

City of West Haven Employee Handbook



Policies and Procedures

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City of West Haven

Subject:
Work Rules and
Regulations

Approval

Nancy R. Rossi 12/18/17
Nancy R. Rossi, Mayor

Effective:

August 1, 2005

Reaffirmed: 12/18/17

Work Rules & Regulations

There are certain standards of behavior which we must all observe as good citizens and good employees. All are expected to perform their jobs with pride and respect for our City, and with consideration to their associates.

Violation of City rules will be dealt with in disciplinary steps, administered by your supervisor or Department Head. These steps may include oral warning, written warning, suspension and/or discharge. Generally, no conduct which is unprofessional, unethical, or illegal, will be tolerated.

In the City's opinion, the following are some examples of unacceptable or inappropriate behavior, and the City intends to take action up to and including immediate termination of employee for cause.

1. Destruction, defacement or misuse of City of West Haven property or of another employee's property.
2. Falsifying a timecard, or having your timecard filled or punched out by another employee.
3. Possession of, or under the influence of alcohol and/or illegal drugs, or the use, sale, dispensing or possession of illegal drugs and narcotics on City of West Haven property.
4. The possession of firearms or other weapons on City of West Haven property with the exception of those individuals who are required to carry such firearms as a direct result of their job responsibilities.
5. Physical violence, fighting or promoting a fight on City of West Haven property.
6. Threatening or intimidating a supervisor, or fellow workers, or members of the general public.


7. Leaving work area or premises during working hours without authorization.
8. * Behavior that disrupts the work environment to include indecent, inappropriate or immoral conduct.
9. Violation of City's Sexual-Harassment Policy.
10. Insubordination – Refusal to obey a lawful assignment or instructions.
11. Foul or abusive language directed at co-workers, visitors, clients or taxpayers.
12. Neglect or mishandling of equipment or supplies.
13. Unexcused excessive absences or pattern of absences which are not supported by acceptable medical documentation; Habitual tardiness.
14. Dishonesty, including falsification of employment application, or other records, and omission of pertinent information, or giving false testimony.
15. Theft
16. Failure to maintain appropriate confidentiality.
17. Malicious gossip that can be disruptive to the efficient operation of the City of West Haven, or harmful to a fellow employee.
18. Failure to wear assigned safety equipment, or to abide by safety rules and policies.
19. Failure to report to proper City authorities any unethical or illegal conduct by fellow employees.
20. Excessive personal phone calls. Keep all personal phone calls to a minimum. The City recognizes that some personal phone calls may be necessary, but they should be made with discretion. All personal calls should be kept short and the main number for your department should never be used for any personal calls.

City of West Haven

Subject:

Dress Code Policy

Approval:


Nancy R. Rossi, Mayor

Effective:

August 1, 2005

Reaffirmed: 3/2/18

PURPOSE

To establish consistent and appropriate guidelines related to personal appearance and attire for City employees. This policy shall apply to all City employees.

POLICY

It shall be the responsibility of all employees to represent the City to the public in a manner suitable to a quality public service environment. Employees should always be well groomed and appropriately attired.

Dress attire should be conducive to a professional environment, maintain office decorum and enable the employee to interact with citizens, visitors and fellow employees in a professional manner. Dress attire should not be distracting or disrespectful of other employees, and should be consistent with the duties and assignments of each employee.

The following items are examples of the types of dress that do not meet our objective of presenting a professional image to the public:

- * Shorts of any kind, T-shirts (without collars), tights, sweat pants, jogging or warm up suits and other clothing more suitable for a gym, unless the type of dress is directly related to the employee's job assignment or a special event.
- * Torn, frayed, cut-off or ripped clothing or any description.
- * Denim jeans of any color (unless approved by the Department Head for a special event or assignment).
- * Boat shoes without socks, sneakers (unless medically required).
- * Articles with any writing which is derogatory, insulting, or otherwise disrespectful to members of our diverse work force.
- * Tank tops, tight, immodest or otherwise revealing clothing.

The employee's supervisor will discuss the subject of personal appearance with the employee if it is felt that correction is required. Anyone wearing the above clothing may be asked to return home and change. Repeated offenses will be subject to disciplinary actions.

City of West Haven

Subject:
Smoke-Free
Work Place Policy

Approval
12/18/17 *Nancy R. Rossi*
Nancy R. Rossi, Mayor

Effective:
January 1989
(Revised July 2004)
Reaffirmed: 12/18/17

PREAMBLE AND PURPOSE

SINCE numerous studies have found that tobacco smoke is a major contributor to indoor air pollution; and

SINCE studies have shown involuntary exposure to environmental tobacco smoke to be a significant health hazard; and

SINCE smokers and non-smokers with allergies, asthma, respiratory diseases or those who suffer from breathing environmental tobacco smoke may experience a loss of job productivity or may be forced to take periodic sick leave because of reactions to tobacco smoke; and

SINCE smoking is a potential cause of fires, and cigarette and cigar burns; and

SINCE state law prohibits smoking in all public buildings;

The following policy is instituted in order to provide a safe, healthy and comfortable work environment for all employees and visitors.

POLICY

Smoking by employees and visitors is prohibited in all City buildings, including bathrooms, break rooms, conference rooms, offices and employer-owned vehicles.

The use of tobacco is allowed outside City buildings in certain areas. Employees are expected to keep those areas free of debris and to use the disposal containers that have been provided.

The success of this policy will depend upon the cooperation and respect of tobacco users and non-users alike. Any violations of this policy should be brought to the attention of the Department Head or the Director of Personnel.

Repeated violations may result in disciplinary action, up to and including termination of employment and possible fines.

City of West Haven

Subject:
Zero Tolerance
Workplace Violence
Weapons Policy

Approval
Nancy R. Rossi
Nancy R. Rossi, Mayor

Effective:
February 21, 2007
Reaffirmed: 12/18/17

Introduction:

The City of West Haven is committed to providing, in so far as they reasonably can do so, a safe environment for working and conducting business. The City will not tolerate any acts of violence committed by or against employees or members of the public while on City property or while performing City business at other locations. The City values its employees and with this Policy the City affirms its commitment to providing a workplace that is free from potential violence and weapons.

In order to carry out this commitment, the City adopts this "Zero Tolerance Workplace Violence/Weapons Policy" for its employees and will employ the strictest enforcement proceedings against employees, citizens and vendors who work for, or do business with, the City of West Haven.

Policy Goals and Objectives

The objectives of this Policy are to achieve the following:

1. *Reduce any potential for violence in and around the workplace;*
2. *Encourage and foster a work environment that is characterized by respect and healthy conflict resolution; and*
3. *Eliminate the negative outcome for employees who experience or encounter violence in their work lives.*

Definitions

The work "violence and/or weapons" in this policy shall mean an act or behavior that includes one or more of the following:

- *is physically assaultive;*
- *apparent as obsessively directed, e.g. intensely focused on a grudge, grievance, or romantic interest in another person likely to result in harm or threats of harm to persons or property;*
- *consists of a communicated apparent threat to harm another individual or in any way endanger the safety of an individual;*
- *would be interpreted as conveying a potential harm to the individual;*
- *is a behavior, or action that is perceived as threatening;*
- *involves carrying or displaying weapons, destroying property, or throwing objects considered to be threatening; or*

- *involves carrying or displaying weapons, destroying property, or throwing objects considered to be threatening; or*
- *consists of a communicated threat to destroy property.*

Specific examples of conduct that may be considered threats or acts of violence under this policy include, but are not limited to, the following:

- *Hitting or shoving an individual.*
- *Threatening to harm an individual or his/her family, friends, associates, or their property.*
- *The intentional destruction or threat of destruction of property owned, operated, or controlled by the City of West Haven.*
- *Making harassing or threatening telephone calls, letters or other forms of written or electronic communications.*
- *Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of the City.*
- *Harassing surveillance, also known as "stalking", the willful, malicious and repeated following of another person and making a credible threat with intent to place the other person in reasonable fear of his/her safety.*
- *Making a suggestion of harm or intimidation or stating that an act to injure persons or property is "appropriate".*
- *Prohibited possession or inappropriate use of firearms, weapons or any other dangerous devices on City property, or in the course of City business.*
*Weapons are defined as: * any weapon such as firearms, whether loaded or unloaded i.e.; pistol, revolver, shotgun, rifle or BB gun. Any knife i.e., switchblade, gravity, any knife with a blade longer than 3 inches, or billy, blackjack, bludgeon, metal knuckles, bow and arrow. Any electronic stunning device, any questionable device will be removed from the employee in accordance with policy. The employee will also be removed from the workplace.*

While employees of the City may be required as a condition of their work assignment to possess firearms, weapons or other dangerous devices, or permitted to carry them as authorized by law, it is the City's policy that employees are to use them only in accordance with departmental operating procedures and all applicable State and Federal laws.

Citizen, Client and Vendor Interaction

Employees in many departments interact with citizens, clients and/or vendors who are distressed and who may make threats or commit acts of violence. The City will provide support and guidance as deemed appropriate, to employees so that threats of violence or potential harm can be recognized and addressed and potentially prevented.

Citizen violence may be difficult to control and some employee exposure may be a result of working with citizen populations in specific settings. The handling of some citizen violence situations may be the function of local law enforcement agencies. As a matter

of policy, the City of West Haven will not tolerate violent acts or threats of violence by clients, vendors, media or other members of the public towards or against its employees.

Family Members or Acquaintances

If the workplace is affected by a violent act or threat of violence by an employee's family member or acquaintance, the City will provide access to support and guidance for the victim and any other affected co-workers. As a matter of policy, the City will not tolerate violent acts by family members or acquaintances of City employees toward employees.

Employees

The City of West Haven will not tolerate violent acts or threats of violence, verbal or implied, by employees. In such cases the City will impose immediate and definitive use of the disciplinary process, up to and including termination of employment. If appropriate, criminal prosecution will also be pursued in addition to the disciplinary process.

Employee Assistance Program (EAP)

The City has established an Employee Assistance Program (EAP). Any troubled employee may request and will be entitled to receive guidance and, if necessary, professional help from the City's Employee Assistance Program (EAP). By working with employees with personal problems, the EAP may assist in addressing potential violence before it occurs. Employees are encouraged to access the EAP in accordance with the conditions under which it operates.

Reporting Violations

Any employee who experiences or witnesses an act or threat of violence is directed to immediately report such policy violation to his/her Department Head or Personnel Director.

Department Heads and Supervisors are responsible for ensuring that this Policy is implemented in their respective Department. Employee safety and the safety of the public must be every department head or supervisor's highest concern. When made aware of a real or perceived threat of violence, management, regardless of their level, must contact the Personnel Department immediately at 937-3560. Personnel will initiate an immediate and thorough investigation, provide support for employees and supervisors and take specific actions to prevent acts of violence from occurring.

