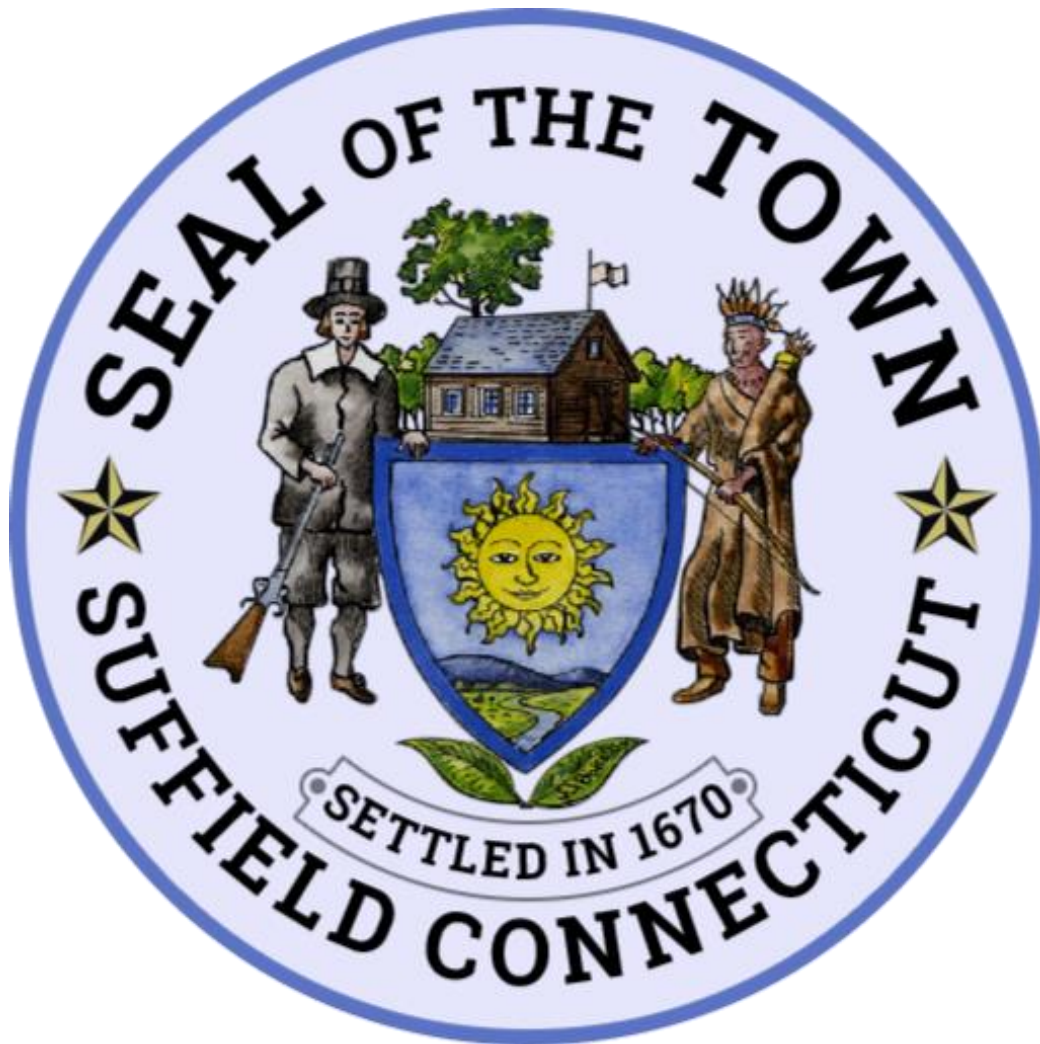


# TOWN POLICIES



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## TOWN OF SUFFIELD

Town Hall

83 Mountain Road, Suffield, Connecticut 06078



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It is the policy of the Town of Suffield to **forbid** acts of discrimination in all matters dealing with employees and applicants for positions with the Town of Suffield and to further the principle of **equal employment opportunity in all actions** affecting employees and applicants. The policy covers, but is not limited to: hiring, training and promotion of persons in all job classifications without regard to age, disability, gender, national origin, race, religion, or sexual orientation.

In addition, you can also be assured that the Town of Suffield will **not tolerate** behavior that is initiated with the specific intent to intimidate or harass another person because of age, religion, ethnicity or sexual orientation. In addition to Town discipline procedures, and notification of police, counseling sessions will be implemented with the perpetrator as well as the victim (CT P.A. #90 137).

The Equity Coordinator has the responsibility to monitor the implementation of these policies. Further, implementation is a responsibility of all Supervisors/Managers/Department Heads.

If you are an employee, you are assured equal access and opportunity in the following areas:

- Hiring and Promotion
- Compensation
- Job Assignments
- Leaves of Absence
- Fringe Benefits
- Labor organization
- Contracts or Professional Agreements

**IT MUST BE NOTED THAT**, sexual harassment has been clearly established as a form of sexual discrimination. Sexual harassment is defined as follows:

*"Any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when (1) submission to such conduct is made explicitly or implicitly a term or condition of employment, (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the individuals 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."*

Some specific behaviors (unwanted and sexual overtones) that could constitute sexual harassment include but are not exclusive to the following:

**VERBAL** - sexual name calling, sexual propositions or demands, sexual rumors, humor and jokes about sex, stereotypical comments based on gender or sexual orientation;

**NON-VERBAL** - whistling, leering, suggestive or insulting sounds, obscene gestures, displays of obscene materials, written messages;

**PHYSICAL** - touching, pinching, patting, threatening behavior, and pulling at clothes, inappropriate public displays of affection, coerced sexual conduct including attempted rape and rape.

**IF YOU BELIEVE THAT** you have been discriminated against in regard to either of the preceding policies, you may **file a grievance** that your rights have been denied or violated. You may also choose to reach resolution on your own. Sexual harassment can often be stopped with direct and assertive communication.

