



***TOWN OF GREENWICH  
EMPLOYEE HANDBOOK***



## WELCOME

Whether you have just joined our organization or have been with the Town for a while, we are confident that you will or have found our organization to be a dynamic and rewarding place in which to work. We consider the employees of the Town to be one of our most valuable resources and we look forward to a productive and successful partnership.

This handbook has been especially prepared for you to serve as a guide for the employer/employee relationship. The topics covered in this handbook apply to all employees of the Town. It is important to keep the following things in mind about this handbook:

First, it contains 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 the collective bargaining agreement, this employee handbook and the Town's Human Resources Policy Manual at:

[www.greenwichct.org/hr\\_policy\\_manual](http://www.greenwichct.org/hr_policy_manual). 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, employment agreement, Human Resources Policy and/or Charter language.**

Third, the procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform employees of any changes as they occur, but cannot guarantee immediate advance notice of changes to all employees.

Finally, some of the subjects described here are covered in detail in official policy and/or procedure documents. The terms of written insurance policies and/or plan documents are controlling for health, life, retirement and deferred or reduced income benefits. You should refer to these documents for specific information, since this handbook is only designed as a brief guide and summary of policies and benefits. For more detailed information please refer to the Human Resources Policy Manual located in each department and on-line at:

[www.greenwichct.org/hr\\_policy\\_manual](http://www.greenwichct.org/hr_policy_manual) or contact the Department of Human Resources.

We are pleased to have you join our Town government and look forward to a successful and beneficial association.

The Human Resources Department, Town of Greenwich, Connecticut

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## **TOWN OF GREENWICH**

### **Mission Statement**

*The mission of Greenwich Town Government is to provide an effective network of public services in a responsible and efficient manner supporting the common good of our community.*

### **Town and Government Facts**

The Town of Greenwich is often referred to as *the gateway to New England* and is located in the southwest corner of Fairfield County, adjacent to and west of the City of Stamford, Connecticut and east of Westchester County, New York. It is the nearest Connecticut Town to New York City (28 miles) and is located on the main line of the Metro North Railroad. The Merritt Parkway (Route 15) and the New England Turnpike (Interstate Route 95) brings all Southern New England within easy driving distance. Founded in 1640, the town covers 50.6 square miles and has a population of approximately 61,000. The official Web site for the Town is [www.greenwichct.org](http://www.greenwichct.org).

The League of Women Voters describes the government of the Town of Greenwich as "a decentralized system of overlapping powers and responsibilities". Almost one half of the responsibility for running the Town is in the hands of independent boards and commissions. There are four elected boards: Board of Selectmen, Representative Town Meeting (RTM), Board of Estimate and Taxation, and the Board of Education. Only members of the Board of Selectmen are salaried; all other board and commission members, elected or appointed, serve without pay.

The Selectmen's Office is the focal point for Greenwich Town Government. Along with its many responsibilities and duties, constituent contact is an extremely important function of the day-to-day business of the Office. Every effort is made to keep all lines of communications open between Town Government and the people it serves.

The Selectmen's Office also supports and assists a variety of community interests, activities and organizations through proclamations, statements, appearances, as well as, active participation. This continues a long-established tradition of pro-active involvement by the First Selectman and Selectmen in all aspects of Town life.

The Board of Estimate & Taxation is responsible for administering the financial affairs of the Town, including the issuance of the annual Recommended Budget and setting the Town tax mill rate. The Board also acts on requests for additional appropriations, transfers, and allotments made during the fiscal year. The Town's Annual Report, Comprehensive Annual Financial Report and the Financial Report for the Retirement System (Defined Benefit) also fall under the Board of Estimate & Taxation.

The RTM is the legislative body of the Town, with its powers vested by the Town Charter. It has the authority to:

- ◆ Approve the annual budget
- ◆ Approve all expenditures by the Town over the established budget;
- ◆ Approve, reduce, and eliminate appropriations;
- ◆ Approve or reject nominations to Town boards, commissions and committees as nominated by selectmen;
- ◆ Decide whether the Town shall accept Federal or State funds for Town projects;
- ◆ Create special committees to deal with particular subjects such as labor contracts, claims, and redistricting;
- ◆ Pass "sense of the meeting" resolutions urging that other branches of government initiate desired legislation, or expressing disapproval of actions that have been taken;
- ◆ Act as the final planning authority on municipal improvements;
- ◆ Initiate and pass ordinances.

More information on the Representative Town Meeting can be found at [www.greenwichct.org/rtm](http://www.greenwichct.org/rtm). The RTM site contains information about the RTM, a directory of its members, minutes of prior meetings, and other useful information.

### **Town Departments**

The Town of Greenwich is organized into the following Departments:

Board of Education	The Nathaniel Witherell SNF
Commission on Aging	Parking Services
Conservation Commission	Parks and Recreation Department
Finance Department	Perrot Library
Fire Department	Planning and Zoning
Fleet Department	Police Department
Greenwich Library	Public Works Department
Health Department	Purchasing and Administrative Services
Human Resources Department	Registrar of Voters
Information Technology	Social Services
Inland Wetlands and Watercourses Agency	Tax Assessor
Law Department	Tax Collector
	Town Clerk

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The Town of Greenwich is committed to equal employment opportunities for all. Equal Employment Opportunity has been, and continues to be, a fundamental principle at the Town of Greenwich. Employment and promotion are based upon personal capabilities, qualifications and contractual guidelines without regard to race, color, religion, age, sex, national origin, sexual orientation, disability or any other protected characteristic as established by law. This policy applies to all terms and conditions of employment including policies and procedures relating to recruitment and hiring, compensation, working condition, benefits, and termination from employment. Appropriate disciplinary action may be taken against any employee willfully violating this policy.