If necessary, in circumstances that so require, employees and/or supervisors should not hesitate to contact the West Haven Police Department Dial 9 than 911

City of West Haven

Subject:
Sexual
Harassment
Prevention Policy

Approval

Nancy R. Rossi
Nancy R. Rossi, Mayor

Effective:

Revised December 2004

Reaffirmed: 12/18/17

PURPOSE & SCOPE

The City of West Haven is committed to providing a work environment in which all people are treated with respect and dignity. In keeping with this commitment, the City of West Haven strictly prohibits all forms of unlawful harassment, including sexual harassment and harassment based on all protected classes including race, religion, age, sex, marital status, national origin, ancestry, disability and sexual orientation. While this policy focuses specifically on sexual harassment, it in fact establishes a zero tolerance policy for harassment based on any and all of the protected classes listed above. The principals and complaint procedure outlined below apply to both sexual harassment and other forms of illegal harassment against City employees. This policy applies to all employees, contractors and consultants of the City of West Haven, and any individual conducting business with the City.

POLICY

Pursuant to State and Federal Law, sexual harassment is illegal. The City of West Haven will maintain a working environment for its employees which is free from sexual harassment. The City will not tolerate any verbal or physical conduct by its supervisors, employees, volunteers, vendors, contractors or any individual conducting business with the City, male or female, which would constitute sexual harassment. The City of West Haven has zero tolerance for any form of unlawful harassment.

Sexual harassment is defined as:

Unwelcome sexual advances, requests for sexual favors, disparagement or hazing, on the basis of gender, gender identity or sexual orientation, and other verbal or physical conduct of a sexual nature, man to woman, woman to man, man to man or woman to woman, when;

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment, including but not limited to, "horse-play" of a sexual nature.

The following specific conduct are examples of sexual harassment that violates this policy:

1. Sexual flirtation or touching;
2. Jokes, pranks, vandalism or banter that tend to denigrate or show hostility toward an individual or group on the basis of gender, sexual attributes or sexual orientation;
3. Advances or propositions after an indication that such are unwelcome;
4. Graphic or sexually suggestive comment about an individual's dress, body, sexual attributes, sexual activities, gender identity or sexual orientation;
5. Display in the workplace of sexually suggestive objects, pictures or photographs;
6. Verbal conduct of a sexual nature;
7. Making a decision concerning an employee's terms or conditions of employment on the basis of an employee's refusal to submit to sexual advances or any kind of sexual harassment as defined herein or threatening or insinuating that such refusal will adversely affect an employee's terms and conditions of employment in any way;
8. Unnecessary touching or physical interference with the movements of another person.

This policy prohibits sexual harassment by employees against other employees and non-employees. This policy does not prohibit normal, courteous, respectful, pleasant and non-coercive interactions. The identification of conduct, verbal or physical, as sexual harassment does not depend on the intention or motivation of the actor but on whether such conduct meets the definition of sexual harassment and/or could reasonably be perceived as sexual harassment by the person experiencing it. Conduct need not be repeated, severe or pervasive to constitute a violation of this policy.

No employee will be retaliated against who makes a good faith effort to report alleged unlawful harassment, or for participating in any investigation, proceeding or hearing conducted by the City of West Haven, EEOC or any state agency. Any conduct that constitutes retaliation as defined below is prohibited.

Retaliation is defined as any intimidation, threat, coercion, discrimination or other restraint against an employee, volunteer, vendor, contractor or anyone conducting business with the City of West Haven because the individual:

1. Made a written or verbal complaint of sexual harassment, retaliation or related misconduct;
2. Resisted or opposed any conduct that violates this policy;
3. Refused to participate in or condone any conduct that violates this policy; or
4. Testified at, assisted in or otherwise participated in any investigation or proceeding concerning sexual harassment.

The following specific conduct are examples of retaliation that violate this policy:

1. Shunning or ostracizing the employee;
2. Labeling the employee a "snitch" or a "rat" or calling the employee lewd, disgusting or derogatory names;
3. Stalking or harassing the employee;
4. Selectively disciplining the employee;
5. Holding the employee to a higher standard of performance than other workers;
6. Telling other employees, with the exception of other managers or supervisors that have a need to know that an employee has made a complaint or identifying an employee as the person who made a complaint;
7. Involuntarily transferring the employee to different and less desirable position, site or job assignment;
8. Subjecting a complainant to discipline for failing to make an immediate report of conduct that violates this policy.

PROCEDURE FOR REPORTING HARASSMENT

1. Any employee who believes that he/she has been subjected to sexual harassment, retaliation or related misconduct is strongly urged to report such conduct as soon as feasible after it occurs. Any employee who witnesses sexual harassment, retaliation or related misconduct or who becomes aware that an employee has been subjected to sexual harassment, retaliation or related misconduct is urged to report the same to a supervisor, manager, department head or the Director of Personnel. Department Heads, managers and supervisors must inform the Director of Personnel of any alleged violation of this policy.
2. All reports of sexual harassment will be promptly investigated by the Director of Personnel, the department head and/or his/her designee. The identity of a complainant and the facts and circumstances of a complaint and pending investigations shall, to the extent possible, be kept confidential and shared only on a need-to-know basis. An investigation will be initiated within 48 hours of receipt of a complaint. Written statements will be obtained from the alleged victim and all other persons with knowledge of the alleged behavior. Following an investigation, the Director of Personnel (or his/her designee) shall make a written determination as to the merit of each allegation. A copy of any determination finding a violation of this policy shall be (1) given to the complainant; (2) given to the employee who committed the alleged violation; and (3) placed in the offending employee's personnel file, along with any supporting documentation and statements. If no violation is found the complainant and the alleged offender shall be informed in writing of the City's determination.
3. If you are found to have engaged in, ratified or condoned harassment, you will be subject to disciplinary action, up to and including termination of employment. Any employee who knowingly provides a false report of harassment will be subject to disciplinary action, up to and including termination of employment. The City of West Haven will also take any action necessary to appropriately address employee concerns about harassment in the workplace.

5. Failure of a manager, supervisor or department head to take action upon witnessing or receiving a report of sexual harassment or sexual misconduct committed against or by an employee constitutes a violation of this policy and will result in disciplinary action against the supervisor.

6. The filing of an internal complaint, pursuant to this policy, does not preclude an employee from filing a complaint with the agencies listed at the end of this policy. Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. Section 2000e, et seq.) and C.G.S. § 46a-58 et seq. prohibits discrimination in employment on the basis of race, color, national origin, religion and sex. Federal law designates the Equal Employment Opportunity Commission (EEOC) as the federal agency primarily responsible for investigating individual charges of discrimination and sexual harassment against employers. In Connecticut, the Connecticut Commission on Human Rights and Opportunities (CCHRO) is the designated state agency with shared responsibility for investigating individual charges of discrimination. If an employee believes he or she has been discriminated against on the basis of race, color, national origin, religion and sex, the employee may file charges with one of the agencies listed at the end of this policy.

7. The Sexual Harassment Prevention Policy shall be provided to all employees during new employee orientation. Department Heads will review this policy with their supervisors and managers on an annual basis and shall distribute annually a copy of this policy to employees under their supervision.

Contact Person/Agencies:

For more information, to file or pursue a complaint, contact the Director of Personnel or one of the following agencies:

1. Equal Employment Opportunity Commission
John F. Kennedy Federal Building
475 Government Center
Boston, Massachusetts 02203 (800) 669-4000

2. Connecticut Commission on Human Rights and Opportunities (CCHRO)
21 Grand Street
Hartford, CT 06106 (860) 541-3400

3. *Connecticut Commission on Human Rights and Opportunities (CCHRO)
Waterbury Regional Office
55 West Main Street
Waterbury, CT 06702 (203) 805-6530

*The Waterbury Regional Office is responsible for investigating charges concerning employers in the City of West Haven.

City of West Haven

Subject:
Family & Medical
Leave (FMLA) Policy

Approval

Nancy R. Rossi
Nancy R. Rossi, Mayor

Effective:

February 22, 2005

Reaffirmed: 12/18/17

PURPOSE

To establish a policy and guidelines for the use of family or medical leave for City employees.

SCOPE

This policy shall apply to all City employees who have worked for at least twelve (12) months, and have worked at least 1250 hours during the twelve month period immediately preceding the start of the leave.

POLICY

As provided by the 1993 Family and Medical Leave Act (FMLA), all eligible City of West Haven employees shall be entitled to take up to 12 weeks of unpaid, job-protected leave during any 12 month period for specified family and medical reasons.

Covered Family and Medical Reasons: An eligible employee shall be entitled to 12 weeks unpaid leave during a 12-month period for one or more of the following reasons:

- 1) To care for a child after birth, or placement of a child for adoption or foster care;
- 2) to care for an immediate family member (spouse, child, or parent) with a "serious health condition", or;
- 3) to take medical leave when the employee is unable to work because of a "serious health condition".

Note: A serious health condition shall be defined as an illness of a serious and long-term nature resulting in recurring or lengthy absences. Treatment of such an illness would occur in an inpatient situation at a hospital, hospice, or residential medical care facility, or would consist of continuing care provided by a licensed health care provider.

An employee may take leave if a serious health condition makes the employee unable to perform the essential functions of his/her position. Employees with questions about whether specific illnesses are covered under this policy are encouraged to meet with the Director of Personnel.

Employee Eligibility: An employee shall be entitled to family leave when he/she meets the following criteria:

- 1) The employee has worked for at least 12 months for the City. The twelve months need not have been consecutive. (If the employee was on the payroll for part of a week, the City will not count the entire week. The City considers 52 weeks to be equal to twelve months.)
- 2) The employee has to have worked for the City for at least 1,250 hours over the 12 months before the leave would begin.
- 3) When both spouses are employed by the City, they are jointly entitled to a combined total of 12 work weeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.

Calculation of Leave: Eligible employees can use up to 12 weeks of leave during any 12 month period. The City will use a rolling 12 month period measured backward from the date an employee uses any FMLA leave. Each time an employee uses leave, the City computes the amount of leave the employee has taken under this policy, subtracts it from the 12 weeks, and the balance remaining is the amount the employee is entitled to take at that time. For example, if an employee has taken 5 weeks of leave in the past 12 months, he or she could take an additional 7 weeks under this policy.

Maintenance of Benefits: An employee shall be entitled to maintain group health insurance coverage on the same basis as if he/she had continued to work at the City. To maintain uninterrupted coverage, the employee will have to continue to pay the required contribution as specified in the employee's union contract, if any. If the employee is on an unpaid leave, this payment shall be made either in person or by mail to the Personnel Department by the first (1st) day of each month as payment for that month. If the employee's payment is more than 30 days overdue then the coverage will be discontinued by the City.

If an employee informs the City that he/she does not intend to return to work at the end of the leave period, the City's obligation to provide health benefits ends.

Job Restoration: An employee who utilizes family or medical leave under this policy will be restored to the same job or a job with equivalent status, pay, benefits and other employment terms. An employee returning from a leave, occasioned by the employee's own serious health condition, will be required to submit a certification from his/her health care provider that the employee is able to resume work.

The City may choose to exempt certain highly compensated, "key" employees from this job restoration requirement and not return them to the same or similar position at the completion of FMLA leave. Employees who may be exempted will be informed of this status when they request leave. If the City deems it necessary to deny job restoration for a key employee on FMLA leave, the City will inform the employee of its intention and will offer the employee the opportunity to return to the position immediately.