- 1 **Tell the person** harassing you that you are offended, be specific about the behavior, and make it clear that you want the behavior to stop.
- 2 **Write a note or letter** to the harasser describing the specific behavior that offends you and requesting that the behavior stop. Date the letter, make a copy of the letter for yourself, then deliver it to the harasser by certified mail, or in person with a witness, or ask your Equity Coordinator for assistance.

*\* Forms are available with the Equity Coordinator or the Personnel office. Contact with the Equity Coordinator should take place within forty (40) calendars of the alleged occurrence. Reports of sexual harassment will be handled discreetly and investigated promptly, and appropriate action will be taken. \**

## EQUITY GRIEVANCE PROCEDURE

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The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise concerning claims of discrimination. All proceedings shall be kept as confidential as is appropriate. Evidence of reprisal against a complainant or witness shall be viewed as an infraction of this policy.

An individual, who wishes to inquire or to register a complaint concerning alleged discrimination during employment with the Town of Suffield, shall have an opportunity to bring such concerns to the attention of the Equity Coordinator who has the authority to resolve such complaints. The following grievance procedure shall be utilized by any employee in making a complaint or inquiry. Officials shall be governed by this procedure.

**LEVEL I:** The complainant shall discuss the alleged discriminatory act or practice with the Equity Coordinator or the individual closest to the daily decision-making level. This will normally be a department head, supervisor or manager. If satisfaction cannot be achieved through informal discussion, the following procedure must be initiated.

**LEVEL II:** The complainant shall, within forty calendar days of the alleged incident on forms provided, put the complaint in writing and file it with the Equity Coordinator. Within five working days, a conference must be held. Within five working days following the conference, the complaint must be resolved to the satisfaction of both parties or referred to the Equity Grievance Committee. Within five working days, the Equity Coordinator shall notify the Equity Grievance Committee and must notify the complainant of this notification

**LEVEL III:** Within ten working days after receipt of such complaint, the Equity Grievance Committee must hold a hearing and within five working days of the hearing, resolve the complaint, negotiate a long-term solution or refer the matter to the Board of Selectmen for consideration

**LEVEL IV:** The Board of Selectmen and the Equity Coordinator shall proceed in accordance with appropriate State Statutes



## TOWN OF SUFFIELD

Town Hall

83 Mountain Road, Suffield, Connecticut 06078

### EQUITY GRIEVANCE FORM

Any employee or employment application who believes that he/she has been discriminated against on the basis of his/her gender in violation of the Equal Employment Policies of the Town of Suffield, may discuss and or file a grievance with the Equity Coordinator of the Town of Suffield. The Equity Coordinator is the Human Resources Director or the First Selectman. Reports should be made within forty (40) calendar days of the alleged discrimination.

Town of Suffield Equity Coordinator, Karin Ziemba, Director of Human Resources 860-668-3840

Name of Complainant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

*Please check one:*

Employee of the Town of Suffield\_\_\_ Applicant to the Town of Suffield: \_\_\_\_\_

Date of Claim: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Statement of Incident including all pertinent information (i.e. Who, What, Where, When, How often, Witnesses, Etc.) \_\_\_\_\_

*For internal use only*

Date Received by Equity Coordinator: \_\_\_\_\_ Initials \_\_\_\_\_

Actions Taken to Investigate: \_\_\_\_\_

\_\_\_\_\_

As First Selectman of the Town of Suffield, I recognize the need for Affirmative Action and I pledge my commitment to undertake positive action to overcome the present effects of past practices or barriers to equal employment opportunity and to achieve the full and fair participation of minorities, women, people with disabilities, older persons, and all other protected groups found to be underutilized in the Town's workforce or affected by policies having an adverse impact. In the spirit of Executive Order 11, signed by Governor Ella Grasso, November 21, 1975, and Executive Order 9, signed by Governor William A O'Neill on January 3, 1984, I further state that this Town will comply with the antidiscrimination provisions of the State and Federal laws and regulations at the end of this section.

I recognize the hiring difficulties experienced by minorities, people with disabilities and many older persons and where appropriate, I have set goals to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of such persons in the workforce. I further pledge that the Town will affirmatively provide services and programs in a fair and impartial manner.

Where adverse impact is identified, the Town will: (1) review its personnel policies and procedures to ensure that barriers, which unnecessarily exclude protected classes and practices, which have an illegal discriminatory impact, are identified and eliminated; (2) explore alternative approaches to employ minorities and members of protected classes; (3) administer all terms, conditions, privileges and benefits of the employment process in an equitable manner; and (4) establish procedures for the extra effort that may be necessary to ensure that the recruitment and hiring of protected group members reflect their availability in the job market.

It is the policy of the Town to provide equal employment opportunities without consideration of race, color, religion, age, marital status, national origin, genetic information, past/present history of mental disability, ancestry, mental retardation, learning or physical disabilities including but not limited to blindness, sexual orientation, political belief or criminal record, unless the provisions of Section 46a-60(b), 46a-80(b) and 46a-81(b) of the Connecticut General Statutes are controlling or there is a bonafide occupational qualification excluding persons in one of the above protected groups. This policy applies to all aspects of the employer/employee relationship including, but not limited to, recruitment, hiring, referrals, classifying, advertising, training, upgrading, promotion, benefits, compensation, discipline, layoff and terminations.

The Town will implement, monitor and enforce the Affirmative Action Policy Statement in conjunction with the applicable Federal and State laws, regulations and executive orders listed below; 13<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup> Amendments of the United States Constitution, Civil Rights Act of 1866, 1870, 1871, Equal Pay Act of 1963, Title VI and VII of the 1964 United States Civil Rights Act, Presidential Executive Orders 11246, amended by 11375 (Nondiscrimination under Federal contract), Act 1 Section 1 and 20 of the Connecticut Constitution, Governor Grasso's Executive Order Number 11, Governor O'Neill's Executive Order Number 9, the Connecticut Fair Employment Practices Law (46a-63-64), Discrimination against Criminal Offenders (46a-80), Connecticut General Statutes, Connecticut Code of Fair Accommodations Law (46-63-64), definition of Blind (46a-51 (1), definition of Physically Disabled (46a-51 (15), definition of Mentally Retarded (45a-51 (13), cooperation with the Commission of Human rights and Opportunities (46a-77), Sexual Harassment (46-60-(a) Connecticut Credit Discrimination Law (360436 through 439), Title I of the State and the Local Fiscal Assistance Act of 1972 and the Americans with Disabilities Act of 1992.