The Town's Department of Human Resources has overall responsibility for this policy. Questions or concerns should be referred to the Town Department of Human Resources. (203-622-2214). If the complaint involves a member of the Human Resources Department it can be referred to the Town Attorney's Office (203-622-7876) or the Affirmative Action Consultant (203-622-7705.)

## **AMERICANS WITH DISABILITIES POLICY STATEMENT**

The Town of Greenwich is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA") and the Americans with Disabilities Act Amendments Act (ADAAA). It is the Town's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the Town will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Town aware of his or her disability, provided that such accommodation does not constitute an undue hardship to the Town. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job must contact the Department of Human Resources (203-622-2214). If the employee has a complaint regarding a request for accommodation that involves a member of the Human Resources Department s/he can refer their complaint to the Town Attorney's Office (203-622-7876) or the Affirmative Action Consultant (203-622-7705).

## **HARASSMENT, SEXUAL HARASSMENT, HOSTILE ENVIRONMENT, DISCRIMINATION, RETALIATION IN THE WORKPLACE POLICY STATEMENT**

The Town is committed to maintaining a work environment in which all individuals are treated with respect and dignity. The Town prohibits unlawful discriminatory practices, including sexual harassment and inappropriate sexual conduct, harassment, creating a hostile work environment and retaliation. The Town has a zero tolerance for these

behaviors and violation of this policy constitutes grave misconduct and may lead to disciplinary action including termination.

This policy (See Greenwich Human Resource Manual Complaints Procedure Section 12.1 at: [www.greenwichct.org/hr\\_policy\\_manual](http://www.greenwichct.org/hr_policy_manual)) applies to all employees of the Town and Board of Education, Town Appointing Authorities, Elected Officials and Administrators and volunteers of the Town.

If any employee has been the victim of/or observed discriminatory behavior, harassment, sexual harassment or inappropriate sexual conduct, hostile work environment or retaliation in the workplace, he or she must report the conduct as soon as possible after the alleged incident. Reports must be made to any or all of the following: immediate supervisor or first level of supervision who is not involved in the alleged harassment; or the employee's department head; or the Affirmative Action Consultant (203-622-7705); or the Director (203-622-7714) or Assistant Director (203-622-7729) of Human Resources; or the Human Resources Office at the Board of Education (203-625-7458).

## **ADMINISTRATIVE POLICIES AND PROCEDURES**

### **Collective Bargaining**

The Town of Greenwich and the Board of Education is subject to the Municipal Employee Relations Act (MERA), which was enacted into law by the Connecticut General Assembly in 1965. MERA permits employees to organize for the purpose of bargaining collectively with the employer over terms and conditions of employment. The Town of Greenwich is organized for purposes of collective bargaining into the following bargaining units (unions):

- **AFSCME Council 4 Local 1303-222:** generally representing employees in nursing classifications in Department of Health and School Health Nurses;
- **Greenwich Municipal Employees Association (GMEA):** generally representing employees in clerical and administrative classifications and certain licensed or certified positions in Tax Assessor and Building Inspections;
- **International Association of Fire Fighters (I.A.F.F.) Local 1042, AFL-CIO:** generally representing non-management uniformed fire fighters.
- **International Brotherhood of Teamsters Local 456:** generally representing employees in blue collar, trades and foreman classifications and certain nursing classifications at the town's nursing home;
- **Laborer's International Union of North America Local 136, AFL-CIO (LIUNA):** generally representing employees in professional and supervisory classifications;



- **Laborer’s International Union of North America Local 136, AFL-CIO (LIUNA) Para-Professionals:** generally representing Board of Education employees in the para-professional and school security classifications.
- **Silver Shield Association, Inc.:** generally representing non-management police employees;

Employees in managerial, confidential and elected positions are excluded from coverage under MERA and are classified as unrepresented managerial, confidential and elected (M/C/E) employees.

In addition to MERA, the Board of Education is subject to the School Board/Teacher Negotiation Act (TNA) which was enacted in 1976. Certified school administrators and school teachers of the Board of Education are organized as follows for purposes of collective bargaining:

- **Greenwich Organization of School Administrators:** generally representing certified Board of Education employees in the Headmaster, Principal, Housemaster, Assistant Principal and Assistant Headmaster classifications; and
- **Greenwich Teachers Association:** generally representing employees in all certified non supervisory classifications.

Salary, benefits and other terms and conditions of employment are determined through collective bargaining between the Town and the representatives of each bargaining unit. At orientation each employee is given a copy of the collective bargaining agreement that is applicable for that employee’s classification and position. The collective bargaining agreement generally contains provisions covering all terms and conditions of employment. Under MERA, the Town may only change terms and conditions of employment specifically covered by the collective bargaining agreement by negotiating such change(s) with the employee’s union representative including changes that are sought by the employee.

Employees in bargaining unit positions that are required to become a member of the appropriate employee organization/union, must pay dues or an agency shop fee to the employee organization/union. Dues or agency shop fees are deducted from the bi-weekly paycheck of employees and remitted to the appropriate employee organization/union by the Town.

Managerial/confidential employees and other employees who are not represented by an employee organization have their terms and conditions of employment set by Town policy and any specific employment agreement entered into with the Town.

### **Drug Free Workplace**

The Town of Greenwich recognizes substance abuse as a threat to the health and safety of employees as well as the public and is committed to maintaining a safe, healthy and

productive drug-free workplace. In support of this commitment, all regular full-time and part-time employees and seasonal employees in safety sensitive positions 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. Toward this end, the Town employs a substance-abuse professional, the Employee Assistance Program Coordinator, who is available, without charge, to assist employees and their families who may have dependency problems. 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. Employees are prohibited from possessing, consuming, using or being under the influence of alcohol and controlled substances (including unauthorized prescription drugs) in the workplace or while otherwise engaged in Town business. Violations of the policy constitute grave misconduct and may lead to disciplinary action including termination.