Use of Paid and Unpaid Leave: If an employee uses leave because of his/her own serious medical condition or the serious health condition of an immediate family member, the employee will have a choice of using accrued vacation, personal, comp time (if provided for in the employee's collective bargaining agreement), sick leave (subject to any limitations imposed by the employee's collective bargaining agreement) or unpaid leave.

Subject to any applicable collective bargaining agreement, a female employee using leave for the birth of her child will use paid sick leave for physical recovery after childbirth. The amount of sick leave utilized after this point will be decided on a case by case basis or will be determined by the applicable collective bargaining agreement. An employee then may use all paid vacation or personal leave, and then will be eligible for unpaid leave for the remainder of the 12 weeks. An employee using leave for the adoption or foster care of a child will use all paid vacation or personal leave first, and then will be eligible for unpaid leave for the remainder of the 12 weeks.

Intermittent Leave and Reduced Work Schedules: In certain cases, intermittent use of the twelve weeks of family or medical leave or a part of a reduced work week may be allowed for adoption purposes but the employee will need to discuss and gain approval for such use from the employee's department head and Personnel Department.

Employees may also use family or medical leave intermittently or as part of a reduced work week whenever it is medically necessary.

In some cases, the City may temporarily transfer an employee using intermittent or a reduced work week to a different job with equivalent pay and benefits if another position would better accommodate the intermittent or reduced schedule.

Procedure for Requesting Leave: All employees requesting leave under this policy must complete the Request for Family/Medical Leave form available from the Personnel Department.

When an employee plans to take leave under this policy, the employee must give the City 30 days notice. If it is not possible to give 30 days notice, the employee must give as much notice as is possible. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the City's operations.

While on leave, employees are requested to report periodically to their supervisor regarding the status of the medical condition, and their intent to return to work.

Procedure for Notice and Certification of Serious Health Condition: The City requires the employee to provide notice of the need to utilize leave (where it is possible to know beforehand) and to provide certification of an employee's or immediate family member's serious health condition by a qualified health care provider. The employee should request that the health care provider respond to such a request within fifteen (15) days or provide a reasonable explanation for the delay.

When seeking certification of a serious medical condition, an employee should ensure that the health care provider's certification contains the following:

- 1) Date when the condition began, expected duration, medical facts, and a brief statement of treatment.
- 2) If the employee is seeking medical leave for his/her own medical condition, certification should also include a statement that the employee is unable to perform the essential functions of the employee's position.
- 3) For a seriously ill family member, the certification should include a statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.
- 4) If taking intermittent leave or working a reduced schedule, certification should include dates and duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule.

The completed certification should be delivered in a sealed envelope and marked "Confidential" to the Personnel Department. This information will be maintained in a confidential file and the Personnel Department will provide the employee's department head with appropriate information from the certification.

If deemed necessary, the City may ask for a second opinion. The City will pay for the employee to get a certification from a second doctor, which the City will select. If there is a conflict between the original certification and the second opinion, the City may require the opinion of a third doctor. The City and the employee will jointly select the third doctor, and the City will pay for the opinion. The third opinion will be considered final.

City of West Haven

Subject:
Safety Policy

Approval

Nancy R. Rossi 12/18/17
Nancy R. Rossi, Mayor

Effective:

August 1, 2005

Reaffirmed: 12/18/17

POLICY

It is our policy to provide safe working conditions for all employees and to minimize injury or illness, property loss or interruption in City services due to accidents. Accidents cause untold suffering and financial loss to our employees and their families. The time lost from jobs, medical expenses and compensation payments drain tax dollars away from services and programs. Our goal is to reduce this loss.

The City of West Haven will provide complete instructions covering safe working conditions and will make available required safety equipment to protect employees from the risk of accidents.

Employee Responsibilities:

Employees are expected to give their best efforts to prevent accidents. Employees are expected to observe applicable safety requirements, to use protective safety equipment, to implement appropriate safety practices at all times, and to report immediately any unsafe working conditions or accidents and/or injuries within 24 hours to their supervisors. Employees are prohibited from operating any equipment unless they have been trained how to operate it safely.

Supervisors Responsibilities:

Supervisors must make certain that employees are provided with proper safety equipment and that they are aware of all applicable safety requirements. Work practices must be reviewed on a regular basis and work performance must be supervised. Every supervisor must report every accident/injury, no matter how minor the resulting injury is. A "First Report of Claim Instructions" form must be completed and a report made to Worker's Compensation Carrier within 24 hours of occurrence. A copy must be sent to the Personnel Department. Supervisors are expected to investigate reported accident and complete the "Supervisor Incident Investigation Form". Corrective action should be taken as necessary to prevent the accident from recurring.

Driver Safety:

City owned vehicles are to be driven by authorized employees only. Employees assigned City owned vehicles must have a current valid Connecticut driver's license. All employees are required to provide the Personnel Department with a copy of a valid drivers' license, whether the employee drives a City owned vehicle or not, upon request. Any employee who has a driver's license revoked or suspended shall immediately notify his/her Supervisor and shall discontinue use of the City owned vehicle.

Employees are expected to drive in a safe and responsible manner. Employees must follow all driving laws, such as adherence to speed limits and directional signs, use of turn signals and avoidance of confrontational or offensive behavior while driving. All employees are expected to wear seat belts at all

times while in a City owned vehicle, whether the employee is the driver or passenger. Effective October 1, 2005, the use of hand-held cell phones while driving will be prohibited. The use of handset or other hands-free device is permitted.

The City has in place a drug and alcohol testing program for all safety sensitive employees which provides for random and reasonable suspicion testing. All employees are prohibited from working and/or driving a City owned vehicle under the influence of alcohol, drugs, or other substances or medication which may, in any way, impair them.

Employees must promptly report any accidents to local law enforcement, as well as, to his/her Supervisor and Department Head. Employees are also expected to report any moving or parking violations received while driving on City business and/or in a City owned vehicle.

Failure to adhere to safety policy and procedures may result in disciplinary action, up to and including termination.

City of West Haven

Subject:
Use of City
Owned Vehicles

Approval
Nancy R. Rossi 12/18/2017
Nancy R. Rossi, Mayor

Effective:
March 2006
Reaffirmed: 12/18/17

Purpose

This policy establishes the acceptable use of City owned vehicles for the Board of Education and the City of West Haven Employees by providing guidelines and procedures to protect employees operating Motor Vehicles.

Scope

This policy shall apply to all employees of the Board of Education and City of West Haven. The city reserves the right to amend this policy, and suspend or revoke the privileges bestowed herein.

Policy

The primary goal of the Fleet Safety Program is to maintain a high level of safety awareness and foster responsible driving behavior. Employees are expected to give their best efforts to prevent accidents. Driver safety awareness and responsible driving behavior will significantly decrease the frequency of motor vehicle accidents and reduce the severity of personal injuries and property damage. "Drivers" as defined in this program must follow the requirements outlined in this program. Violation of this program may result in disciplinary action up to and including suspension of driving privileges.

Everyone shares in the responsibility to make the Fleet Safety Program a success. City owned vehicles are to be driven by authorized employees only. Drivers of City Owned vehicles are required to:

1. Read understand and follow the requirements of this program.
2. Participate in programs designed to improve driver safety.
3. Maintain a valid driver's license.
4. Provide proof of current insurance coverage.

The City of West Haven will not assign or allow the use of a motor vehicle, if:

1. The Driver does not have a valid operator's license.
2. The Drivers license is suspended or revoked for any reason.

All employees are required to provide the Personnel Department with a copy of a valid driver's license. Any City Vehicle, when not used for business purposes, may be driven for Personal Use only at the discretion of the Mayor. However, personal use is limited to the assigned "Driver". The City of West Haven may implement other personal use restrictions, such as radius of operation. However, any such additional restrictions must be in writing and communicated to all affected Drivers.

The privilege of driving a City vehicle for personal use is subject to change by the Mayor at any time.

If a Driver allows an unauthorized individual to drive a City vehicle, disciplinary action may be taken. If the unauthorized use results in an accident, the responsible employee may be required to make restitution for the physical damages to the City Vehicle.

Employees who drive their own vehicles while conducting business for the City of West Haven are subject to all the provisions and standards of this program. They are required to:

1. Maintain automobile liability insurance limits of at least \$100,000 per person, \$300,000 per accident, and \$25,000 property damage, but in no case less than the minimum required by law for the state of CT.
2. Maintain their vehicle in safe operating condition.

Violation of this insurance requirement will result in termination of a non city vehicle operating for City business.

Prohibited Practices

While operating a City of West Haven vehicle the following practices listed below are prohibited. Violation of these practices is subject to disciplinary action.

1. Allowing anyone to operate a City of West Haven vehicle other than the approved drivers.
2. Use of hand held cell phone.
3. Use of legal drugs and/or alcohol, which may impair driving, or use or possession of illegal drugs.
4. Refusal to submit to any test conducted by a law enforcement agency or by a laboratory designated to determine blood alcohol or drug impairment.
5. Transportation of firearms, hazardous material or illegal materials.
6. Convictions for moving violation which results in the suspension or revocation of the employees' license.
7. Transporting hitchhikers.
8. Pushing or towing another vehicle or trailer.
9. Possessing or using a radar detector in the car.
10. Use of the car for any illegal purpose.
11. Use of Smoking materials.
12. Eating or Drinking while driving.

Identification of High Risk Drivers

A "Driver" will be classified as a "High Risk Driver" if the MVR check so indicates, or if it is otherwise determined that the driver has one or more of the following violations:

1. Conviction for an alcohol and/or drug related driving offense;
2. Refusal to submit to a Blood Alcohol Content (BAC) test.
3. Conviction for reckless driving.
4. Any combination of three or more moving violations, "At Fault Accidents", or "Preventable Accidents" within the most recent three years. An accident is preventable if the driver could of done something to avoid it. Drivers are expected to drive defensively. If there was something our driver could of done to avoid the collision, then the accident was preventable.
5. Suspension, revocation or administrative restriction within the last three years;
6. Leaving the scene of an accident as defined by state laws.
7. At fault in a fatal accident.
8. Felony committed involving a vehicle.
9. Three or more "City of West Haven Vehicle" physical damage claims in any twelve month period.
10. Following too close.

If an employee is identified as a "High Risk Driver", the City of West Haven may refer the driver to the Employee Assistance Program, and/or Transfer of the "Driver" to a non driving position; or Additional driver training, or suspend all employee driving privileges. The "High Risk Driver" will NOT be authorized to drive a motor vehicle at any time on City business. Reinstatement of driving privileges will be at the discretion of the Personnel Director and the Mayor.

These standards can be used to judge an individual's driving record for acceptability. Drivers not meeting these standards could be excluded (not covered) from coverage under the City of West Haven automobile policy.

Accident Reporting

Supervisor Notification-the "Driver" is required to notify his/her immediate supervisor of any "Accident" as soon as is possible, but no later than 24 hours after the accident occurs. In addition, Department Managers are responsible for reporting all accidents involving City Vehicles to the Risk Manager. Any personal vehicle being used for City business the "Driver" should call his/her personal automobile insurance carrier. The automobile insurance of an individual who uses his personal vehicle to transport other individuals is considered the primary insurance.

