location	City of Groton Intranet
Effective Date	January 1, 2022
Next Review Date	No greater than one year after approval

Purpose

The City of Groton is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. The City of Groton prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. The City of Groton conforms to the spirit as well as to the letter of all applicable laws and regulations.

Scope

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between The City of Groton and its employees, including:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and salary administration
- Employee benefits and application of policies

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with The City of Groton.

Policy

The Department of Human Resources of The City of Groton will be responsible for the dissemination of this policy. Directors, managers and supervisors are responsible for implementing equal employment practices within each department. The HR department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

The City of Groton administers our EEO policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
- Advertising for job openings with the statement "*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.*"
- Posting all required job openings with the appropriate state agencies.
- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies or participates in an EEO agency proceeding.
- Requires employees to report to a member of management, an HR representative any apparent discrimination or harassment. The report should be made within 48 hours of the incident.
- HR will promptly notify the City's legal counsel of all incidents or reports of discrimination or harassment and takes other appropriate measures to resolve the situation.

Harassment

Harassment is a form of unlawful discrimination and violates The City of Groton policy. Prohibited sexual harassment, for example, is defined as unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals.
- 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.

Harassment also includes unwelcome conduct that is based on race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Harassment becomes unlawful where:

- Enduring the offensive conduct becomes a condition of continued employment, or
- The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

The City of Groton encourages employees to report all incidents of harassment to a member of management or the Director of Human Resources/Human Resources Department. The City of Groton conducts harassment

prevention training for all employees. The City of Groton investigates all complaints of harassment promptly and fairly, and, when appropriate, takes immediate corrective action to stop the harassment and prevent it from recurring.

Remedies

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. The City of Groton will promptly, thoroughly and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.



**THE CITY OF GROTON
HUMAN RESOURCES DEPARTMENT
295 MERIDIAN STREET
GROTON, CT 06340-4012
(860) 449-5500 WORK
(860) 449-5501 FAX**

Approval Date: April 30, 2012

Payroll Check Distribution and Direct Deposit

DIRECT DEPOSIT

All City of Groton and Groton Utilities employees are required to sign up for Direct Deposit. A DD form is attached for your convenience. You are allowed up to two different accounts to deposit your net pay.

HSA Direct Deposit - The third option on the form is for those who choose our High Deductible Health Insurance Plan which allows you to deposit pre-taxed dollars into an IRS approved Health Savings account. More information available in benefit explanation.

CHECK DISTRIBUTION

Payday for the City of Groton is on Friday. Paystubs are distributed after 2:45 p.m. on Thursday. Paystubs are delivered to the Groton Utilities Operations Facility.

If a holiday falls on a Friday, paystubs will be distributed on Wednesday and checks are direct deposited on Thursday. For Thanksgiving, the checks will be deposited on Wednesday.

The City of Groton is unable to advance checks for vacation or early checks unless required by Collective Bargaining Agreements.

Revised Date: February 23, 2018



THE CITY OF GROTON

Mayor Dennis L. Popp

295 Meridian Street, Groton, CT 06340

(860) 446-4103 (860) 445-4058 FAX

October 26, 2007

CITY POLICY #19-07

To: All City Employees

Subj: PERSONAL APPEARANCE POLICY

It is important that all employees maintain a personal appearance so as to project a professional image on behalf of the City of Groton. The appearance of our employees has a direct impact on the image of the City to our residents, taxpayers and visitors. Employees are expected to dress and groom themselves in accordance with accepted social and business standards. Employees should apply standards of good judgment when choosing work attire. Extreme fads in dress or grooming, slovenly and disheveled appearance, wearing revealing clothing or clothing displaying offensive slogans is inappropriate and unacceptable. The following is a list of items, which would project a less than professional image and would be considered inappropriate business attire. This list is not all-inclusive and management reserves the right to determine appropriateness.

Inappropriate

- Jeans
- Dresses and skirts of less than modest length
- Casual shorts and T-Shirts
- Casual sandals and flip flops as these pose a safety concern
- Athletic or canvas sneakers and casual boots
- Sweat shirts or sweat pants
- Sport bras, tank tops, etc.; sleeveless shirts, short/crop tops, halter tops
- Tight-fitting or revealing clothing
- Clothing which gives the appearance of being slovenly or disheveled

Subj: PERSONAL APPEARANCE POLICY

We expect each employee to use his/her best judgment in following this policy. A rule of thumb - if you are unsure whether an article of clothing is acceptable, most likely it is not. Management reserves the final decision on what is considered appropriate and inappropriate. If a member of City Management feels an employee's attire and/or grooming is inappropriate for the workplace, the employee may be asked to leave the workplace until he/she is properly attired or groomed.

In addition, employees who violate dress code standards may be subject to appropriate disciplinary action.

The City of Groton reserves the right to amend or modify this policy as needed.

A handwritten signature in black ink, appearing to read "Dennis L. Popp". The signature is fluid and cursive, with a large initial "D" and a long horizontal stroke at the end.