### **Computer Resources Access and Acceptable Use**

The term “Town’s computer resources” as used in this policy means the Town’s computers, computer network, computer system, computer hardware, computer software, cell phones and portable communications devices when used to communicate with the town network and all other equipment supplied by the Town of Greenwich to create, receive and/or maintain data, whether in electronic or paper format, access the Internet and transmit via the Internet, and transmit or receive communications via electronic mail.

The Town’s Computer Resources – Access and Acceptable Use Policy establishes guidelines and requirements governing use of the Town’s computer resources. A copy of the policy is provided to you at orientation and is available on the web (See Human Resource Policy Manual Section 8.8 at: [www.greenwichct.org/hr\\_policy\\_manual](http://www.greenwichct.org/hr_policy_manual)).

This policy applies to all “Users”. Users means employees (regular, part-time, temporary and seasonal), contractors, consultants, volunteers, interns, elected officials and other individuals who have been granted access to and use of the computer resources. Prior to using The Town’s computer resources, employees must read and agree to its terms.

NOTE: Use of Computer Resources Constitutes Acceptance of the Terms of the Policy

The policy covers the appropriate use of the Town’s computer resources including electronic data and communications, confidentiality of electronic data and communications, the Town’s right to maintain, access, monitor or dispose of such data according to law. No user has the right to exclude or deny Town access to such data created, transmitted or maintained on or in the Town’s computer resources. This provides notice to Users that they do not have a personal privacy right in any matter created, received, stored or sent from the Town’s computer resources and that the Town has the right of access to any and all data, files, messages, and communications in or on the Town’s computer resources at any time without notice.

Adherence to this policy will minimize risks to the Town while providing valuable communication tools to employees. Violations of the policy constitute misconduct and may lead to disciplinary action up to and including termination.

### **Emergency Closings**

The First Selectman is the only Town official who has the authority to close the Town's offices and facilities due to emergency situations. The Superintendent of Schools has the authority to close schools due to an emergency situation. In the event Town offices, facilities or schools are closed due to an emergency condition, a general announcement will be made to local media. In the event Town facilities or Schools are not officially closed, it is the employee's responsibility to report to work as scheduled at all times including during inclement weather conditions. In the event inclement weather conditions prevent an employee from reporting to work, the employee is required to notify their supervisor. Such absence shall be unpaid or charged against the employee's available vacation balance.

### **Employee Conduct – Discipline and Discharge**

Employees are expected to perform their duties and responsibilities in a satisfactory manner, report to work on time and on a consistent basis and adhere to all applicable policies, work rules, procedures and directives whether issued orally or in writing. Regular employees who do not meet these expectations will be subject to disciplinary action. Disciplinary action taken against an employee is usually progressive in nature and may range from a reprimand to discharge based on the nature of the violation. (See Human Resource Policy Manual Employee Disciplinary Policy Section 12.4 at: [www.greenwichct.org/hr\\_policy\\_manual](http://www.greenwichct.org/hr_policy_manual))

### **Ethics & Standards of Conduct in the Workplace**

The Town expects employees to conduct themselves according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the Town and avoid any inappropriate personal relationships between employees in the work place. All Town employees are expected to be familiar with and observe the Code of Ethics and the Standards of Conduct and Principles of Behavior. The Standards of Conduct includes: Compliance with Laws and Procedures, Interest in a Supplier or a Transaction or Activity for Personal Profit (Conflict of Interest\*), Misuse of Confidential Knowledge, and Gifts and Favors. The Principles of Behavior includes; Professionalism, Ethics Based Leadership, Openness and Transparency, Responsiveness, Innovativeness and Accountability. Please see a detailed description in the Human Resources Policy Manual. (See Human Resource Policy Manual Ethics Policy Section 8.7 at: [www.greenwichct.org/hr\\_policy\\_manual](http://www.greenwichct.org/hr_policy_manual))

\*Business dealings that appear to create a conflict between the interests of the Town and an employee are unacceptable. A potential or actual conflict of interest occurs whenever

an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the Town's business dealings

If an employee has any question regarding confidential knowledge they possess, a gift or favor sought or received, or whether an action or proposed course of conduct would create a conflict of interest, he or she must immediately contact the Human Resources Department or the Board of Ethics to obtain advice on the issue. The purpose of this policy is to protect both employees and the Town from any conflict or ethical issue that might arise. Violations of the policy constitute grave misconduct and may lead to disciplinary action up to and including termination.

### **Internet Access**

| See Town's Computer Resources-Access and Acceptable Use Policy page [6](#) of this Handbook. For a complete description of the policy see the Human Resource Policy Manual (See Human Resource Policy Manual Section 8.8 at: [www.greenwichct.org/hr\\_policy\\_manual](http://www.greenwichct.org/hr_policy_manual)).

### **Social Networking And Off-Duty Statements Adversely Affecting Work Operations Or Workplace Relationships**

"Off-duty" statements means verbal, written and electronic communications made by Town employees off-duty including but not limited to, social networking which includes all types of postings on the Internet not related to a Town employee's employment duties.

Town employees have the legal right to engage in political activities as provided by law and those legal rights are not restricted by this policy.

The Town generally recognizes and affirms the protected rights of Town employees to freely speak as to private matters and as citizens with respect to matters of legitimate public concern on their own time and in non-work areas to the full extent provided by law.

Employees should exercise care when engaging in off-duty statements by regarding the following:

- Designating that their off-duty statements are their own and do not represent official communications authorized by the Town of Greenwich
- Conducting themselves in a professional manner that does not adversely affect the work place or have the potential to adversely affect the workplace
- Make off-duty statements that risk disrupting or interfering with workplace operations and/or undermine workplace relationships or interfere with job performance

(See Human Resource Policy Manual Section 8.18 at:  
[www.greenwichct.org/hr\\_policy\\_manual](http://www.greenwichct.org/hr_policy_manual))

### **Outside Employment**

Employees are prohibited from participating in outside work activities which negatively affects the time or quality of their work, causes a conflict of interest, personal, professional or financial, with their Town employment, or otherwise casts discredit upon Town government. In general, outside work activities are not allowed when they prevent the employee from fully performing work for which he or she is employed at the Town, including overtime assignments, involve organizations that are doing or seek to do business with the Town, including actual or potential vendors or customers and violate provisions of law, professional conduct or Town Policies or rules.