Other Reporting Responsibilities of the Drivers

Supervisor Notification: "Drivers" are required to notify their immediate supervisor immediately of:

1. Any illness, injury, physical condition or use of medication that may impair or affect their ability to safely drive a motor vehicle; or
2. The suspension, revocation or administrative restriction of his/her operator's license. If this occurs, the "Driver" must also immediately discontinue use of the "Motor Vehicle".

Safety Regulations

The "Driver" and ALL OCCUPANTS are required to wear safety belts when operating or riding in a "Motor Vehicle". The "Driver" is responsible to ensure all passengers are wearing their safety belts.

Impaired Driving

A Driver" may not operate a motor vehicle at any time when his/her ability is impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.

Traffic Laws

All "Drivers" are required to abide by all federal, state, and local motor vehicle regulations, laws and ordinances.

Vehicle Condition

The upkeep and maintenance of City vehicles is the responsibility of the Garage. However, any individual who drives a City vehicle is responsible for reporting problems to the Garage. Any malfunctioning items should be reported when first noticed and brought immediately for servicing. The driver of a vehicle is responsible for completing a visual inspection of the vehicle prior to driving it (i.e., check tires, lights, inspection sticker, gas, etc. Each "Driver" is responsible for ensuring that the motor vehicle is maintained in safe driving condition. At least daily, a walk-around safety inspection by the "Driver" is required. All vehicles will be cleaned by the driver when returned. Cleaning means removing all personal items and trash from the vehicle cab and bed. Also any dirt, mud or other material that has accumulated on windows or mirrors should be removed.

Additional Safety Rules "Drivers" may not:

1. Pick-up hitchhikers.
2. Accept payment for carrying passengers or materials.
3. Use any radar detector, laser detector, or similar devices.
4. Push or pull another vehicle, or tow a trailer without authorization.
5. Transport flammable liquids and gases unless a DOT or UL approved container is utilized and only then in limited quantities and only when necessary.
6. Use ignition or burning flares. The preferred method is the use of reflective triangles.
7. Assist disabled motorists or accident victims beyond the level of their medical

training, EMT, CPR, Basic First-Aid, etc. If a driver is not qualified to provide the above services he/she must restrict his/her assistance to calling the proper authorities.

8. Advertising decals, accessories, and/or other equipment are not to be added to or installed on "City of West Haven Vehicles" without prior consent.

Never leave the vehicle running or the keys in the ignition when away from the vehicle.
Always roll up the windows and lock the doors when away from the vehicle.
Never leave valuables in plain view, even if the vehicle is locked. Place them in an area out of sight, i.e., glove box, under the seat, behind the seat, or in the trunk.

Do not leave personal identification documents or credit cards in the vehicle. Report theft to the police immediately! Immediately following the call to the police, report the theft to your Supervisor.

This policy is for the safety of the drivers, their passengers and the general public.



INFORMATION TECHNOLOGY, SOCIAL MEDIA, AND INTERNET APPROPRIATE USE POLICY

The City of West Haven provides an information system and information technology and a variety of information technology tools such as computers, electronic mail ("email"), internet access, web browsers, and data phones for employees to enhance their job performance. This policy governs access to and appropriate use of this technology and equipment during work hours (Monday – Friday 9:00am – 5:00pm or shift hours specifically assigned to shift employees), as well as before work, after work, and during break periods. Punitive actions outlined in this document are subject to individual bargaining unit's contracts. Negotiated contracts that determine the order of action and discipline take precedence over this policy but do not negate the policy.

Definitions

ACCESS - The ability to read, change or enter data using any type of computer information system.

ARTICLE - An original posting of content to a City of West Haven social media site by a city author.

BLOG - (an abridgement of the term web-log) is a City of West Haven website with regular entries of commentary, descriptions of events, or other material such as graphics or video.

CITY, TOWN, COWH – Refers to the City of West Haven in this document.

COMMENT(ARY) - A response to a City of West Haven article or social media content submitted by a commenter.

EMPLOYEE / USER - Any employee, commission member, committee member, board member, or council member of the City of West Haven or any other person hired, appointed, or volunteering by/for the city who utilizes city information systems, information technology, and equipment as part of a job or task assigned. This term does not imply or constitute an employment agreement or contract with COWH.

EQUIPMENT - Computers, monitors, keyboards, mice, routers, switches, hubs, wiring, software, cell phones, desk phones, printers, multifunction copiers, and any other information technology resource.

INFORMATION SYSTEM & INFORMATION TECHNOLOGY (IT) - Computer hardware, software, databases, electronic message system, communication equipment, computer network, electronic mail, internet access, web browsers, mobile data devices, cellular data phones, and all information used by the City of West Haven to support its operation that is generated by, transmitted within, or stored on any electronic media.

NETWORK - Any system that transmits data with a connection to a server, wifi device, switch or router.

SOCIAL MEDIA - Content created by an individual using accessible technologies through the Internet. Examples of social media include (but are not limited to): Facebook, YouTube, FourSquare, Elo, Twitter, LinkedIn, Yelp, and Google+.

SOCIAL MEDIA ADMINISTRATOR - The individual responsible for the content management and maintenance of a social media page.

CITY BUSINESS The use of city equipment, e-mail address and communication, including commentary, in an official capacity shall constitute conducting city business.

CITY OF WEST HAVEN AUTHOR - An authorized City of West Haven official or employee that creates and is responsible for authorized posted articles and information on a social media site (see "Article" above).

WIFI – Any internet or network access point that transmits access wirelessly that is maintained or owned by the City of West Haven.

Appropriate Use

Information technology and equipment is to be used for city business purposes and to increase the timeliness and effectiveness of city business communications. At the discretion of an employee's Department Head, an employee may use city information technology and equipment for private purposes, provided such use, including the value of the time spent, results in no incremental cost to the city or results in an incremental cost that is so small as to make accounting for it unreasonable or administratively impractical.

While employees may make personal use of city information technology and equipment during working hours, the amount of use is expected to be limited to incidental use or emergency situations. Excessive time spent on such personal activities during working hours will subject the employee to disciplinary action.

Department Heads and Supervisors responsible for the evaluation and direct supervision of employees and their work are responsible for ensuring the appropriate use of all information technology and equipment, through training, supervising, coaching and disciplinary action, if necessary. Department Heads and Supervisors may not ask for or maintain a list of employee's passwords. Access to employee files can be given by the IT department as needed.

1. All employees share in the responsibility to protect city computer resources from physical and environmental damage and are responsible for the correct operation, security, and maintenance of those computer resources.
2. All employees have a responsibility to read and be familiar with City of West Haven Employee Handbook that governs and guides city employee behavior.
3. All data, files, programs, application software, documents, E-mail, and any other electronic information stored on any computer system owned by the city is city property. This includes programs licensed by the city for its use. As city property, it is subject to inspection for purposes of determining compliance with this and other city and State policies. Employees are required to disclose passwords or other security devices upon request to the Information Technology Department only. A supervisor and/or Union representative must be present if the disclosure is due to a Union approved discipline.
4. Software may be loaded and installed onto city computers only if its use has been approved and authorized by the Information Technology Department and licensed by the city. All original license documentation and installation media will be turned over to the Information Technology department.
5. Software may not be copied from city computers for personal use. Unauthorized copying constitutes theft. If an employee has a need for software copies to work at home, the employee should consult the employee's supervisor. Software can usually be purchased on government contracts at a discount. If the city buys such software, it becomes city property and must be surrendered to the city upon request or at the end of the use or job. If the employee purchases the software, all data remains the property of the city.
6. Data access by an employee is permitted only to information that is the employee's or to which the employee has been given authorized access. Just because information is accessible does not mean you have permission to access it.
7. Employees are to use licensed versions of copyrighted software in compliance with vendor license requirements.
8. Employees are to be considerate in the use of shared resources. Employees should refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, copiers, manuals, or other resources.
9. Network drives are protected from unauthorized use by passwords. Setting private passwords on documents is not acceptable and should be removed if the document is stored on the network.
10. Data should only be stored on the users or departments drives. Data should never be stored on an end users computer.
11. Regularly delete unneeded files and information from your accounts (if not required to retain them as determined by policy or records management schedules).
12. Secure unattended computers (e.g., log off, lock, or otherwise make inaccessible), even if you will only be away from the computer for a moment. Do not override network lockout policies.

13. Always secure any equipment such as laptops and cellphones. Employees are held responsible if an item is lost, stolen or destroyed due to negligence or any violation of this policy.

Inappropriate Use

Inappropriate uses of city information technology, any personal electronics connected to the network, cellphones, data-phones, laptops, iPads, tablets etc. includes, but is not limited to, the following:

1. Use of another employee's system, files, or data without permission. NEVER allow another user to use your computer or any other computer with your login credentials. The logged in user is responsible for anything done on that equipment.
2. Use of computer programs to decode passwords or access control information.
3. Attempts to bypass or deactivate system or network security measures. This includes using proxies to bypass the Firewall or bypass other content restrictions put in place by the city
4. Engaging in any activity that might be harmful to systems or to any information stored thereon, such as willfully or knowingly creating or propagating viruses, disrupting services, or damaging files or making unauthorized modifications to City of West Haven data.
5. Use of information technology and equipment for commercial, non-city related purposes, which would result in personal gain for an employee or election campaign. Examples would include, but not be limited to, use of city technology and equipment to:
 - a) solicit and communicate with customers;
 - b) prepare and distribute advertising and product information;
 - c) create, distribute, or print political campaign materials;
 - d) keep financial records of personal business activity;
 - e) sell products or services directly to customers;
 - f) create a product or service
6. Making or using illegal copies of copyrighted materials or software, storing such copies on city systems, or transmitting them over city networks.
7. Use of mail or messaging services to harass or intimidate another person, such as by broadcasting unsolicited messages, by repeatedly sending unwanted mail, or by using another person's name, e-mail address or user id.
8. Sending, receiving, downloading, displaying, printing, or otherwise disseminating material that is fraudulent, harassing, illegal, sexually explicit, pornographic, obscene, intimidating or defamatory. Such uses include, but are not limited to, the use of the Intranet or Internet to: (a) send or forward e-mail chain letters (usually determined by its request to send to other users) or pyramid-selling schemes, hoaxes, jokes or urban legends; or (b) "Spam"; that is, exploiting list servers or similar broadcast systems for purposes beyond their intended scope in order to amplify the widespread distribution of unsolicited e-mail (Electronic junk mail or junk newsgroup postings).
9. Wasting computing resources or network resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper, storage of music files, listening and/or viewing of excessive amounts of streaming media defined as video and audio feeds from the internet or any other type of data not related to city business on the city's network, or by sending chain letters or unsolicited mass mailings as defined in section 8 above.
10. Selling access to a user id or to resources on city systems or networks.
11. Use of information technology or equipment for wagering, betting, or selling chances.

Transmitting Confidential or Private Information

The security or privacy of messages cannot be guaranteed on Internet e-mail systems. Data considered private or confidential should never be transmitted via Internet or internal/external personal or city e-mail.