This policy statement will be given annually to all Town employees and will also be posted throughout the Town. I also expect each supplier, union, consultant and other entity(s) with which we do business to comply with all applicable State and Federal Equal Opportunity laws and regulations. The Town will not knowingly do business with any entity debarred from participation in any Federal or State program or one that is found to be in violation of any State or Federal anti-discrimination law.

**I have assigned the responsibility to achieve the successful implementation of our goals and objectives to Karin J. Ziemba, Director of Human Resources. 860-668-3840**

**X** *Colin Moll*

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Colin Moll  
First Selectman

\* THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE FROM THE ADA-504 COORDINATOR BY CALLING 860-668-3878. \*



It is the policy of The Town of Suffield that all employees are responsible for ensuring that the workplace is free from sexual harassment. Because of the town's strong disapproval of offensive or inappropriate behavior at work, all employees are required to avoid any action or conduct which could be viewed as sexual harassment. This policy applies to employee interactions with directors, supervisors, co-workers, volunteers, permanent, full time, part time, temporary and contractor personnel.

**DEFINITION:** Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal and non-verbal conduct of a sexually harassing or intimidating nature, when:

1. Submission to the harassment is made either explicitly or implicitly a term or condition of employment;
2. Submission to or rejection of the harassment is used as the basis for employment decisions affecting the individual; or
3. The harassment has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee who has a complaint of sexual harassment at work by anyone, including supervisors, co-workers or visitors, should first clearly inform the harasser that his/her behavior is offensive or unwelcome and request that the behavior stop. If the behavior continues, the employee must immediately bring the matter to the attention of his/her supervisor. If the immediate supervisor is involved in the harassing activity, the violation should be reported to that supervisor's immediate supervisor or the employee **Human Resources Director, Karin Ziemba, who may be reached at [860-668-3840](tel:860-668-3840).**

If a supervisor or director knows of an incident of sexual harassment, they shall take appropriate remedial action immediately. If the alleged harassment involves any types of threats of physical harm to the victim, the alleged harasser may be suspended from work in order that an investigation takes place into the allegation. If the investigation supports charges of sexual harassment, disciplinary action up to and including termination of employment against the alleged harasser will take place. If the investigation reveals that the charges were brought falsely and with malicious intent, the charging party may be subject to disciplinary action.



The Town of Suffield is committed to providing a workplace environment that is free from intimidation, threats and violent acts. To ensure a safe workplace, the following behaviors are strictly prohibited:

- Carrying or keeping weapons in the workplace
- Engaging in derogatory or verbally abusive speech
- Threatening or behaving in a hostile manner
- Fighting or physical abuse
- Harassing or intimidating another
- Vandalism to property or equipment

Employees who feel threatened in any way by such behaviors should **immediately report** details of the incident to any supervisor or to Human Resources. All such complaints will receive **immediate attention** and will be thoroughly investigated. Based upon the results of this inquiry, disciplinary action will be taken against the offender up to and including termination of employment.

Additionally, employees who observe, have knowledge of or witness any violation of this policy should report it immediately to any supervisor or to Human Resources.

The Town of Suffield is **committed** to maintaining a workplace where conflicts can be resolved **appropriately** and without anger, aggression or intimidation. This policy extends to visitors, vendors and all full- and part-time employees, as well as management.

\* Violence and aggression in any form will not be tolerated and this policy will be rigorously enforced. \*

## ARTICLE V. CODE OF ETHICS

### DIVISION 1. GENERALLY

#### Sec. 2-161. Declaration of policy.

- a. Public office is a public trust. The trust of the public is essential for government to function effectively. Public policy developed by government officials, employees, and volunteers affects every citizen of the Town, and it must be based on honest and fair deliberations and decisions. This process must be free from threats, undue influence, and all forms of impropriety so that the confidence of the public is not eroded. By enacting this Code, the Town of Suffield seeks to avoid any loss of trust and to maintain and increase the confidence of our citizens in the integrity and fairness of their government.
- b. The purpose of these ethical standards is to guide town officials, elected and appointed, town employees and citizens by establishing standards of conduct for persons in the decision-making process. These standards are intended to strengthen the tradition of good government in the town.
- c. Good government depends upon decisions based on the merits of an issue in the best interests of the town, without regard to personal gain.
- d. The overall goal of this Code of Ethics is to create an understanding among all individuals involved with or on behalf of Town Government that all decisions, actions and activities should be transparent. Therefore, all government officials and volunteers, elected and appointed, and Town employees shall disclose, at the time a given subject is to be given consideration, any relationships or interests that could potentially result in a conflict of interest.
- e. When a conflict does arise, the individual involved should recuse himself/herself and leave the room.

#### Sec. 2-162. Definitions.

As used in this article the following words or phrases shall have the meanings ascribed to them in this section:

**Confidential information** is any information concerning the property, business or affairs of the town that is not a matter of public record or public knowledge.

**Employee** is any person receiving a salary, wages or compensation from the town government for services rendered.

**Official** is any person holding elective or appointive town office including members and alternate members of town agencies, boards, and commissions, committees and subcommittees.

**Person** means an individual, sole proprietorship, trust, corporation, union, association, firm, partnership, committee, club, or other organization or group of persons.

**Probable Cause** means determining whether the facts would warrant a reasonable person to believe that an official, officer, employee or other person violated this Code; the belief should be more than a mere suspicion, but less than proof beyond a reasonable doubt.

### **Sec. 2-163. Use of town assets restricted.**

No official or employee shall use or permit the use of town funds, services, property, and equipment, owned or leased vehicles, or materials for personal convenience or profit, except when such services are available to the public generally or are provided in conformance with established town policies for the use of such officials or employees.