If an employee is engaged or is expected to become engaged in outside work activities which might be in conflict with this policy, regardless of how minimal the possibility, the employee should notify his/her department head that they plan to engage in such outside activity. The Department Head and/or Director of Human Resources will review each situation on a case-by-case basis and determine whether or not an approval can be granted. The employee may also request a written advisory opinion from the Board of Ethics.

Public officials and Town employees may hold a second job concurrently with Town employment as long as they comply with the Outside Employment Policy (See Human Resource Policy Manual Section 8.19 at: [www.greenwichct.org/hr\\_policy\\_manual](http://www.greenwichct.org/hr_policy_manual)) and the following:

- Outside employment is permissible if the outside employment is conducted outside of regular work hours and off any Town of Greenwich premises. Premises are defined as those locations where typical Town Government operations are conducted, including education, on a routine basis by Town employees.
- Outside employment/second job does not interfere with the performance of the employee's duties or responsibilities or interfere with the employee's approved work schedule for the Town; and
- Outside employment/second job does not pose a professional, financial or personal conflict of interest.

### **Smoking**

In accordance with Connecticut State law and Town policy smoking is prohibited throughout the Greenwich Town Hall as well as all other Town buildings and offices. Smoking is prohibited in rest rooms, private offices, lounges and similar areas. Smoking is permitted only in designated areas outside office buildings and other work locations.

## **Solicitations and Collections**

To protect employees against annoyances and avoid disruption of work, the Town maintains a prohibition against solicitations for any purpose on Town property unless prior approval is obtained. Under certain circumstances, approval may be sought from the Human Resources Department with the support from the appointing authority that oversees the department where the solicitation or collection is sought such as the First Selectman, Greenwich Library Board or other appropriate governing Board or Commission. Please note that under no circumstances should Town internet or email be used as a tool to solicit or collect. (See Human Resource Policy Manual Internal Solicitation Section 8.15 at: [www.greenwichct.org/hr\\_policy\\_manual](http://www.greenwichct.org/hr_policy_manual)).

## **Telephones - Cellular Telephones Usage**

The Town recognizes that occasionally it is necessary for employees to make or receive personal telephone calls during working hours. Employees are expected to restrict their personal telephone usage, both on town-owned phones or employee-owned cellular phones to reasonable, incidental calls that do not interfere with the employee's work schedule.

The Town recognizes that occasionally it is necessary for employees to make or receive personal telephone calls during working hours. Employees are to restrict their personal telephone usage to reasonable local incidental calls that do not interfere with the employee's work. Excessive personal telephone usage may result in counseling and/or discipline. Individual departments may establish rules further limiting or monitoring the use of Town telephones.

Individual departments may establish rules further limiting or monitoring the use of Town telephones.

## **Vehicle Use**

Employees may be assigned a Town vehicle for use on Town business. Employees assigned a Town vehicle are required to have their motor vehicle license to operate the vehicle registered with and approved by the Town. The employee is responsible for operating the vehicle in a safe manner in accordance with all laws. Town vehicles are to be used only for Town business. Unauthorized personnel are not permitted in such vehicles.

An employee who is in an accident while operating Town equipment or operating a personal vehicle while engaged in Town business, and is found in violation of the Vehicle Use Policy and issued a summons, shall be financially responsible for all damages to Town, personal or third-party property resulting from the accident.

An employee who is authorized to use their personal vehicle for Town business must also have their motor vehicle license registered with and approved by the Town. Such employees are eligible for a mileage reimbursement pursuant to Town policy. (See Human Resource Policy Manual Vehicle Use Section 8.21 at: [www.greenwichct.org/hr\\_policy\\_manual](http://www.greenwichct.org/hr_policy_manual) )

### **Whistle Blower Guidelines**

Whistle blowing means calling attention to what one believes is wrongdoing or considered to be illegal or dishonest within an organization. In the interest of maintaining the highest ethical standards expected of Town employees, any person having knowledge of any matter involving corruption, unethical practices, violation of Town, County, State or Federal laws or regulations, or any other action as described in the Town's Whistle Blower Guidelines Policy (see Human Resource Policy Manual Whistle Blower Guidelines Section 8.26 at: [www.greenwichct.org/hr\\_policy\\_manual](http://www.greenwichct.org/hr_policy_manual)), must report such matter(s) to the Director of Human Resources who shall investigate and report their findings to the Town Attorney and the appropriate Appointing Authority.

Whistleblowers are reporting parties and should not attempt to investigate. Whistleblowers should be prepared to be interviewed and provide evidence regarding their allegations.

### **Workplace Area Access and Privacy**

Workplace areas provided to Town Employees or Contractors by the Town are Town property and subject to the Town's control and authority. In the interest of proper and efficient process of conducting Town Business, the Town has the need as an employer for convenient access to all workplace areas that are provided for work-related purposes.

Employees or Contractors should have no expectation that their workplace and/or materials contained within their workplace are private and not subject to disclosure. From time to time, supervisors and other authorized persons may have a legitimate business need to enter an employee's workplace including, but not limited to, offices, Town vehicles, computers, cabinets, and desks (including personal property brought to the workplace, which is used in the course of day-to-day business) to search for documents, files and other work related items. In addition, in cases of suspected employee misconduct or criminal activity, the Town may search the workplace for evidence of such misconduct and will cooperate with law enforcement officials in any criminal investigation.