Connection to the City Network

No device may be connected to the city network either directly or indirectly without the permission of the Information Technology Department. Equipment should only be installed, moved or replaced by IT personnel unless prior permission is obtained. All wireless access points and personal routers must be disabled on any

device that connects to the network. Employees with city data phones should use the data on the phone rather than using city Wi-Fi.

Password/Passphrase

Employees are responsible for protecting their user accounts and system from unauthorized use. Employees are responsible for all activities on their user accounts. Care should be taken to protect the user account by choosing proper and secure passwords, changing the password when prompted, and not posting the password in written form in an accessible or viewable place. Do not leave your computer unattended without first locking or logging off. (CTRL + L) or (Windows + L) Immediately notify the Information Technology department if you believe your account credentials (e.g., user ID, password, passphrase, PIN, etc.) have been compromised.

Careful Usage

Employee use of information technology and equipment must be able to withstand public scrutiny from the city's taxpayers, its vendors, or its employees. Employees should use generally accepted standards of business conversation in all Internet usage. Employees shall exercise good judgment in the type of message created and the tone and content of messages. The content of messages is always considered personal opinion unless specifically stated as a city position.

Participation in Electronic Discussion Groups

Each employee's Internet email address (username@westhaven-ct.gov or username@cityofwesthaven.com) clearly identifies the City of West Haven. Thus, it is imperative that employees not participate in Internet chat groups, news groups, bulletin boards, instant messaging, or emailing where the content is not clearly related to city business. Such messages might be construed as an official city position.

Instant Messaging

The use of instant messaging programs is not allowed. The use of instant messaging programs significantly compromises network security and degrades network performance. City owned and operated internal instant messaging programs such as KACE or Dameware are exempt from this rule.

Monitoring Information Technology and Equipment

Information technology and equipment are city property and are intended for city business. Per State of Connecticut law, SECTION 31-48d, the city reserves the right to monitor an employee's use of information technology and equipment at the time of use, during routine post-use audits, and during investigations. The city also reserves the right to restrict an employee's access to various Internet sites and services.

The actual content of email, Internet access records, etc., is not routinely monitored or disclosed. However, employees should understand that email and voice mail messages, Internet access records, phone usage, etc., may be logged, and may be retrieved and reviewed by someone with proper supervisory authority at a later date. Most of the information in your network account is subject to FOI requests. Computer activity can be viewed in real-time by specific Information Technology staff and Department Heads at any given time as part of basic network operations and troubleshooting.

Downloading/attaching software

Unless authorized by the Information Technology Department, employees may not install software downloaded from the Internet, received on a disk or software received as an attachment to an email message. Receiving software in this manner presents a significant risk of computer virus infection. Websites that require you to agree to a plugin in order to view the content should only be used if the plugin was preinstalled or approved of by the IT department. If installation of downloaded or attached software is authorized, employees must follow city policies for virus scanning. NEVER install or open a file that you were not specifically expecting to receive. This includes Office documents, e-Cards, screensavers and images.

Maintenance of User Accounts

It is the responsibility of Department Heads and Supervisors to inform the Information Technology Department when an employee's account is no longer needed, such as when an employee ceases employment with the

city, when a temporary employee or intern leaves, or when any account set up for special projects or installs is no longer needed. Leaving unused accounts active poses a security risk to the entire network. Requests for adding user accounts, access to additional programs or software, access to another employee's files or data, or removing access to files, data, programs, or software must be made to the Information Technology Department in writing by the employee's Department Head.

Drive Sharing and Torrent Programs

The use of any drive sharing or file sharing programs such as Kazaa, Napster, WinMX, Bittorrent or any other program that sets up a peer-to-peer network over the Internet is strictly prohibited. The use of such programs can only be used for legal purposes under the supervision of the IT Department.

Virus Protection

Any computer that attaches to the city's network or shares data with any computer attached to the city's network must have standard virus scanning software installed and current virus signatures installed. All files and programs must be scanned for viruses before being copied to any Town information system. Current virus signatures are distributed during the network login process; employees must not cancel the virus signature distribution process. Upon notification of a virus, employees must contact the Information Technology Department as soon as possible. Under no circumstance is it acceptable for an end user to disable anti-virus software. Alarms/Emails regarding known viruses should be forwarded to the Information Technology Department. Users may not take it upon themselves to send to the general user community. This will prevent hoax warnings from being disseminated.

Use of Laptop/Mobile Computers

Laptop and mobile computers are subject to the same policies and procedures as any other computer, in respect to monitoring, examination of public records, installation of software, virus protection, and appropriate use. When using a city owned laptop, you are clearly identified as a City of West Haven employee while on the Internet. It is the laptop computer user's responsibility to protect the computer from theft, unauthorized access, viruses, and extreme environmental conditions. Laptops without proper encryption are not to contain confidential data that can compromise the personal data of residents or employees. Laptops are not to be connected to home networks without prior approval from the Information Technology Department and Department Head. Laptops and tablets should not be left in vehicles for an extended length of time in extreme heat or cold.

Remote Access

Programs that allow remote access to work computers are strictly prohibited without prior authorization from the IT department. The Town maintains a secure VPN for users that may need remote access. Examples of prohibited programs include but are not limited to GoToMyPC, Teamviewer, Logmein and Mikogo. Temporary vendor access to troubleshoot a problem is acceptable with authorization from the Information Technology Department.

Wi-Fi Access

Access to City of West Haven owned Wi-Fi networks can only be granted to authorized users by the Mayor's office, Personnel, and the Information Technology Department. The Wi-Fi password is not to be passed on to other users without prior authorization. Wi-Fi access is governed by all of the usage policies above.

Social Media Policy

1. All City of West Haven branded social media sites shall be:
 - a) Approved by the Social Media Administrator and the requesting Department's Head;
 - b) Published using the approved city social networking platform and tools; and
 - c) Administered by the Social Media Administrator or designee.The official posting for the City of West Haven will be done by the Social Media Administrator or their designee.
2. All social networking sites shall clearly indicate they are administered by the City of West Haven and shall have City of West Haven contact information prominently displayed. City employees shall not

administer unauthorized social media sites that contain the indicia of an official site, including the Official Seal of the City of West Haven or titles or statements which state, imply or suggest that the site is an official City of West Haven site. City employees shall not administer unauthorized social media sites which purport to reflect the views of the city.

3. All City of West Haven social networking sites shall adhere to applicable state, federal and local laws, regulations and policies including all Information Technology and retention schedule/Freedom of Information Management policies and other applicable city policies.
4. Freedom of Information Act and e-discovery laws and policies apply to social media content and therefore content must be able to be managed, stored and retrieved to comply with these laws.
5. All social network sites, Content and entries shall clearly indicate that any articles and any other content posted or submitted are subject to public disclosure.
6. The city reserves the right to restrict or remove any content posted in official capacity that is deemed in violation of this policy or any applicable law.
7. Each City of West Haven social networking site shall include an introductory statement which clearly specifies that the site is an official City of West Haven site as well as the purpose and topical scope of the blog and/or social network site. Where possible, social networking sites should link back to the official City of West Haven internet site for forms, documents and other information.
8. City of West Haven social networking content posted as city business by any administrator or employee containing any of the following forms of content shall not be allowed for posting:
 - a) Profane language or content as defined herein;
 - b) Content that promotes, fosters or perpetuates discrimination on the basis of race, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disabilities, sexual orientation or gender identity;
 - c) Sexual content or links to sexual content;
 - d) Conduct or encouragement of illegal activity;
 - e) Information that may tend to compromise the privacy, confidentiality, safety or security of the public or public systems;
 - f) Content that violates a legal ownership interest of any other party.
 - g) Political content in violation of State Statutes.
 - h) Inflammatory, false, derogatory, or insulting language against anyone including the City of West Haven or its individual departments.
9. All city social networking administrators shall be trained regarding the terms of this City of West Haven policy, including their responsibilities to review content submitted for posting to ensure compliance with the policy.
10. Where appropriate, City of West Haven information technology security policies shall apply to all social networking sites and articles.
11. All city employees, including social network administrators, representing the City of West Haven via social media outlets must conduct themselves as a representative of the city. (See Attachment A: Employee Guidance for Participating in Social Networking.)
12. The city Social Media Administrator will maintain a list of usernames, passwords, and PINS for any social media site used. Passwords should not be changed by the user without first notifying the Social Media Administrator.

Suspension, Disciplinary Action, Termination or Resignation of an Employee

In cases where an employee is subject to suspension, disciplinary action or termination, in compliance with bargaining unit contracts, or where an employee voluntarily resigns, access to information technology and equipment may be limited or terminated. Department Heads are responsible for the integrity and control of equipment and the information systems to which their employees have access. It is the responsibility of the Department Head to notify the Information Technology Department as soon as possible if an employee will be leaving a position to insure that access to information technology and equipment can be terminated upon the employee's departure. Department Heads should notify the Information Technology Department immediately if there is a need to limit an employee's use of any information technology or equipment in cases of suspension, disciplinary action or involuntary termination of an employee.



INFORMATION TECHNOLOGY, SOCIAL MEDIA, AND INTERNET APPROPRIATE USE POLICY AND INTERNET ACCESS FORM

To be completed by all users of city Information Systems and filed with the City of West Haven Personnel Department.

INFORMATION SYSTEMS AND INTERNET ACCESS POLICY SUMMARY

I have read the attached Information Systems and Internet Appropriate Use Policy. I fully understand this policy and agree to abide by the terms of this policy. I have retained a copy of this policy.

I understand that the user identifier/username and password issued to me allowing access to the city's information technology and equipment are confidential and solely for my own use in carrying out my job responsibilities. I will not loan, divulge, or make the user identifier and password available to anyone other than if requested by my Department Head.

I understand that files or programs I create for the City of West Haven, on city time, or using city resources are the property of the City of West Haven.

I also understand that the city reserves the right to review, audit, and inspect, at its discretion, files or material residing on department/city computer hard drives, disks (permanent, temporary, or back-up storage media), tapes, compact disks, even if protected by my password per State statute.

I understand that release of city confidential information, the loss of city information systems data or loss of equipment through my failure to comply with these requirements or any unauthorized use of my access may subject me to disciplinary action in accordance with my bargaining unit contract.

I understand that the city's security software may record for management use, the Internet address of any site that I visit and may keep a record of any network activity in which I transmit or receive any kind of file. I acknowledge that any message I send or receive may be recorded and stored in an archive file for management use. I know that any violation of this policy could lead to disciplinary action, dismissal or criminal prosecution as determined in my individual bargaining unit contract.

Employee Signature: _____

Printed Name:	Department:	Title				
Department Phone # or Extension	Building Location: <input type="checkbox"/> City Hall <input type="checkbox"/> Noble <input type="checkbox"/> Park Rec <input type="checkbox"/> Collis <input type="checkbox"/> Fire Station ____ <input type="checkbox"/> WPCA <input type="checkbox"/> PD <input type="checkbox"/> Other _____					
City use only:	AD creation	userdrive	email	external	Wi-Fi	Personnel file

City of West Haven

Subject:
Computer, E-Mail
& Internet Policy

Approval

Nancy R. Rossi 12/18/17
Nancy R. Rossi, Mayor

Effective:

February 22, 2005

Reaffirmed: 12/18/17

PURPOSE

This policy establishes the acceptable use of electronic systems and tools provided by the City of West Haven, including but not limited to Computers, E-Mail and the Internet.