Dennis L. Popp



THE CITY OF GROTON
Mayor Marian Galbraith
295 Meridian Street
Groton, CT 06340-4012
(860) 446-4101 work
(860) 445-4058 fax
Approval Date: April 24, 2012

CITY POLICY: Personal Information Privacy Policy

It is the policy of the City of Groton to protect the confidentiality of personal identifiable information (social security numbers, driver license numbers, passport information, birth year) obtained and used in the course of business from its applicants and employees. All employees are expected to rigorously adhere to this policy. Any employee violating the provisions of this policy and its operating procedures will be disciplined in accordance with City of Groton work rules.

Collection of Numbers. Personal identifiable information will be collected from applicants and employees as required in order to meet Federal and/or State reporting requirements. It may also be necessary to collect information from creditors, suppliers and independent contractors where no tax identification or employer identification number is accessible. Information obtained from creditors, suppliers and independent contractors will be subject to the same provisions of the privacy policy as those for applicants and employees. These purposes include, among others, the necessity to:

- Conduct pre-employment background checks
- Verify eligibility for employment or job requirements
- Withhold Federal and State taxes
- Comply with State and Federal laws and new-hire reporting
- Facilitate enrollment in company benefits plans

Use of Numbers. Except for verification and reporting uses, no personal identifiable information or portion thereof will be used in the conduct of the City of Groton's business. No personal identifiable information or portion thereof will be permitted to be used for the following purposes:

- Identification badges
- Time cards

- Employee rosters
- Employee identification records
- Computer passwords
- Licenses, agreements or contracts

No personal identifiable information or portion thereof will be used in open computer transmissions, including emails, city distributions or through the City intranet except where such transmission of information is by secure connection or is encrypted.

Storage of and Access to Numbers

Storage: All documents containing personal identifiable information (social security numbers, driver license numbers, passport information, birth year) shall be stored in secured areas. All computer applications containing personal identifiable information shall be maintained on secured, authorized-access computer stations only.

Access: Only persons who have a legitimate business reason will have access to personal identifiable information. Such access will be granted through Department Heads responsible for functions with reporting or transporting of such data responsibilities. Department Heads and employees granted such access must take all necessary precautions to ensure the integrity of records that include such numbers when the records are not being used.

Destruction of Numbers: Records that include personal identifiable information will be maintained in accordance with Federal and State laws. When such documents are released for destruction, the records will be destroyed by cross-shredding.

Review date: **April 24, 2015.**



THE CITY OF GROTON
Mayor Marian Galbraith
295 Meridian Street
Groton, CT 06340-4012
(860) 446-4101 work
(860) 445-4058 fax

Approval Date: August 23, 2016

CITY POLICY: Safety

It is the policy of the City of Groton to protect the safety and health of all individuals, especially in the workforce. Work related injuries and property loss through accidents are needless, costly and preventable. Accidents hurt people, damage machinery or equipment and destroys materials or property. The City of Groton has established a health and safety committee and this program is defined to develop safety through awareness training. Job safety is everyone's individual responsibility regardless of the position within the City. Each of us has an obligation to report any potential hazards and observe safety practices and procedures and operate equipment safely.

Establishing and Maintaining Safety Rules

The City of Groton recognizes that different working environments require different safety rules. Each department will establish safety rules relative to its own job responsibilities and work environment. All new hires will receive a copy of these rules. In addition, safety orientation training will be provided to all new employees within three weeks of hire through the department. Each department is responsible for reviewing their safety rules on an on-going basis and assuring that all departmental employees are notified of any revisions. Safety training will be provided at no cost to the employee.

Safety and Health Committee

The City of Groton Safety and Health Committee was established to ensure the protection of health and safety for all employees in the City of Groton workplace.

The Safety and Health Committee for the City of Groton is composed of eighteen members (one management and one non-management employee from each Department). The committee shall have a chairperson elected by the committee members and the employer and employee members may have rotating responsibilities for chairing committee meetings. Reasonable efforts will be made to ensure the committee members are representative of the major works activities at the work site. The Safety and Health Committee will develop its own operating guidelines and procedures in accordance with the provisions which follow:

Composition of Committee

Voting Members

- Administration/Finance/Zoning and Building/Human Resources Departments
- Fire Department
- Parks and Recreation Department

- Police Department
- Public Works Department
- Water Division/Pollution Abatement Facility
- Electric Division
- Utilities Administration/Customer Care Division/Information Technology Department

Non-voting Members

- Administrative staff position
- Safety Consultant – ex-officio
- Risk Manager or designee (if not serving as a management representative)
- Finance Accountant responsible for collecting data related to Worker’s Compensation.

Length of Term

Each management and non-management employee will serve on the Safety and Health Committee for a period of two years. Management employees will rotate in even years and non-management employees will rotate in odd years.

Annual Goals

The goals of the Safety and Health Committee will be established during the initial meeting of the Safety and Health Committee in which the members are assigned.

Frequency of Meeting

The Safety and Health Committee will meet on a quarterly basis and may meet more often if necessary.