Town employees and contractors are encouraged not to store personal items, papers or effects in workplace areas. The Town is not responsible for any damage or loss to such personal items. Employees and contractors are responsible for all personal property they choose to bring to the workplace area and it is each employee's responsibility to secure personal items at all times. The storage of personal items on or in a Town workplace area will not create an expectation of privacy in that area. (See Human Resource Policy

Workplace Area Access and Privacy Section 8.27 at:  
[www.greenwichct.org/hr\\_policy\\_manual](http://www.greenwichct.org/hr_policy_manual))

## **Workplace Safety**

The Town recognizes that its employees are its most valuable resource and takes every reasonable effort to provide employees with a safe work environment. Safety equipment and personal protective equipment are provided to employees in accordance with the job requirements of their position. The Town has organized a number of Health and Safety Committees that meet to review safety concerns of employees and to recommend health and safety improvements. Employees who violate workplace safety by not wearing appropriate safety equipment or performing tasks in a manner that violates good workplace safety protocols will be subject to discipline.

## **Workplace Violence Policy Statement**

The Town does not tolerate any type of workplace violence committed by or against employees other internal personnel, visitors or anyone else in the Town's workplace including physical and/or verbal threats assaults or intimidations. Employees are prohibited from actual or implied violence, threats of violence or menacing behavior. Possession of firearms or weapons of any sort on Town property or grounds by anyone other than sworn police officers authorized to possess firearms is absolutely prohibited. The Town maintains a no tolerance work place violence policy and violations of this policy constitute grave misconduct and may lead to disciplinary action up to and including termination. (See Human Resource Policy Manual Violence in the Workplace Section 8.24 at: [www.greenwichct.org/hr\\_policy\\_manual](http://www.greenwichct.org/hr_policy_manual))

## **EMPLOYMENT**

### **Appearance and Dress Code**

The Town expects employees to dress in appropriate business attire, or in the case of certain departments, the attire deemed appropriate by the department head in consultation with the Director of Human Resources. (See Human Resource Policy Manual Dress Code Section 8.6 at: [www.greenwichct.org/hr\\_policy\\_manual](http://www.greenwichct.org/hr_policy_manual)). This policy applies to all personnel. Employees who are required to wear uniforms and/or safety equipment are required to report to work dressed appropriately and to use the personal protective equipment provided. The Town's policy includes a business casual dress code for Fridays. Employees who are not properly dressed or who do not have the appropriate safety equipment required to perform their job may be relieved from work.

### **Attendance**

The Town expects employees to report to work in a timely manner. If unable to report to work, you must notify your supervisor prior to the start of your workday . If you intend to be away from work for personal reasons you are required to obtain advanced approval



from your supervisor. The Town reserves the right to request from employees who exhibit a pattern of absenteeism or in the Town's judgment abuse of leave time, appropriate documentation from a health care professional verifying the absence. Abuse of leave time may constitute misconduct and lead to disciplinary action.

### **Employment of Relatives**

The Town maintains a policy restricting the employment of any individual who is related to a supervisor in the same Town division. In the event a Town employee is eligible for a transfer or promotion into a division in which a relative is employed such transfer or promotion will be considered on a case-by-case basis to avoid creating any potential conflicting situation in regard to any aspect of the employment relationship.

### **Initial Employment Period**

Every new employee goes through an initial period of adjustment in order to learn about the organization and about his or her job. During this time the employee will have an opportunity to find out if he or she is suited to, and likes, his or her new position. In addition, the initial employment period gives the employee's supervisor a reasonable period of time to evaluate his or her performance and suitability for the position.

All original and promotional appointments are conditioned upon the employee successfully passing a probationary or trial period. Probationary periods are generally six (6) months in duration (police officers and firefighters are required to serve a longer probationary period). During the probationary period employees who are unable to perform the duties of the position satisfactorily may be terminated. The actual length of the employee's probationary period will generally be indicated in the offer of employment letter. The original or promotional appointment does not become complete until the employee has successfully completed his or her probationary or trial period. An employee who transfers from one department to another department may be required to serve a trial period, which is generally three (3) months to six (6) months. Employees should refer to the applicable collective bargaining agreement for specific requirements for inter-department transfers.

### **Job Descriptions**

Job descriptions list the essential duties and responsibilities for each position and are not intended to be an all encompassing list of all duties and responsibilities. Job descriptions may be amended from time to time by the Town. Employees should become familiar with their job requirements as outlined in their own job description. A copy of your job description may be obtained from your supervisor or the Department of Human Resources.

## **Meal Periods**

It is good business practice for full time employees to take a meal period in order to maintain the effectiveness of the employee and the workplace operation. Meal periods or breaks should be taken away from the typical work station or location whenever possible. Meal periods or breaks are without pay and will vary from division to division based on operational and business requirements. Generally, full-time clerical, administrative and professional employees working in Town offices receive a one-hour meal period after the first two hours and before the last two hours of their shift. Employees working in blue-collar positions receive a half-hour meal period after the first two hours and before the last two hours of their shift. Employees should review the meal period practices with their supervisor and review the appropriate provisions of their collective bargaining agreement for specific meal period requirements.

## **Performance Evaluations**

The Town has a Performance Evaluation Program to effectively and objectively measure employee performance and provide employees with important feedback.

- Newly hired employees should receive a 3 month and 6 month probationary evaluation
- Transferred and/or promoted employees should receive a 3 month, 6 month and in some instances a 9 month Trial Evaluation
- Regular employees having completed probation should receive an Annual Evaluation.

## **Personnel Records**

The Department of Human Resources maintains personnel files on all regular full time employees. The employee's department may also maintain a personnel file containing information related to their work in the department.

The Town treats personal information about employees as confidential and respects the need for protecting each employee's privacy by enforcing secure information handling procedures on the part of all personnel whose job duties involve gathering, retaining, using, or releasing personal information about the organization's employees.

The Town collects and retains only such personal information as it needs to conduct business and to effectively administer its employment and benefit programs. The Town takes all possible steps to make sure that personal and job-related information about employees is accurate, complete, and relevant for its intended purpose. Wherever possible, the Town notifies affected employees if it needs additional personal information and gives these employees an opportunity to supply the requested data.