SCOPE

This policy shall apply to all employees of the City of West Haven. The City reserves the right to amend this policy, and suspend or revoke the privileges bestowed herein.

POLICY

The City of West Haven provides access to the vast information resources of the Internet to help City employees in the performance of their jobs. The facilities to provide access represent a considerable commitment of city resources for telecommunications, networking, software, storage, etc. This policy is designed to advise the employee of the City's expectations for the use of those resources, and to help the employee use these resources wisely.

The employee is expected to use the Computers, Internet and E-Mail for business-related purposes, to research relevant topics and obtain useful business information. Employees may use their Internet facilities for non-business research or browsing during mealtime or other breaks, or outside work hours, provided that all other usage policies are adhered to. Department supervisors are expected to monitor personal use of the Computers, Internet and E-Mail, and discourage excessive use. The City expects that employees using the Computers, Internet, and E-Mail will conduct themselves honestly and appropriately, and respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others. All existing City policies apply to the employee's conduct on the Computer, Internet and the use of E-Mail, including but not limited to, those that deal with intellectual property protection, privacy, misuse of City resources, sexual harassment, information and data security, and confidentiality.

The chats, news groups and email of the Internet gives each user an immense and unprecedented reach to propagate the City's message. Employees must take special care to maintain the clarity, consistency and integrity of the City's posture. Therefore, each employee is expected to forgo a measure of his individual freedom when participating in chats or news groups on City business, as outlined below.

While the City's connection to the Internet offers a plenitude of potential benefits, it can also expose the City to significant risks if employees do not follow appropriate security protocol. As detailed below, this may require preventing machines with sensitive data or applications from connecting to the Internet entirely, or it may mean that certain users must be prevented from using certain Internet features, i.e. file transfers. The overriding principle is that security is to be the employee's first concern. An Internet user can be held accountable for any breaches of security or confidentiality.

DEFINITIONS:

Certain terms in this policy should be understood expansively to include related concepts.

City of West Haven – includes all City departments, related agencies and all staff (full, part time, vendors, temp, etc.) working for them.

Computer – includes the Central Processing Unit (CPU) & motherboard; hard drive(s), memory, expansion cards, and peripheral devices attached.

Display – includes monitors, flat-panel active or passive matrix displays, monochrome LCDs, projectors, televisions and virtual-related tools.

Document – covers any kind of file that can be read on a computer screen as if it were a printed page, including the HTML files read in an Internet browser, any file meant to be accessed by a word processing or desk-top publishing program or its viewer, or the files prepared for the Adobe Acrobat reader and other electronic publishing tools.

E-Mail – refers to any and all electronic mail sent or received utilizing the City of West Haven Personal Computer network or it's Internet connection.

Graphics – includes photographs, pictures, animations, movies or drawings.

Internet – refers to any world wide computer network connecting thousands of computers and millions of individual world wide subscribers.

Obscene materials – material is obscene if taken as a whole, it is offensive, depicts or describes in a patently offensive way any sexual act, and if taken as a whole, it lacks serious literary, artistic, educational, political or scientific value.

Sexually explicit – material that graphically depicts or describes sexual conduct, including but not limited to, sexual intercourse, and which lacks educational or scientific value.

City's facilities – Anything pertaining to Computers, Internet, and E-Mail.

USAGE REGULATIONS AND PROCEDURES

1. Files, E-Mail, documents and other electronically stored material on the City's network and computers are not private. The City has software and systems in place that can monitor and record all Internet and E-Mail usage. The employee must be aware that the City's security systems are capable of recording (for each and every user) each World Wide Web site visit, each chat, news group, or E-Mail message, and each file transfer into and out of our internal networks, and the City reserves the right to do so at any time. No employee should have any expectation of privacy in his or her Internet or E-Mail usage. The IT Department will review Internet and e-mail activity and analyze usage patterns to control bandwidth needs and compliance with this policy.
2. The City reserves the right to inspect any and all equipment, file(s), and E-Mail stored in private areas of our network, or on any Computer, in order to assure compliance with City policy or in the normal course of business. Reasons for inspection or review include, but are not limited to: system, hardware or software problem, suspicion of crime or the need to perform work or provide service when an employee is not available.
3. The City reserves the right to remove any files or software which is not approved by the IT Department, and/or inform Department's Managers of the situation.
4. The City's network uses independently supplied software and data to identify inappropriate, obscene or sexually explicit Internet sites. The City may block access from within our networks to all such sites

that we know of. If you find yourself connected inadvertently to a site that contains sexually explicit or obscene material, you must disconnect from that site immediately, regardless of whether that site has been deemed acceptable by any screening or rating program. An employee, who is denied access to any such site, should contact their respective Department's Manager if the information and data contained therein are required for work related reasons.

5. Any files or software downloaded via the Internet into the City network becomes the property of the City, and must be pre-approved by the IT Department, and used only in ways that are consistent with their licenses or copyrights.
6. The City retains the copyright to any material posted to any forum, news group, and chat or World Wide Web page by any employee in the course of his or her duties.
7. The City will comply with reasonable requests from law enforcement regulatory agencies for logs, diaries and archives on individual's Internet and e-mail activities.

EMPLOYEE'S RESPONSIBILITIES

The City's Internet facilities, computing resources, and software installed by IT, shall not be used in an unacceptable manner. It is the employee's responsibilities to familiarize himself/herself with this policy, so as to ensure compliance.

1. The City's Internet facilities and computing resources, including all E-Mail, must not be knowingly used to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city province or other local jurisdiction in any material way. Use of City resources for illegal activity is grounds for immediate dismissal, and we will cooperate with any legitimate law enforcement activity.
2. The display of any kind of obscene or sexually explicit image or document, as defined above, on a City system is a violation of our policy on sexual harassment. In addition, obscene or sexually explicit material may not be archived, stored, distributed, edited or recorded using our network or computing resources.
3. No employee may use City facilities knowingly to download or distribute pirated software or data.
4. No employee shall use City facilities to knowingly create, send, forward, download, print or store messages or graphic images which are harassing, threatening, intimidating, libelous, slanderous, or discriminatory or defamatory in nature.
5. No employee may use the City's Internet facilities to deliberately propagate any virus, worm, Trojan horse, or trap-door program code.
6. No employee may use the City's Internet facilities to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
7. Each employee using the Internet facilities shall identify himself or herself honestly, accurately and completely (including one's city affiliation and function where requested). An employee who releases their personal information, including personal identifying information, does so at their own risk.
8. Employees are reminded that chats and news groups are public forums where it is inappropriate to reveal confidential City information, customer data, trade secrets, and any other material covered by existing City secrecy policies and procedures. Employees releasing protected information via a news group or chat, whether or not, the release is inadvertent will be subject to all penalties under existing security policies and procedures.
9. Use of City Internet access facilities to commit infractions such as misuse of City assets or resources, sexual harassment, discrimination, unauthorized public speaking, or misappropriation or theft of intellectual property are also prohibited by general City policy, and will be sanctioned under the relevant provisions of that policy and any applicable state and federal laws.
10. Since a wide variety of materials may be deemed offensive by colleagues, customers or suppliers, it is a violation of City policy to store, view, print, or redistribute any document or graphic file that is not directly related to the user's job or the City's business activities.
11. Employees with Internet access may not use City Internet facilities to download entertainment software or games, or to play games against opponents over the Internet. Employees should also avoid using their personal software to play games, create inappropriate screen savers, etc.
12. Employees with Internet access may not upload any software licensed to the City or licensed by the City without explicit authorization from the IT Department.

13. Employees may not intentionally intercept, record, alter or receive another employee's E-Mail. In addition, employees shall not send E-Mail messages using another employee's I.D. or access the Internet at another employee's computer.
14. No employee shall use the City of West Haven Personal Computer network or Internet E-Mail facilities for advertisement or conducting of business for profit, to distribute or advertise materials not related to City business or use the facilities for frivolous messages.
15. The City's employees shall not subscribe to non-business related E-Mail such as jokes/pictures/horoscope/prayer of the day, etc. The distribution of chain letters is forbidden.
16. No software may be installed or downloaded unless pre-approved and performed by IT Department.
17. The City's Personal Computer Network and/or the Internet and/or E-Mail facilities shall not be used for political activities or in connection with any election, including advertising or soliciting votes or support in any public, union, Civil Service or other election.

TECHNICAL PROCEDURES

1. User IDs and passwords help maintain individual accountability for Computer, Internet and E-Mail resource usage. Any employee who obtains a password or ID for an Internet resource must keep that password confidential. City policy prohibits the sharing of user IDs or passwords.
2. Any file that is downloaded must be scanned for viruses before it is run or accessed.

SECURITY

1. The IT Department has installed a variety of firewalls, proxies, Internet address screening programs and other security systems to assure the safety and security of the City's networks. Any employee who attempts to disable, defeat or circumvent any City network security facility will be subject to discipline, up to and including, immediate dismissal.
2. Files containing sensitive company data as defined by existing federal, state and city data security policies that are transferred in any way across the Internet must be encrypted.
3. City computers that use their own modems to create independent data connections sidestep our security mechanisms. An individual City computer's private connection to any outside computer that is authorized by IT for use for independent dial-up or leased-line connections to any outside computer or network must be physically isolated from the City's internal network.
4. Only those Internet services and functions with documented business purposes for the City will be enabled to the Internet firewall.

VIOLATIONS

Violations of this policy will be reviewed on a case by case basis, and can result in disciplinary action, up to and including, suspension and termination. Any known or suspected violation of this policy shall be reported to the employee's immediate supervisor and/or department head. The department head should contact the IT Department immediately to document and resolve any computing related issue.

City of West Haven
Clock-In/Clock-Out Policy

Introduction: The City of West Haven has implemented a time collection and attendance system (Novatime) for both hourly (non-exempt) and salaried (exempt) employees. As a result, the process by which employees record hours and attendance will now be electronic. This policy sets forth the rules employees are required to follow. Employees are reminded that they are responsible for their time. Furthermore, employees are expected to comply with the provisions of their respective collective bargaining agreement pertaining to their hours of work or other specific written agreements authorized by their union and the City.