### **Sec. 2-164. Fair and equal treatment.**

No official or employee shall grant or accept any special consideration, treatment or advantage to or from any person beyond that which is available to every other person.

### **Sec. 2-165. Conflict of interest.**

- a. Disqualification in matters involving a personal or proprietary interest. No employee or official shall participate in the hearing or decision of the board or commission of which he is a member upon any matter in which he is directly or indirectly interested in a personal or financial sense. In the event of such disqualification, such fact shall be entered on the records of the commission or board. No employee or official shall appear for or represent any person in any matter pending before the commission or board of which he is a member.
- b. Disclosure of confidential information. No persons governed by this Code shall disclose or use any confidential information concerning the Town of Suffield affairs nor shall he or she use such information for the purpose of advancing the financial or personal interest of himself or herself or others
- c. Gifts and favors. No official or employee or member of his immediate family shall solicit or accept any gift having a substantial value greater than \$50.00, in any one year, whether in the form of service, loan, thing, promise or any other form, from any person or persons who to his knowledge is interested directly or indirectly in any manner whatsoever in business dealings with the town.
- d. Use of influence. No official or employee shall solicit and business, directly or indirectly, from another official or employee over whom he has any direct or indirect control or influence with respect to tenure, compensation or duties.
- e. Representation of private interests. No official or employee shall appear on behalf of another person's interests before any board, commission or agency of the town, nor shall he represent another person's interests in any action or proceeding against the town in any litigation when such appearance or representation would be in conflict with or would impair his independence of judgment and action in the performance of his official duties as such officer or employee.
- f. Representation of self. Any public official or public employee may appear before any board or commission of the Town of Suffield on his/her behalf, or be a party in any action, proceeding, or litigation brought by or against a public official or public employee to which the Town of Suffield is a party.
- g. Disclosure of interest. Any official or employee who has, or thinks he or she has real, pecuniary or personal beneficial interest in any matter coming before any board, commission, or agency

of the town should disclose to such body that they have interests and/or relationships that could be perceived as a conflict of interest. If a conflict does exist, he or she should recuse themselves and leave the room.

- h. Fee or honorarium. No employee or official shall accept a fee or honorarium for an article, appearance, speech, or for participation at an event, in his or her official capacity.
- i. Incompatible dealing. No employee or official shall engage in or participate in any business or transaction, including outside employment with a private business, or have an interest, direct or indirect, which is incompatible with the proper discharge of his or her official responsibilities or which would tend to impair his judgment or action in the performance of his or her official responsibilities.
- j. Financial benefit. A person subject to this Code may not use his or her position or office for personal financial benefit, or for the financial benefit of a business with which he or she is associated, or for the financial benefit of a member of his or her immediate family.
- k. Competitive bidding. Persons governed by this Code, or business with which he or she is associated, or member of that person's immediate family, shall not enter into a contract with the Town unless it is awarded through a process of public notice and= competitive bidding
- l. Multiple positions. No officer, official, or employee shall hold two or more positions in Town government (whether paid or unpaid) which have a conflict of interest or have the appearance of a conflict of interest.
- m. Consultants and Contractors. The Code shall be incorporated by reference into all RFP's (Request for Price Proposal) and into all contracts entered into by the Town with a Consultant or a Contractor and the Code will also apply to all persons doing business with the Town. Persons or firms who are engaged by and receive compensation from other government entities, such as the state or federal government, and who are in a position to influence any decision of a town board, commission, committee, official or employee shall be guided by the Code
- n. Disclosure of interest. Contractors, subcontractors and consultants shall be responsible for disclosing all interests and relationships that could be perceived as a possible conflict of interest.
- o. Outside influence. No employee or official, or member of such individual's immediate family or business with which he or she is associated, shall solicit or accept anything of value, including but not limited to, a gift, loan, political contribution, reward or promise of present and/or future gifts and present and/or future employment based on any understanding that the vote, official action or judgment of the public employee or public official would be or had been influenced thereby.

## Sec. 2 – 166.

- a. Distribution of Code. Each employee and official shall be furnished a copy of the Suffield Code of Ethics before entering upon the duties of his or her office or employment. Simultaneously, each individual will sign the Acknowledgement and Commitment Form which will be retained on file in the Town Clerk's office.

- b. Duty to Disclose. All officials or employees, who have knowledge of or probable cause to believe that there are violations of any provisions of this Code, shall report these violations to the Suffield Ethics Commission. Such reports shall be in good faith and the Town in turn guarantees that no reprisals against a reporter of such violations will be taken (provided that such charges are not later proved to have been malicious and false). All persons against whom such charges have been made will have full access to all the protections of due process as spelled out in this Code. It shall be a violation of this Code for a person to falsely and maliciously charge another with violations of this Code. The Commission, in its sole discretion, will determine if a charge is false and malicious.

#### **Sec. 2 – 167.**

The Suffield Ethics Commission may employ necessary staff or outside counsel within available appropriations.

#### **Sec. 2 – 168.**

- a. Any former employee or official may appear before any town board, commission, or agency, by which he or she was formerly employed or was a member of. If said appearance is within a period of one year after termination of his or her service on that board, commission or agency, that person shall disclose on the record his or her former position to the board, commission, or agency.
- b. No former public employee or public official shall disclose or use confidential information acquired in the course of and by reason of his or her official duties, for financial gain for himself or herself or others, except such information which may be disclosed under the Connecticut Freedom of Information Act.
- c. No former public employee or public official who participated substantially in the negotiation of award of a municipal contract obliging the town to pay an amount of \$100,000 or more, or who supervised the negotiation or award of such a contract shall accept employment with a party to the contract other than the municipality for a period of one year after the contract is signed. For the purposes of this subsection, “substantially” shall mean drafting of the contract documents, negotiating the terms for the contract, and either approving the award of the contract or recommending the approval of the contract to the cognizant board(s) or commission(s), including the Board of Selectman.