An employee should promptly report to his or her department and the Department of Human Resources any change in information that affects employment such as: marital status, newborn children, change of address, and change in telephone number, change in tax exemptions, insurance and retirement beneficiaries.

## **Resignations and Terminations**

A voluntary separation from Town employment is generally considered a resignation and is initiated by the employee. An employee should submit his or her resignation in writing to their supervisor or department head at least two weeks prior to their last day of work. An employee providing the required notice shall receive his or her final paycheck on the payroll date immediately following their last day of work provided all Town property has been returned in serviceable condition. Vacation leave earned but unused shall be paid in the employee's final paycheck.

The Town generally initiates an involuntary separation from Town employment. An employee may be involuntarily separated from Town employment for a number of reasons including but not limited to discharge for cause, failure to report to work, failure to obtain or maintain the qualifications for their position, poor performance, lack of work, and other appropriate reasons.

## **Transfers and Promotions**

The Department of Human Resources issues a written job posting for transfers (vacancies within the same job title in another department) and for promotions throughout Town government. Employees are encouraged to apply for career opportunities in Town government for which they may qualify. Refer to your collective bargaining agreement for specific rules regarding transfers and promotions. The job postings contain the minimum qualifications for each position and information concerning the hiring and testing process.

## **Work Week and Hours of Work**

The workweek and hours of work vary from department to department based on operational and business requirements. Collective bargaining agreements generally provide specific terms for workweek, work hours, overtime, and other work time related job requirements. Generally employees are expected to work a reasonable amount of overtime as operational and business needs require. Employees should review workweek and work-hour requirements with their supervisor. Non-exempt (hourly) employees are prohibited from working outside of their regularly scheduled workweek except when specifically authorized to do so by a supervisor.

## **COMPENSATION AND PAYROLL**

### **Compensation and Payroll Period**

Employees shall receive their salary and other compensation as provided by collective bargaining agreement. Non-represented employees shall receive their salary and other compensation as approved in the annual Town budget or related budget documents.

All employees are paid on a bi-weekly basis. In the event a holiday occurs on a pay date the paychecks will be released on the Thursday immediately preceding the pay date. Employees are expected to elect direct deposit of their bi-weekly pay.

### **Overtime Authorization and Pay**

Non-exempt employees under the Fair Labor Standards Act (FLSA) receive overtime for actual time worked in excess of forty (40) hours in a workweek unless otherwise specified in the collective bargaining agreement. Non-exempt employees are prohibited from working outside of their regularly scheduled workweek except when specifically authorized to do so by a supervisor. Exempt employees are not authorized to receive overtime pay except as may otherwise be provided by the applicable collective bargaining agreement. Overtime pay is generally paid in the payroll following the payroll period in which the overtime was worked. Refer to your collective bargaining agreement for specific overtime rules that may apply to you.

### **Payroll Deductions**

The Town makes all legally required deductions from employee paychecks. Deductions for optional programs and benefits offered by the Town are only made upon receiving a written authorization from the employee.

### **Time Records**

Each Town department and each employee is legally required to maintain time sheets or time cards of hours worked for nonexempt (hourly) and exempt (salaried) employees. Employees are required to follow time and attendance recording policies as established by each Town department and in accordance with the Timekeeping Policy (See Human Resource Policy Manual Timekeeping Policy Section 5.9 at: [www.greenwichct.org/hr\\_policy\\_manual](http://www.greenwichct.org/hr_policy_manual))

## **LEAVE POLICIES**

### **Bereavement Leave**

In the event of a death in an employee's immediate family, the Town will grant leave time without loss of pay to attend the funeral and/or for a period of bereavement. Refer to your collective bargaining agreement or Town policy for non-represented employees.

### **Family and Medical Leave**

The Town grants up to 12 weeks of family and medical leave during any 12-month period to eligible employees, in accordance with the Federal 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, vacation and personal leave. FMLA leave may include unpaid time once accrued paid leave time is fully utilized, or for those qualified

employees with no accrued leave time balances. Contact Human Resources for specific eligibility details and notice requirements. (See Human Resource Policy Manual Family and Medical Leave Section 6.3.a. at: [www.greenwichct.org/hr\\_policy\\_manual](http://www.greenwichct.org/hr_policy_manual)).

### **Health Appointments**

Employees should attempt to schedule medical appointments outside the normal workday. In an instance where that is not practical, the employee may use sick time in half day increments.

Except in the case of an emergency, an employee is required to provide their immediate supervisor with a request in writing or email for such leave at least twenty-four hours in advance of the appointment. The scheduling of such time off shall be subject to the reasonable needs of the Town.

### **Holidays**

The Town typically recognizes twelve (12) holidays for which most Town business operations are closed. There are some variations for operations such as public safety and the Nathaniel Witherell Nursing Facility. Represented employees should refer to their collective bargaining agreement and unrepresented managerial and confidential employees should refer to their compensation and benefits plan.

A list of the twelve (12) holidays may be obtained from the Town's website or the Department of Human Resources.

### **Jury Duty**

Any regular full time employee, or temporary full time employee who has worked continuously for more than 90 days, who is required to be absent from work to perform jury duty shall be granted leave with no loss of pay. The employee must inform the Department Head immediately if selected for jury duty and submit documentary evidence from the Court showing the period of duty. The Town will pay the employee his/her regular pay check and the employee is required to reimburse the Town by submitting a personal check to their department payroll clerk in an amount equal to the Court check. Employees are required to report to work any day the Court is not in session.

### **Military Leave**

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service will be granted a leave of absence for military service, training or related obligations in accordance with applicable state and federal law. At the conclusion of the leave, upon the satisfaction of certain conditions, an employee generally has a right to return to the same position he or she held prior to the leave or to a position with like seniority, status and pay that the employee is qualified to perform. Furthermore, USERRA and State law prohibit

discrimination and retaliation based on a person's membership or service (voluntary or involuntary) in the uniformed services with regard to any aspect of employment.