1. **HOURLY EMPLOYEES** - All hourly (non-exempt) employees are required to clock in just prior to the beginning of their regular shift. The method for clocking in and out will vary by location (i.e. biometric, swipe card, computer, etc.). Employees may not clock in earlier than seven (7) minutes before the beginning of their shift, unless specially authorized by their supervisor. All employees are expected to clock-in and be at their work site ready to begin work at the beginning of their shift.
 - a. Under applicable wage and hour laws, employees will not be docked for clocking in up to seven (7) minutes after the beginning of their shift. Hourly employees who are tardy during this seven (7) minute period will receive pay, but may be subject to discipline. Employees who clock-in after this seven (7) minute period will be docked pay in fifteen (15) minute intervals, and may be subject to discipline.
 - b. All hourly employees must clock out at the end of their shift. Employees are not permitted to clock out more than seven (7) minutes past the end of their shift without the prior approval of their supervisor. Overtime must be authorized by the employee's immediate supervisor in advance.
 - c. Employees are reminded excessively clocking in up to seven (7) minutes after their regular workday begins and/or clocking out up to seven (7) minutes before the end of their regular shift or meal break will result in disciplinary action. While the employee will be compensated for this time under applicable wage and hour laws, they are not in compliance with their contractually scheduled work hours.
 - d. Hourly employees who take time off during the workday, above and beyond their contractual breaks, to attend to personal or other non-City business, must clock out when they leave and clock in when they return. Hourly employees are generally required to clock in and out for their meal break. Some employees, due to the nature of their work, do not have a time clock readily available to them for clocking in and out for lunch break and are therefore not required to do so at the present time. However, in the event there are concerns about the length of meal breaks, the City reserves the right to reaffirm the requirement that all non-exempt individuals' clock in and out for meal breaks. Arrangements to be compensated for missed time can be made by utilizing sick, vacation and/or personal leave time, as is appropriate. Use of all accrued leave time should be consistent with the union contract and/ or departmental policy.
 - e. Hourly employees in positions that have shift replacements (e.g., E-911, Wastewater Treatment) or where operational needs dictate are not permitted to work beyond the end of their regular shift or make up time during lunch. Under no circumstances are employees permitted to skip or work through contractual breaks in order to make up tardiness.

- f. In no circumstances can the meal break be used to shorten the workday. The meal break shall occur at least two (2) hours after the shift starts and at least two (2) hours prior to the end of their shift.
- g. Employees will not be required to clock in and out for contractual permitted "coffee" breaks, but are reminded to comply with the requirements for taking breaks, as well as the time limits set forth in their respective collective bargaining agreement.
2. **SALARIED EMPLOYEES (EXEMPT)** - Salaried employees working for the City currently do not use the time keeping system. This restriction shall not limit the City's ability to have salaried employees clock to track time on a project or activity basis.
3. An employee having problems clocking in or out should contact their immediate supervisor so the problem may be corrected.
4. Employees are not to clock in or clock out any other employee under any circumstances. Employees are on notice that such activity is grounds for termination.
5. Employees who are permitted to "punch" via phone are reminded that such "punch" shall occur immediately at the beginning of their work assignment, or immediately after the end of day work assignments. Anyone caught phone punching while not at the work assignment shall be subject to discipline up to and including termination of employment.
6. Employees, who are issued cards (badges) for clocking in and out, are expected to bring the card to work each day. Employees who lose their card or have a damaged card should report this immediately to their immediate supervisor so arrangements can be made to replace the card.
7. Employees are expected to follow the current departmental and contractual requirements in effect for the use and reporting of excused absences (sick, vacation and personal leave).
8. Employee's balances for accrued vacation, personal and sick will be maintained in the Novatime system. Employees should notify their immediate supervisor if there are any discrepancies in their accrued balances. Requests for approval of vacation or personal time will be submitted through Novatime.
9. Authorized supervisors shall approve payroll for their employees each pay cycle consistent with this policy. Supervisors shall NOT delegate approval of payroll to non-supervisors.
10. Any employee damaging time collection equipment will be subject to termination from employment.
11. Individuals who violate any of the rules set forth in this policy may be subject to disciplinary action, consistent with the provisions of their collective bargaining agreement.

NOTHING IN THIS POLICY IS INTENDED TO RESTRICT OR EXPAND THE PROVISIONS OF
CURRENT COLLECTIVE BARGAINING AGREEMENTS.

APPROVED

Nancy R. Rossi 12/21/2011

Nancy R. Rossi, Mayor

City of West Haven

Subject:

Job Description

Policy

Approval

12/18/17 Nancy R. Rossi

Nancy R. Rossi, Mayor

Effective:

March 1, 2007

Reaffirmed: 12/18/17

PURPOSE

The policy establishes consistent and appropriate guidelines related to Job/Position descriptions for City employees. This policy shall apply to all City employees.

POLICY

Upon hire or transfer to a new position, all personnel are required to sign Job/Position description. The Job/Position description will be reviewed with the employee by the Department Head. Upon completion of the employer and employee signing and dating the Job/Position description, must be returned to the Personnel Office to retain in the employees personal file.

City of West Haven

Subject:
Affirmative Action Policy

Approval
Nancy R. Rossi 12/18/17
Nancy R. Rossi, Mayor

Effective:
January 1989
Reaffirmed: 12/18/17

It has been and will continue to be the policy of the City of West Haven to provide all persons with equal employment opportunity in all aspects of the employer-employee relationship without discrimination because of race, color, religion, age, sex, national origin, physical disability or sexual orientation. This policy applies to both employees and applicants for employment.

Equal Employment Opportunity, as defined in law and governmental regulations, requires that affirmative steps be taken to insure the full utilization of minorities and women in our workforce. It is the intention of the City of West Haven through our Affirmative Action Plan to adhere to both the letter and the spirit of these laws and regulations. The Affirmative Action Plan for the City of West Haven sets forth our present interpretation of the course of action on the part of the City which must be taken in order for it to meet these goals and to fulfill its lawful obligations to the people of this great land.

We affirm that all City resources are being mobilized in a good faith effort to achieve our stated goals.

We further pledge our unqualified support for the objectives of affirmative action and to maintaining a work environment free of discrimination.

The Affirmative Action Plan will be reviewed and updated on an ongoing basis as experience, revised laws and regulations and their evolving interpretations provide us with a better understanding of effective approaches for providing truly equal employment opportunity for all. Any questions relating to details of this plan or to employment opportunities in the City of West Haven should be directed to the Director of Personnel for the City of West Haven.

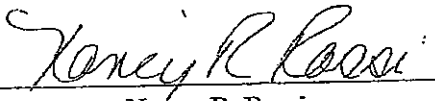
City of West Haven

Subject:

Approval

EFFECTIVE:

Employee Attendance
And Call-In Policy


Nancy R. Rossi

September 8, 2018

EMPLOYEE ATTENDANCE AND CALL-POLICY

The City of West Haven employees are responsible for maintaining good attendance record, working the required hours as approved by the City, reporting to work on time and observing break and lunch guidelines established by the various contracts and the Policies and Procedures Manual for the City of West Haven.

Scheduled Absences: Requested leave from the department head with the approval of the Commissioner or Director of that department with at least a 48 hour notice.

Unscheduled Absence: Less than 48 hours notice to department head and Commissioner or Director of the department

Procedures for requesting leave (vacation, sick, personal or compensatory):

1. Vacation/Compensatory Time (Scheduled Absences): All vacation leave and the use of earned compensatory time shall be requested as far in advance as possible and is subject to department operating needs. All scheduled absences must be requested at least 48 hours in advance. Commissioners or their designees, at their discretion, may approve requests within 24 hour of a scheduled absence if it does not cause operational deficiency in the department.
2. Personal Leave: Employees are granted personal days per the various contracts. This leave may be taken at any time and should be requested in advance when possible.
3. Sick Leave: Sick leave may be used for illness, medical procedures and appointments and should be scheduled whenever possible. Medical certificates are required for scheduled or unscheduled sick or medical leave leaves that are 5 consecutive days or may be requested by the Department Head, Commissioner or Director or designee.

City of West Haven, CT
Municipal Fraud Policies and Procedures

PURPOSE AND SCOPE:

This Fraud Policy was created:

To establish policy and procedures for clarifying acts that are considered to be fraudulent, describing the steps to be taken when fraud or other related dishonest activities are suspected, and providing procedures to follow in accounting for missing funds, restitution and recoveries;

To strengthen the public's confidence in the integrity of municipal government employees by establishing a formal process for reporting investigating, and resolving cases of fraud and abuse;

To raise the awareness of municipal officials/employees to integrity-related issues by initiating integrity-related programs and policies throughout City Departments; and

To provide guidance and assistance to City Department heads concerning recommendations for specific integrity related issues that emphasize prevention, detection and correction of fraud, corruption, and abuse within their organizations.

Definition of Terms:

Fraud is understood to mean a dishonest and deliberate course of action which results in the obtaining of money, property or an advantage to which the recipient would not normally be entitled. This would include:

- Theft, misuse, or diversion of money, equipment and/or materials;
- Worker's compensation fraud;
- Intentional failure to report damage;
- Intentional failure to provide product or services that are a part of your job;
- Intentional misrepresentation of City's or governmental policies;
- Payroll falsification (theft of time)

Abuse entails the exploitation of "loopholes" to the limits of the law, primarily for personal advantage. For example, an employee abuses a system of travel allowances by intentionally and unnecessarily scheduling meetings in another City on a Friday afternoon and on the following Monday morning in order to claim per diem over a weekend.

I. GENERAL

A. The City of West Haven is committed to protecting its assets against the risk of loss or misuse. Accordingly, it is the policy of the City of West Haven to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the City and, when appropriate, to pursue legal remedies available under the law.

B. DEFINITIONS

1. Fraud - Fraud includes, but is not limited to:

- a. Claim for reimbursement of expenses that are not job-related or authorized by the current bargaining agreement.
- b. Forgery or unauthorized alteration of documents (checks, promissory notes, time sheets, independent contractor agreements, purchase orders, budgets, etc.).
- c. Misappropriation of City assets (funds, securities, supplies; furniture, equipment, etc.).
- d. Improprieties in the handling or reporting of money transactions.
- e. Authorizing or receiving payment for goods not received or services not performed.
- f. Computer-related activity involving unauthorized alteration, destruction, forgery, or manipulation of data or misappropriation of City-owned software.
- g. Misrepresentation of information on documents.
- h. Any apparent violation of Federal, State, or Local laws related to dishonest activities or fraud.

2. Employee - In this context, employee refers to any individual or group of individuals who receive compensation, either full- or part-time, from the City of West Haven. The term also includes any volunteer who provides services to the City through an arrangement with the City or a City organization.

3. Management - In this context, management refers to any administrator, manager, director, supervisor, or other individual who manages or supervises funds or other resources, including human resources.

4. Police Chief and Personnel Department- In this context, Police Chief and Personnel Department refers to the persons who shall investigate credible claims of fraud.

5. External Auditor - In this context, External Auditor refers to independent audit professionals who perform annual audits of the City's financial statements.

C. It is the City's intent to fully investigate any suspected acts of fraud, misappropriation, or other similar irregularity. An objective and impartial investigation will be conducted regardless of the position, title, and length of service or relationship with the City of any party who might be or become involved in or becomes the subject of such investigation.

D. Each department of the City is responsible for instituting and maintaining a system of internal control to provide reasonable assurance for the prevention and detection of fraud, misappropriations, and other irregularities. Management should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.

E. The Personnel Department, in conjunction with the Corporation Counsel, the Mayor, the Chief of Police and, if needed, the Finance Director, have the primary responsibility for the investigation of all activity as defined in this policy.

F. Throughout the investigation, the Personnel Department will inform the City Finance Director of pertinent investigative findings.