#### **Sec. 2-169-2-175. Reserved.**

## **DIVISION 2. ETHICS COMMISSION\***

#### **Sec. 2-176. Established.**

- a. There is hereby established an Ethics Commission consisting of five (5) members who shall be electors of the town, no more than two (2) of whom shall be of the same political party. The members shall be appointed by the First Selectman with the approval of the Board of Selectmen and shall serve for a term of five (5) years, except that of the initial board a member shall be appointed seriatim for a term of one (1) year, two (2) years, three (3) years, four (4) years and five (5) years. No member shall serve as a member of any other town board,

commission, authority, or committee or the Board of Education nor be employed by the town or Board of Education.

- b. Alternate members. In addition to the regular members, the First Selectman shall appoint two (2) alternate members, not of the same party, with the approval of the Board of Selectmen. The two (2) alternate members shall serve in the absence of a regular member on a rotational basis with the same powers and authority as a regular member. No alternate member shall serve as a member of any other town board, commission, authority, or committee or the Board of Education nor be employed by the town or Board of Education. The initial appointments shall be for a term to expire on July 1, 1990. Thereafter, all appointments shall be for four-year terms.
- c. No candidate for political office may disseminate information which indicates that a Commission member supports his or her candidacy except for legally required disclosures.

#### **Sec. 2-177. Organization and procedure.**

The Ethics Commission shall elect a chairman and a secretary and shall establish its own rules and procedures, which shall be available to any elector of the town upon request to the Commission. The first rules and procedures shall be established within six (6) months of the date this ordinance becomes effective. The need to maintain confidentiality in order to protect the privacy of public officials and employees and citizens shall be considered when establishing the rules and procedures. The Ethics Commission shall keep records of its meetings and shall hold meetings at the call of the chairperson and at such other times as it may determine.

#### **Sec. 2-178. Powers and duties.**

- a. The Ethics Commission shall render advisory opinions with respect to the applicability of this Code of Ethics to specific situations to any agency, or any officer, official, employee or individual pursuant to a written request or upon its own initiative. (Advisory Request Forms to be available at the Town Clerk's office and on the Town web site.) The Ethics Commission may also issue guidelines on such issues. Such opinions and guidelines, until amended or revoked, shall be binding on the Ethics Commission and reliance upon them in good faith is an absolute defense in any action brought under the provisions of this section or the town charter. Any request or opinion, the disclosure of which invades the personal privacy of any individual (as that term is used in section 1-19(b)(2) of the general, by the state freedom of information commission and the courts) or the provisions of section 10-151c of the general statutes, shall be kept confidential in a personnel or similar file and shall not be subject to public inspection or disclosure. The Ethics Commission may make available to the public such advisory opinions which do not invade an individual's privacy and take other appropriate steps in an effort to increase public awareness of this Code of Ethics.
- b. Complaints. The Ethics Commission shall establish procedures by which the public may initiate complaints alleging a probable cause violation of this Code. The Board of Ethics itself may also initiate such a complaint.
  - 1. Upon receipt from any person of a Complaint Form (with these forms to be available on the Town's web site and from the Town Clerk along with an envelope addressed to the Ethics Commission), signed under penalty of false statement, the Commission shall conduct promptly an inquiry to decide whether there is probable cause to believe a violation of the Code has occurred and to warrant an investigation.

2. The Complaint Form shall document the name of the person accused (Respondent), the specific acts alleged to constitute the violation, when these acts occurred, and whether these allegations have been presented to other Town authorities
  3. No complaint can be made under this Code except within two (2) years after the violation alleged in the complaint has been committed.
  4. All information supplied to or received by the Commission during the evaluation and investigation shall remain confidential, as specified by provisions of the Connecticut General, sections 1-200(6) and 1-206.
  5. No person shall take or threaten to take action against an individual for such individual's disclosure of information to the Commission. Such retaliatory actions will be considered a violation of the Code.
- c. Investigation. If the Commission finds that the complaint has sufficient evidence to warrant an inquiry, the Commission shall promptly notify the Complainant and the Respondent(s). A copy of such complaint shall accompany such notice. The Commission shall have the power to hold hearings, concerning the application of this Code, administer oaths, examine witnesses, receive oral and documentary evidence, compel the attendance of witnesses by subpoena, and require the production for examination by the Commission of any books and papers which the Commission deems relevant in any matter under investigation or in question. In the event of a hearing during the investigation, the complainant and the respondent shall have the following rights: to appear before the Commission and be heard; to be represented by legal counsel; and to examine and cross-examine witnesses, including their accusers. Such hearings shall be closed to the public unless the respondent requests otherwise.
- d. Criminal Offense. During any stage of the investigation, if the Commission believes a criminal offense may have occurred, the Commission shall notify the appropriate authorities.
- e. Disposition of Complaint. At the conclusion of its investigation, the Commission shall promptly state its findings in a written decision. Confidential copies shall be delivered to the complainant and the respondent. A copy will be maintained in a CONFIDENTIAL FILE of the Ethics Commission.
- i. The Commission may dismiss the complaint, with the grounds for dismissal set forth, while continuing to protect the identity of both the respondent and the complainant.
  - ii. The Commission may find that there has been a violation of the Code and to identify in the decision the particular provision(s) violated, while continuing to protect the identity of both the respondent and the claimant.
  - iii. If the complaint is dismissed, the Commission shall not entertain any other similar complaint based on substantially the same evidence.
- b. Penalties. If the Board of Ethics determines the respondent has, in fact, violated the provisions of this Code, it shall file a memorandum of decision which shall include a recommendation for action with the Board of Selectmen and the appropriate agency, board or commission. The authority affected will report back within 30 days to the Ethics Commission the action taken or lack of action and the reasons therefore. In the case of a consultant, it shall also be filed with the contracting agency. The recommended action may include:
- i. Reprimand and public censure;



- ii. Termination, suspension of compensation for elected positions, or suspension of employment for not more than 90 days without pay;
- iii. Termination of contractual status and/or debarment or suspension from being a contractor or subcontractor under Town contracts;
- iv. A civil penalty of not more than \$1,000 per violation;
- v. Restitution of any pecuniary benefits received because of the violation committed.