An employee who is on excused leave from work to attend inactive duty training (drills) or annual military training as part of the reserve corps of any branch of the armed forces of the United States shall receive any differential between the employee's regular pay and that received by the employee for military duty for the first thirty (30) days of leave in a calendar year. An employee who exceeds thirty (30) days of military leave in a calendar year shall be placed on an unpaid military leave for the duration of the leave in that calendar year. The thirty (30) day pay differential shall not apply to active duty call-ups or other military duty. (See Human Resource Policy Manual Military Leaves of Absence Section 6.3.c. at: [www.greenwichct.org/hr\\_policy\\_manual](http://www.greenwichct.org/hr_policy_manual))

### **Sick Leave**

All regular full-time non probationary employees and regular part-time employees are eligible for annual sick leave pursuant to the terms of their collective bargaining agreement or Town policy. Sick leave is granted to employees who are unable to perform their jobs due to bona fide illness, accident or injury not compensable under Worker's compensation. Sick leave shall not be considered as a privilege, which an employee may use on discretion but shall be allowed only in case of sickness or disability, or in a case of serious illness within the household or immediate family of the employee as defined under Federal FMLA. Because sick leave benefits are intended to provide short-term income protection in the event of actual illness or injury, unused sick leave for full time employees may be accrued up to a maximum of 180 days. Employees are not paid for unused sick days either at the end of the calendar year or upon termination. (See Human Resource Policy Manual Sick Leave - Other than Work Related Section 6.3.e. at: [www.greenwichct.org/hr\\_policy\\_manual](http://www.greenwichct.org/hr_policy_manual)).

### **Unpaid Leave of Absence**

Employees requiring time off for a serious personal matter or responsibility for a period of time from one week to 6 months may request a personal leave of absence.

The Appointing Authority with notification to Human Resources may grant a personal leave of absence to a full-time regular employee not to exceed ten (10) working days. If it is in the interest of the Town, the Director of Human Resources may approve an application for a leave of absence for a period not to exceed six (6) months.

An employee with accumulated compensatory time and/or vacation leave shall first exhaust all accrued compensatory time followed by accrued vacation leave at the start of the leave. Upon the expiration of an approved leave of absence, the employee shall be reinstated in the same or equivalent position held at the time the leave was granted. Failure of the employee to promptly report to work at the expiration of the leave may be cause for dismissal. See Human Resource Policy Manual Personal Leave of Absence Section 6.3.d. at: [www.greenwichct.org/hr\\_policy\\_manual](http://www.greenwichct.org/hr_policy_manual)).

## **Vacation Leave**

Regular full-time and regular part-time represented employees are eligible for annual paid vacation leave pursuant to the terms of their collective bargaining agreement. Non-represented employees are eligible for paid vacation leave as provided by Town policy and unrepresented Managerial, Confidential (MC&E) Employees are eligible pursuant to the MC&E Compensation and Benefits Plan. Employees should utilize all of their allotted vacation time during the calendar year. In special circumstances, employees will be permitted to carry a limited amount of unused vacation time into the following year. Where such special circumstance requires an exception, your department head and the Director of Human Resources must give prior approval. Employees, at separation of service, are paid for any credited unused vacation but not to exceed the maximum amount established by collective bargaining agreement and town policy.

## **EMPLOYEE BENEFITS**

### **Credit Union**

All regular, full-time and regular part-time employees are eligible for membership in either the Greenwich Municipal Employees Credit Union or Greenwich Teachers Federal Credit Union. You may authorize payroll deductions from your paycheck to the credit union by completing forms that are available from the Credit Union.

### **Commuter Tax Benefit**

The Town of Greenwich participates in the Commuter Tax Benefit Program. All employees are eligible to participate in this program, which allows commuters using mass transit, vanpools or station parking the opportunity to pay for a portion of their commuting expenses with pre-tax dollars. The rules and limitations of the Commuter Tax Benefit Program are authorized by Internal Revenue System regulations; information and applications are available from your Department of Human Resources.

### **Town of Greenwich Retirement System**

The Town provides a defined benefits plan to eligible full time public safety employees and eligible full time general employees. The Town also provides a defined contribution retirement plan for all general full-time employees not eligible for the defined benefit plan, excluding certified personnel employed by the Board of Education. Town Policy or the employee's collective bargaining agreement determines eligibility. All eligible employees are required to become members of the applicable retirement plan effective on their date of hire. Employee contributions and Town contributions to the defined contribution plan are set by Town policy or applicable collective bargaining agreement. The employee should refer to the appropriate collective bargaining agreement for the retirement plan applicable to the employee and retirement plan Summary Plan

Description for specific eligibility rules and other applicable terms and conditions of that retirement plan. Employees may also contact Retirement Administration with questions.

### **Defined Contribution Section 401(k); 457(b) or 403(b) Savings Plans**

Public safety and general, full-time employees, depending upon their pension plan, are eligible to participate in the Town's 401(k) or 457(b) savings plans. Part time employees are eligible to participate only in the 457(b) plan. Eligible employees may make a pre-tax contribution in a dollar amount of your eligible pay. The plan is designed to help save for retirement. Greenwich also provides a Town matching contribution. Represented employees should refer to their collective bargaining agreement and unrepresented managerial, confidential and elected (MC&E) employees should refer to the MC&E compensation and benefits plan for details. The Internal Revenue Service (IRS) establishes annual dollar contribution limits that are adjusted annually for inflation. As a participant in the 401(k) or 457(b) plans, each employee is responsible for all investment decisions regarding their plan assets, choosing from investment options provided under the plan. The IRS has placed restrictions on when money may be withdrawn from your account. Refer to the Summary Plan Description for details on participation, including eligibility rules, limits on contributions and limitations on withdrawals. Certain Board of Education and Library employees may be eligible to participate in a section 403(b) savings plan and should contact Retirement Administration for details.