G. Employees will be granted whistle-blower protection when acting in accordance with this policy. When informed of a suspected impropriety, neither the City nor any person acting on behalf of the City shall:

1. Dismiss or threaten to dismiss the employee,
2. Discipline, suspend, or threaten to discipline or suspend the employee,
3. Impose any penalty upon the employee, or
4. Intimidate or coerce the employee.

Violations of the whistle-blower protection will result in discipline up to and including dismissal.

H. Upon conclusion of the investigation, the results will be reported to the Mayor and the City Council.

I. The City Personnel Director, following review of investigation results, shall take appropriate action regarding employee misconduct. Disciplinary action can include termination, and referral of the case to the State's Attorney for possible prosecution.

J. The City will pursue every reasonable effort, including court ordered restitution, to obtain recovery of City losses from the offender, or other appropriate sources.

II. PROCEDURES

A. Mayor Responsibilities

1. If the Mayor has reason to suspect that a fraud has occurred, he or she shall immediately contact the Corporation Counsel, Chief of Police, Personnel Director or the City Finance Director.

2. The alleged fraud or audit investigation shall not be discussed with the media by any person other than the Mayor, Police Chief or his designee, Corporation Counsel and the Personnel Department.

B. Management Responsibilities

1. Management is responsible for being alert to, and reporting fraudulent or related dishonest activities in their areas of responsibility.

2. Each manager should be familiar with the types of improprieties that might occur in his or her area and be alert for any indication that improper activity, misappropriation, or dishonest activity is or was in existence in his or her area.

3. When an improper activity is detected or suspected, management should determine whether an error or mistake has occurred or if there may be dishonest or fraudulent activity.

4. If management determines a suspected activity may involve fraud or related dishonest activity, they should contact their immediate supervisor (or contact the Corporation Counsel, Mayor or Personnel Director if the supervisor is involved).

5. Department Heads should inform the Mayor immediately upon learning of a credible allegation of fraud (or contact the Corporation Counsel, Chief of Police or Personnel Director if the Mayor is implicated).

6. Management should not attempt to conduct individual investigations, interviews, or interrogations. However, management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of improper actions.

7. Management should support the City's responsibilities and cooperate fully with the Personnel Department, other involved departments, and law enforcement agencies in the detection, reporting, and investigation of criminal acts, including the prosecution of offenders.

8. Management must give full and unrestricted access to all necessary records and personnel. All City furniture and contents, including desks and computers, are open to inspection at any time. There is no assumption of privacy.

9. In dealing with suspected dishonest or fraudulent activities, great care must be taken. Therefore, management should not:

- a. Make unfounded accusations.
- b. Alert suspected individuals that an investigation is underway.
- c. Treat employees unfairly.

- d. Make statements that could lead to claims of false accusations or other offenses.
10. In handling dishonest or fraudulent activities, management has the responsibility to:
- a. Make no contact (unless requested) with the suspected individual to determine facts or demand restitution. Under no circumstances should there be any reference to "what you did", "the crime", "the fraud", "the misappropriation", etc.
 - b. Avoid discussing the case, facts, suspicions, or allegations with anyone outside the City, unless specifically directed to do so by Corporation Counsel.
 - c. Avoid discussing the case with anyone inside the City other than employees who have a need to know such as the Mayor, City Finance Director, Personnel Director, Corporation Counsel or law enforcement personnel.
 - d. Direct all inquiries from the suspected individual, or his or her representative, to Corporation Counsel. All inquiries by an attorney of the suspected individual should be directed to Corporation Counsel. The alleged fraud or audit investigation shall not be discussed with the media by any person other than the Mayor, Police Chief or his designee, Corporation Counsel and the Personnel Director.
 - e. Take appropriate corrective and disciplinary action, up to and including dismissal, after consulting with the Personnel Director and the Corporation Counsel, in conformance with the City's Personnel Policies and Procedures or the appropriate bargaining document.

C. Employee Responsibilities

- 1. A suspected fraudulent incident or practice observed by, or made known to, an employee must be reported to the employee's supervisor for reporting to the proper management official.
- 2. When the employee believes the supervisor may be involved in the inappropriate activity, the employee shall make the report directly to the next higher level of management or contact the Corporation Counsel, the City Finance Director or Personnel Director.
- 3. The reporting employees shall refrain from further investigation of the incident, confrontation with the alleged violator, or further discussion of the incident with anyone, unless requested by the Personnel Director or law enforcement personnel.

D. Personnel Department Responsibilities

- 1. Upon request of any City employee, the Personnel Department will promptly investigate allegations of fraud and notify either the Corporation Counsel or Police Chief, and in the case of financial fraud, the Finance Director.

2. In all circumstances where there appears to be reasonable grounds for suspecting that a fraud has taken place, the Personnel Department, in consultation with the Corporation Counsel, shall contact the City of West Haven Police Department.

3. The Personnel Department shall be available and receptive to receiving relevant, confidential information to the extent allowed by law.

4. If evidence is uncovered showing possible dishonest or fraudulent activities, the Personnel Department will proceed as follows:

- a. Discuss the findings with the appropriate management/supervisor and the Department Head.
- b. Advise management, if the case involves staff members, to meet with the Personnel Director (or his/her designated representative) to determine if disciplinary actions should be taken. Any disciplinary action taken will be in accordance with the City Personnel Rules and any applicable Memorandums of Understanding.
- c. Report to the External Auditor such activities in order to assess the effect of the illegal activity on the City's financial statements.
- d. Coordinate with the City's Risk Management insurer regarding notification to insurers and filing of insurance claims.
- e. Take immediate action, in consultation with the Corporation Counsel and Finance Director, to prevent the theft, alteration, or destruction of evidentiary records. Such action shall include, but is not limited to:
 - 1) Removing the records and placing them in a secure location, or limiting access to the location where the records currently exist.
 - 2) Preventing the individual suspected of committing the fraud from having access to the records.

5. In consultation with the Corporation Counsel and the City of West Haven Police Department, the Personnel Department may disclose particulars of the investigation with potential witnesses if such disclosure would further the investigation.

6. If the Personnel Department is contacted by the media regarding an alleged fraud or audit investigation, the Personnel Department will consult with the Mayor and the Corporation Counsel, as appropriate, before responding to a media request for information or interview.

7. At the conclusion of the investigation, the Personnel Department will document the results in a confidential memorandum report to the Mayor, the Corporation Counsel, and in cases of financial fraud to the Finance Director. If the report concludes that the allegations are founded, the report will be forwarded to the City of West Haven Police Department.

8. Unless exceptional circumstances exist, a person under investigation for fraud shall be given notice in writing of essential particulars of the allegations following the conclusion of the audit. Where notice is given, the person against whom allegations are

being made may submit a written explanation to the Personnel Department no later than seven calendar days after notice is sent.

9. The Personnel Department will be required to make recommendations to the appropriate department for assistance in the prevention of future similar occurrences.

10. Upon completion of the investigation, including all legal and personnel actions, all records, documents, and other evidentiary material, obtained from the department under investigation will be returned by the Personnel Department to that department.

III. EXCEPTIONS

There are no exceptions to this policy unless provided and approved by the Mayor and Corporation Counsel.

Effective December 18, 2017

 12/21/2017

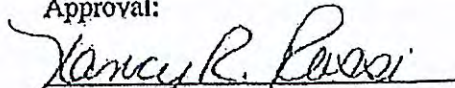
Nancy R. Rossi, Mayor

CITY OF WEST HAVEN

Subject:

Confidential Information

Approval:


Nancy Rossi, Mayor

Effective:

June 18, 2019

PURPOSE

This policy is intended to provide City of West Haven employees with a basic understanding of their responsibilities to protect and safeguard the Confidential Information to which they have access as a result of their employment.

POLICY

Security and confidentiality of Confidential Information is of the utmost importance to the City. It is the responsibility of every employee to respect and maintain the security and confidentiality of Confidential Information. A violation of this policy will result in disciplinary action, up to and including termination.

For purposes of this policy, "Confidential Information" is defined as information disclosed to an individual employee or known to that employee as a consequence of the employee's employment and not generally known, or is protected by law.

Examples of "Confidential Information" include but are not limited to:

- Attendance (dates and reasons for absence, time off, and leaves)
- Complaints of harassment, discrimination, retaliation, and threats
- Health & Medical Information (FMLA leave certifications; Workers' compensation; Doctor's notes)
- Hiring (job application, resume, interview notes, employment history, employment assessments, background checks, reference checks)
- Passwords and other IT-related information
- Payroll (time cards/records, work schedules, pay stubs, direct deposit forms, authorization for deducting or withholding pay, tax forms, status change forms, garnishments)
- Performance (performance reviews, performance documentation, documented recognition, warnings and disciplinary notices, job descriptions, documented job changes/promotions)
- Personal (social security number, address, date of birth, marital status)
- Safety and security issues
- Supplemental Compensation and benefits (overtime, bonuses, other forms of pay, vacation buy backs, longevity pay)
- Tax implications or situations
- Workplace injuries and illnesses

Individual offices, departments, or programs may have additional types or kinds of information that are considered "Confidential Information" and are covered by this policy. "Confidential Information" includes information in any form, such as written documents or records, or electronic data.

Each employee shall have the following responsibilities under this policy:

1. During employment and after the termination of employment, an employee will hold all Confidential Information in trust and confidence, and will only use, access, store, or disclose Confidential Information, directly or indirectly, as appropriate in the performance of the employee's duties for the City.
2. An employee must comply with all applicable state and federal laws and City policies relating to access, use, and disclosure of Confidential Information, including but not limited to the Family and Medical Leave Act (FMLA); Health Insurance Portability and Accountability Act (HIPAA); Americans with Disabilities Act (ADA);
3. An employee shall not remove materials or property containing Confidential Information from the employee's department or program area unless it is necessary in the performance of the person's job duties.
4. An employee shall not seek to obtain any Confidential Information involving any matter which does not involve or relate to the person's job duties. Confidential Information or City records, documents, or other information may not be maliciously tampered with, altered, or destroyed.
5. An employee shall not discuss or disclose any Confidential Information to any other employee or member of the City Council. Confidential Information may only be provided to the City Council after a proper request under the Freedom of Information Act has been reviewed and approved by Corporation Council.
6. Each employee must promptly report any known violation of this policy.

CITY OF WEST HAVEN

Subject:

**Annual Employee
Disclosure Form**

Approval:


Nancy R. Rossi, Mayor

Effective:

July 20, 2022

PURPOSE

A YEARLY REVIEW OF ALL CITY OF WEST HAVEN EMPLOYEES AND OFFICIALS. DISCLOSURE OF CITY OF WEST HAVEN EMPLOYEE'S AND OFFICIALS INTEREST IN MATTERS AFFECTING THE CITY OF WEST HAVEN (PURSUANT TO THE CITY OF WEST HAVEN CHARTER XVII, CODE OF ETHICS SECTION ONE [1] AND TWO [2].)

SCOPE

This policy applies to all employees, temporary positions, and summer help. The City reserves the right to amend this policy, and suspend or revoke the privileges bestowed.

POLICY

All personnel are required to sign an Official Disclosure Form and to reaffirm said form every year. The document must be returned to the Personnel Office to retain in the employee's personal file, in a timely manner.