Except that no action may be recommended which would violate the provisions of the state or federal law. In the case of union employees, such recommended action does not constitute a unilateral change in conditions of employment. No such recommendation shall limit the authority of the Board of Selectmen under the charter of the town or under any ordinance, statute, or any other law. Any discussion by the Board of Selectmen or other agency, board or commission or contracting agency of an individual affected by the memorandum of decision shall be in executive session, unless the individual affected requests that such discussion be held in open session and be done in accordance with due process.

Any person who knowingly files a false statement under this Code is subject to criminal prosecution for perjury under the laws of Connecticut.

#### **Sec. 2-179. Appeals.**

A decision of the Ethics Commission may be appealed in the manner allowed by the general statutes.

\*Code of Ethics Approved at Town Meeting *October 26, 2006*

Replaces prior code passed 3-11-1986

## Objective

With the completion of the Town Hall renovation, it is important that all employees work together to maintain this town asset. This policy is designed to guide employees in maintaining and preserving the Town Hall and to establish professional workplace rules. The goal is to exceed residents' customer service expectations in a clean, efficient, secure, and professional working environment. As an expression of those values, all office areas, including employee work areas, common areas, and customer service areas, should be kept neat and orderly at all times. Employees must maintain an appropriate standard of work attire and conduct themselves in a professional manner within the workplace and when representing the Town of Suffield.

## Office Appearance

The Town of Suffield consistently enforces its policies prohibiting workplace discrimination and harassment of any kind, including images, graphics or other visual displays that may constitute offensive or inappropriate workplace conduct.

1. To maintain the integrity of the building, employees are **not** permitted to hang pictures, posters, calendars, notes, etc., on any walls **outside** of their workstations.
2. Posters, pictures, notes, etc., are **permitted** on the inside of workstations out of the public view as long as they are appropriate for workplace display and are not offensive to other employees.
3. Employees with private offices are not permitted to hang anything on the walls without the approval of and installation by the Facilities Manager.
4. No artwork, furniture, or office equipment should be removed or rearranged in any office or public space of the building without the approval of the Facilities Manager.
5. Employees should keep their workspace neat, clean, organized, and clutter-free. Folders, papers, and other materials on desks and in shared workspaces should be organized at the end of every day.
6. Utilize the blue recycling bins for recyclable items only.
7. Employees should exercise good judgement with sensitive and confidential documents to protect the privacy of the patrons. Any notes, post-it, or other documents containing sensitive information should **not** be left on desks.
8. Work-related materials are not permitted on the top of workstations or filing cabinets.
9. Boxes and other storage items should remain out of sight within a workstation or placed in other appropriate storage areas.
10. Keep cords neat. Make sure computer cords and phone chargers are kept out of the way in cubicles, aisles, and employee breakroom.
11. Personal kitchen equipment such as coffee makers, toasters, microwave, ovens, portable refrigerators, etc., are **not** permitted in any office space of the building except the employee breakroom.
12. Employees should leave public areas, such as the conference rooms, restrooms, and breakroom, in a **clean and orderly** condition immediately after use.
13. Burning of candles, incense, and air fresheners is **prohibited**.

14. To conserve energy, outside doors and windows should remain closed when the heating and cooling system is operating.
15. Clean-up days will be scheduled regularly to prevent the buildup of office clutter.
16. Employees should report all non-emergent maintenance issues to Public Works through Facility Dude, the Town's online work order management system at **[login.facilitydude.com/FDMarketing](https://login.facilitydude.com/FDMarketing)**
17. Emergencies should be reported by calling **Public Works at 860-668-3890**.

### **Safety & Security**

Town Hall is a public building. The public has access to Town Hall, including meeting attendance, after regular business hours. Employees must be diligent to maintain building security and confidentiality of work

1. Maintain security of confidential information; clear off documents from desk containing sensitive information.
2. Lock all filing cabinets and doors at the end of the day.
3. Exercise appropriate key control; do not share keys or fobs with others. All keys and fobs will be issued and tracked by the Facilities Manager.
4. Control access to data, both digital and physical.
5. Utilize confidential waste bins and shredders for proper disposal of documents that include sensitive information.
6. Adhere to CT State Library Laws when destroying documents; dispose of properly.  
<https://ctstatelibrary.org/publicrecords/general-schedules-municipal/>
7. Never leave devices or sensitive documents unattended in public locations.
8. Lock computers (CTRL-ALT-DELETE and choose Lock or click the Windows Key-L) when walking away from your desk and at the end of the day.
9. Shut down all computers/ printers and copiers at the end of your workday.
10. Obtain knowledge of emergency exits in the event of an emergency.
11. All egress areas shall be maintained free and unobstructed. *Fire Code. 1:4.4.3.1.1*
12. General storage of combustible material shall be orderly. Storage rooms have been built into the renovation of Town Hall. No storage in hallways and attic. *Fire Code. 1:10.18.1*
13. Clearance between the sprinkler deflector and top of storage shall be at least 18 inches. *Fire Code. 13:8.5.6.1*
14. Extension cords shall not be used as a substitute to permanent wiring, only temporary. *Fire Code 1:11.1.5.6*
15. Follow meeting room occupancy with proper number of allowable occupants. *Fire Code. G.S.C. 29-306(c)*
16. No furnishings, decorations, or other shall obstruct or camouflage an exit. *Fire Code. 101:7.2.1.8.1*

17. A door normally required to be kept closed shall not be secured in an open position. *Fire Code. 101: 7.2.1.8.1.*

### Cell and Speaker Phone Usage and Personal Calls

1. The use of personal cell phones during work hours should be limited to emergencies or during break time. Employees are expected to exercise discretion in using personal cell phones for making calls or other purposes.
2. Excessive personal calls during the workday can interfere with employee productivity and be distracting to others. Employees are encouraged to make any personal calls during non-work time when possible and to ensure that friends and family members are aware of this rule.
3. If you are on your personal cell phone for any reason and a patron enters your office, stop using your phone immediately.
4. Speakerphone usage for personal calls is not allowed in the office. Speakerphone usage for business purposes should consider the impact on and distraction to co-workers or patrons.
5. Use of any cell phone in Town vehicles must be limited to a hands-free device; employees are liable for any violations.