### **Employee Assistance Program**

The Town of Greenwich is committed to preserving the well being of our human resources. The Town recognizes that a wide range of issues, not always directly associated with one's job function, can have an effect on an employee's job performance. Through early intervention many of these issues can be resolved and the impact on job performance and general health minimized. Therefore, an Employee Assistance Program (EAP) has been established to provide professional expertise to employees and their family members when dealing with problems of a personal nature. Employees are encouraged to utilize the program on a self-referral basis for a wide range of personal problems including but not limited to: substance abuse, marriage and family, stress, emotional or psychological, interpersonal relationship, legal, financial and other personal or family difficulties. The self-referral process is initiated by an employee contacting the Town's EAP provider directly. Information regarding the Town's current EAP provider and how to contact them is available in the Department of Human Resources and on posters/notice boards at various locations throughout the Town's facilities.

### **Employee Parking**

The Town provides parking for employees in designated parking areas. A permit is required to be displayed on the employee's car to park in these designated areas. Employee's are not permitted to park in areas for the general public or otherwise not designated as "Employee Parking" areas.



### **Flexible Spending Accounts**

Regular full-time employees may elect to participate in the Town's Flexible Spending Account Plan (FSA). The FSA lets you automatically deduct from your pay an amount that you choose on a pre tax basis to cover certain health and childcare expenses. The FSA is designed to help you save money by lowering your taxable income. Refer to the FSA Summary Plan Description for plan participation requirements and employee contribution limitations. The Summary Plan Description is available from your Department of Human Resources.

Employees enrolled in the High Deductible Health Plan/HSA are not eligible to be enrolled in the Healthcare Flexible Spending Account.

### **Group Term Life Insurance**

Regular full-time employees are provided with basic group term life insurance. The amounts of the basic life insurance vary based on the terms of the collective bargaining agreement or Town policy (non-represented employees). For further details refer to the summary plan description which is available from your Department of Human Resources.

### **Health, Prescription and Dental Insurance**

Regular, full-time employees are eligible to elect coverage for themselves and dependents in the Town's group medical, prescription drug and dental insurance plans. Employees who elect coverage are required to pay a portion of the monthly premium that is deducted on a pre-tax basis from their paychecks. For further details refer to your collective bargaining agreement and the Summary Plan Description, which are available from the Department of Human Resources.

Retired employees, if eligible, may be entitled to continue to participate in the Town's group medical and prescription insurance program. Retirees are required to pay the cost of such medical and prescription insurance. Retirees, if eligible, may be entitled to a Town credit toward the cost of such medical insurance pursuant to the terms of the collective bargaining or Town policy in effect at the time of retirement. Eligibility requirements and other participation requirements and limitations are detailed in the applicable collective bargaining agreements and Town policy.

### **Long Term Disability**

Most regular, full-time employees are provided with basic long-term disability insurance (LTD). Employees should refer to their Collective Bargaining Agreement for eligibility information. LTD provides for a monthly payment not to exceed a predetermined amount following a waiting period of usually 90 days. Employees must be disabled from performing any work to be eligible to receive LTD monthly payments. For further details and eligibility, refer to the summary plan description, which is available from the Department of Human Resources.

## **Social Security/Medicare**

All employees, except for uniformed police officers and firefighters and members of the Teachers Retirement System (GEA and GOSA represented employees) are eligible and obligated to participate in the Social Security program (Federal Insurance Contributions Act). Social Security pays benefits if an employee retires, becomes disabled, or dies, if eligibility requirements are met. Spouses and children may also be eligible for benefits when an employee becomes entitled or dies. Both the employee and the Town are required to make payments toward your Social Security. All employees are required to participate in Medicare, a federal health insurance program for retired people age 65 and over, and certain disabled persons. Medicare has two parts: Part A (Hospital Insurance) and Part B (Medical Insurance). The employee, through a mandated payroll tax, pays for Part A. The employee pays for part B by making monthly premiums beginning at retirement. Certain employees hired prior to 1986 are exempt from participating in both Social Security and Medicare. Additional information is available from the Department of Human Resources.

## **Tuition Reimbursement Program**

Most regular, full-time employees are eligible to participate in the Town's Tuition Reimbursement Program (TRP). The TRP is designed as a job enrichment benefit to encourage and assist employees to develop their occupational skills for both their present position and career development. Generally the TRP will reimburse an employee up to 50% of the cost of eligible tuition and registration fee expenses subject to certain limitations. For specific details that apply to you please refer to your collective bargaining agreement or Town Policy 6.5.e. at: [www.greenwichct.org/hr\\_policy\\_manual](http://www.greenwichct.org/hr_policy_manual).

## **Workers' Compensation Benefits**

The Town complies with the provisions of the Connecticut Workers' Compensation Law and provides legally required benefits to any employee who is injured or becomes ill as a result of his or her employment. Any employee who sustains an on-job-related injury or illness is required to immediately report the injury or illness to his or her supervisor. The supervisor is required to immediately report the injury to the Town's worker's compensation administrator. Workers' Compensation benefits cover loss of income, loss of time and medical expenses. Additional information regarding eligibility and benefits may be found in collective bargaining agreements, Policy and/or from the Town's Finance Department.

**RECEIPT FOR EMPLOYEE HANDBOOK**

I acknowledge that I have received a copy of the Town of Greenwich Employee Handbook. I agree to review it thoroughly, including the statements in the Welcome describing the purpose and effect of the Handbook. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from the Department of Human Resources. I understand that this Handbook states policies and procedures that are in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with the Town for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Please sign and date below to signify receipt of the Employee Handbook and return it to a Department of Human Resources.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**The signed receipt is to be forwarded to the Department of Human Resources.**