Recordkeeping

The City of Groton Safety and Health Committee will keep a current roster containing the names and Departments of all Safety and Health committee members. The current committee members shall be posted on bulletin boards to ensure that all employees can readily contact committee members.

The Committee Chairperson shall retain a record of attendance and minutes of all meetings. In addition, the original record of attendance and the original minutes of all meetings will be retained by the City Clerk for a period of three (3) years.

Duties and Responsibilities

The Safety and Health Committee’s duties and responsibilities shall include, but are not limited to establishing procedures for the City of Groton concerning:

- Safety inspections;
- Investigating safety incidents, accidents, illnesses and deaths;
- Evaluating accident and illness prevention programs;
- Establishing training programs for the identification and reduction of hazards in the workplace which damage the reproductive system of employees;

- Establishing training programs to assist committee members in understanding and identifying the effects of employee substance abuse on workplace accidents and safety;
- Monitoring departmental review and revision of safety rules.
- Developing and disseminating a training calendar.

Compensation

Any employee who participates in the Safety and Health Committee activities in his/her role as a committee member, including, but not limited to attending meetings, training activities and inspections, shall be paid at the applicable rate of pay for all time spent on such activities.

Training

All committee members shall be trained at no cost to the employee.

Review Date: **August 23, 2017.**



City of Groton POLICIES AND PROCEDURES SMOKING, SMOKELESS TOBACCO, AND VAPE FREE WORKPLACE

Policy Owner	Director Human Resources
Policy Approver(s)	City of Groton Mayor
Related Policies	
Related Procedures	
Storage Location	City of Groton Intranet
Effective Date	May 2019
Next Review Date	No greater than one year after approval

Purpose

The City of Groton is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. As such, the following policy has been adopted and applies to all employees of the City of Groton.

Scope

This policy applies to:

- All areas of buildings occupied by company employees.
- All company-sponsored offsite workshops and meetings.
- All vehicles owned or leased by the company.
- All company employees.
- All visitors (customers and vendors) to company premises.
- All contractors and consultants and/or their employees working on company premises.
- All temporary employees.
- All student interns.

Policy

It is the policy of the City of Groton to prohibit smoking and vaping as well as smokeless tobacco in all company facilities and vehicles to provide a safe and healthy work environment for all employees. Smoking is defined as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, and e-cigars. Chewing tobacco or tobacco powder is also prohibited as noted in the Scope of the policy.

This policy relates to all work areas at all times – before, during and after normal working hours.

Appropriate signage will be placed at entrances to all buildings advising employees and visitors that the City of Groton maintains a tobacco and smoke-free environment.

Management of each facility will designate areas outside of the building where the use of tobacco products will be allowed. These areas will contain smoking receptacles. Please keep all areas of city owned property litter free.

We care about your health and offer the following resources to help you with smoking cessation. Your healthcare provider may also offer smoking cessation assistance.

<https://www.cdc.gov/features/smokingcessation/index.html>

<https://smokefree.gov/quit-smoking/ecigs-menthol-dip/ecigs>

Procedures for Non-Compliance

Employees who violate this policy will be subject to disciplinary action up to and including termination.

A process is in place for resolving complaints about the smoke, smokeless tobacco, and vape-free policy:

- Complaints about the application of this policy should be brought to the attention of Human Resources for resolution.
- The complaint should be submitted in writing and should identify specific objections.
- The City will investigate the complaint and resolve it in accordance with the policy.

No employee shall suffer any form of retaliation for raising a complaint or asking a question about this policy.

Non-Compliance by City of Groton Union Membership

Violation of any of the constraints of these policies or procedures may be consideration for disciplinary action. Any disciplinary process will follow the language of the current individual union contracts.



City of Groton

POLICIES AND PROCEDURES

WORKER'S COMPENSATION

The City of Groton recognizes it is to manage public funds in a responsible manner. This includes identifying, addressing and appropriately managing any risks that may affect the safety and well-being of its employees and citizens, financial stability, and the ability to achieve its mission of providing services to citizens in our community.

The City of Groton utilizes Yale New Haven Health - Pequot Occupational Health Center, 52 Hazelnut Hill Road, Groton as our primary medical treatment center during working hours and Yale New Haven Health - Lawrence and Memorial Hospital, 365 Montauk Avenue, New London as the medical treatment center after normal working hours.

In order to ensure you receive the proper medical treatment as soon as possible, the following steps are to be followed:

- Notify your supervisor of your injury immediately;
- Seek medical treatment with the initial treatment center listed above;
- When seeking medical attention you are to identify yourself and your employer to the medical provider. Any billing for your visit will be sent directly to the claim administrator.

Connecticut Worker's Compensation Law requires you to seek medical treatment within the PPO Network (except for those medical specialties not covered in the network). Should you choose to seek treatment with a provider outside the network, you may be responsible for the payment of those services and you will be placing your workers' compensation benefits at risk (subject to the order of a workers' compensation commissioner). Enclosure (1) provides additional information to answer your questions.

If you have any questions about medical providers or your workers' compensation benefits, please contact your supervisor or the Finance Department.