### Customer Service Expectations

Providing good customer service includes assisting patrons in an attentive and upbeat fashion to ensure their needs are met in a timely manner that reflects positively on the Town.

1. Greet everyone who enters the building with a warm smile and make eye contact.
2. Phone Etiquette; during business hours, all phones shall be answered in a timely manner using a two-part phone greeting. For example:
  - a. Greeting
    - i. Good morning / Good afternoon
  - b. Identify Yourself
    - i. Town Clerk's Office / This is Emily speaking
3. Ask the caller's permission before placing on hold.
4. Respond to voicemails in a timely manner.
5. While on paid time off; update your Out Of Office Message
  - a. Update voicemail greeting with return date and alternative phone number if required
  - b. Put an Automatic Message on your email. For example:
    - i. Be descriptive and helpful when leaving an out of office message
    - ii. Set up automatic replies (Out of Office message) including when you will return and who to contact (and how) in your absence

## Communication Branding

To establish a uniform look to patrons of Town Hall, please use the templates provided to employees for all Town related documents and the following:

1. Town Letter Head
2. Email Signature
3. Out Of Office Email

## Work Attire

Employees are to abide by the following dress code rules that allow employees to work comfortably while maintaining a professional image to members of the public.

1. The following types of clothing **are** appropriate:
  - a. Dress pants, slacks, khakis or capris, jackets, blazers, sweaters, collared shirts, dress shirts, blouses, dresses, or skirts.
2. The following types of clothing are **not** considered appropriate:
  - a. Jeans and other types of denim
  - b. Cutoffs, short shorts, or athletic shorts
  - c. Athletic t-shirts or casual t-shirts with advertising or other messages on them, undershirts, or tank tops, sweatshirts with or without advertising or other messages on them
  - d. Torn or soiled clothing
  - e. Inappropriate clothing, including cropped tops and halter tops, or clothing that is too tight or too short, strapless sundresses, leotards, or leggings, unless worn under longer tops, skirts, or dresses
  - f. Sweatpants or warm-up suits
  - g. Flip-flop sandals
3. Fragrances may be worn with respect to the sensitivities of others in the workplace.
4. Employees exempted from this policy are: uniformed personnel; personnel conducting fieldwork (for example; inspectors, engineering personnel, maintenance, and office cleaning staff).
5. Casual Fridays are an opportunity for Town employees to dress in a less formal manner for their comfort. On Casual Fridays, employees are allowed to wear jeans, casual tops, polo's, non-collared shirts, sweatshirts, and sneakers.
6. The First Selectman may authorize casual attire on other days. Other employees may be exempted on days where special projects require more casual attire. These exemptions will be decided by the Department Heads on a case-by-case basis. Examples include employees performing tasks out of the office, social events, and office cleanup days.
7. If a question arises about the appropriateness of particular items of clothing, these should be resolved by employees and their supervisors. Human Resources will provide guidance to employees and supervisors about the appropriateness of work attire.

## Employee Breakroom Expectations

1. **Under Connecticut law, employees who work at least seven and a half consecutive hours or more are required to take a mandatory meal break.** The break must occur sometime after two hours of work and before the last 2 hours of work. Meal breaks must be documented on timesheets.
2. Office breakrooms are common areas, everyone should treat it and their fellow employees with respect and work together to make it a place everyone can enjoy.
3. Be courteous and considerate of others occupying the breakroom at the same time.
4. Clean up after yourself; be sure to wipe up crumbs and put items back where they belong when you're finished with them.
5. The refrigerator is not for storage; you may use the refrigerator to keep your meals for that day. Do not leave food in the fridge for extended periods of time. Wipe up any spills or leaks.
6. Employees are allowed to eat at their workstations and are responsible for cleaning up after themselves.
7. Do not bring in any personal kitchen equipment, such as coffee makers, toasters, microwaves, portable refrigerators, etc., into the breakroom without approval of the Facilities Manager.

### Personal Visitors

1. Personal visitors are not allowed in the workplace on a regular basis. Visitors are only permitted in the workplace for a short time and for specific reasons, which does not impede the work of the employee or others.
2. Personal visitors are not allowed access to employee-only areas or behind work counters. Employees shall not allow any unauthorized access to town buildings or offices.
3. Employees are responsible for accompanying any of their underage visitors at all times.
4. Employees are responsible to share these rules with their friends and family, so they are aware and do not show up unannounced.
5. In labor-intensive areas, where machinery exists, personal visitors are not allowed at any time.

### Employee Parking

1. To reserve easy access parking for patrons, employees should not park in the first row of parking spaces closest to the building.
2. No parking is allowed at the front entrance of the building. The roundabout is for drop-off and handicap-accessible parking only.

I have received a copy of the Town Hall Expectations Policy adopted by the Board of Selectmen on March 24, 2021, and agree to comply.

X *Colin Moll*

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Colin Moll  
First Selectman

March 24, 2021

Date:

Fostering excellence by maintaining a safe and productive working environment for each employee is a vital concern of the Town of Suffield.

To further this goal, the Town of Suffield maintains a strong commitment to a drug free work environment and has developed drug and alcohol policies to provide guidance for supervisors and employees dealing with substance abuse.

The Town of Suffield will not tolerate drug or alcohol abuse.

To further our commitment to provide a safe, drug free environment, the Town of Suffield has adopted the following policies:

1. The use, sale, possession, manufacture or distribution of illegal drugs or the abuse of legal drugs while at work, whether on or off the Town of Suffield property, is strictly prohibited.
2. Alcohol may **not** be bought or consumed while at work, whether on or off the Town of Suffield property.
3. Being under the influence of alcohol or drugs while at work is strictly prohibited. All employees must report to work in a physical and mental condition necessary to perform their jobs without impairment.
4. All applicants for employment, except former employees of the Town of Suffield whose previous employment was within the past twelve months, are required to successfully pass a drug test as part of the pre-employment screening process. A positive test result will be considered sufficient grounds to disqualify an applicant from employment with the Town of Suffield. Prospective applicants who have positive test results will be allowed to re-apply for employment within the Town of Suffield after a waiting period of six (6) months, but will be required to successfully complete a drug test prior to employment.
5. The Town of Suffield reserves the right to require an employee to undergo a medical evaluation and when applicable, a drug and/or alcohol screening test, when there is reasonable suspicion that the employee is working under the influence of drugs or alcohol which adversely affect such employee's job performance or which could adversely affect the employee's ability to perform his or her job. Involvement in a work-related accident caused by apparent impairment of judgment or physical or mental ability may result in an employee having to undergo medical evaluation and, where applicable, a drug and/or alcohol screening. A positive test result may result in discipline, up to including termination of employment.
6. The Town of Suffield also reserves the right to conduct random testing as authorized by the State of Connecticut. The employees who are in occupations designated as safety sensitive occupations by the State will be selected randomly for testing. Employees who are selected must report as directed for testing. A positive test result may result in discipline, up to and including termination of employment. Safety sensitive employees should disclose any prescription or over the counter medications to the Town that could adversely impact the ability of the employee to perform his or her job safely.
7. Failure to cooperate fully with the requirements of any drug screening test, including accurate completion of the required documentation, may result in discipline up to and including termination of employment.



8. An employee or applicant whose urine test result is positive may request a retest of the original specimen. This test must be submitted in writing to the Town of Suffield within fifteen (15) days. All costs associated with a retest under this program may be prepaid by the employee or the applicant, including shipping and handling, transportation and testing. If the result is negative, the Town of Suffield reserves the right to require the employee or applicant to provide a new urine sample for testing.
9. Criminal arrest, either on or off the job, for drug or alcohol related offenses, will not constitute ground for discipline unless the offense is confirmed by criminal conviction or independent investigation by the Town of Suffield. However, depending on all of the circumstances presented, the Town reserves the right to transfer, reassign or institute disciplinary action up to and including termination.
10. The legal use of prescribed drugs is permitted of the job if such use does not impair the employee's ability to work safely and does not endanger other employees. Employees must keep all prescribed medicine in the original container, which identifies the drug, date of prescription, dosage and prescribing physician.

The Town of Suffield is committed to implementing this policy in a **fair** and **equitable** manner which promotes a safe and **drug-free** workplace, respects the dignity and privacy of the individual and respects the safety of our people. The use of illegal drugs and the abuse of legal drugs and alcohol have no place in our workforce. The Town of Suffield is committed to maintaining a safe, health and drug-free workplace. In order to accomplish this goal, we need the support of every person in the organization to help combat this national problem which threatens the fabric of our society.

*Revised 8/31/2016*

# Town Hall Emergency Evacuation Plan

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1. If there is an emergency, Supervisors will immediately make repeated announcements stating that an emergency exists and that all personnel in the danger area will evacuate the building in an orderly manner. When Supervisors are not present, any employee is delegated to act as Supervisor to begin the evacuation process. IF THERE IS A FIRE, EMPLOYEES SHOULD NOT ATTEMPT TO PUT THE FIRE OUT OR TO SAVE ANYTHING. THEY SHOULD GET OUT OF THE BUILDING IMMEDIATELY!
2. IT IS ESSENTIAL THAT 911 BE CALLED IMMEDIATELY. As the evacuation signal is given, Supervisors will call 911 to report the danger, providing the dispatcher with such information as is necessary. Usually this call will be made by the Supervisor/employee who first discovers the emergency.
3. As the evacuation signal is given, the Administrative Assistant to the First Selectman or in his/her absence, a member of the finance department will assume a station in the vicinity of the exit doors to receive reports that the building has been evacuated. Personnel should congregate in a safe area away from the building designated by the Administrative Assistant (or Fire Chief) to await further instructions. When safety and other conditions permit, this place (the safe area) will be the Fire Department conference room.
4. When orders are given to evacuate, all Supervisors will assist all persons to ensure they evacuate the building and shall begin an immediate check of each room or office to make sure everyone has left the building.
5. An emergency escape route chart will be posted on each floor, including the basement.
6. The Fire Marshal will inspect this building once each year. All employees are responsible to report any workplace safety issues, especially major fire hazards to the safety committee and the First Selectman as soon as possible. This information, along with the aforementioned procedure will be discussed with all personnel in a safety meeting.
7. This plan will be revised when there are physical changes to the building or changes in evacuation assistance personnel.

X *Colin Moll*

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Colin Moll  
First Selectman

# Non-Essential Inclement Weather Policy

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## Statement

The Town of Suffield is committed to ensure that Town offices are open to serve the public during regular business hours; however it acknowledges that may not always be possible due to weather-related safety concerns.

## Policy

In the event of inclement weather, the First Selectman may determine that it is in the best interests of the Town and its employees to close some Town Departments, buildings and/or offices. The First Selectman (or in his/her absence a designee) is the only individual authorized to close any Town Departments, buildings, and/or offices during regularly scheduled business hours. Authorization to close during regular business hours must be granted prior to the occurrence of such closing.

## Compensation

On any given day during which inclement weather is occurring or impending, any employee, with the exception of necessary public safety personnel may request to use any available personal or vacation time to stay at home, leave early or to arrive late. Under such circumstances and with advance notice to his/her supervisor, no such requests shall be denied, without good cause as determined by the First Selectman. Individuals with insufficient personal and/or vacation balances will be allowed to take such time off without pay. In the event that there is insufficient staffing, the Department Head may make a request to the First Selectman to authorize the closing of that Department. Until authorization is received, it is the Department Head's responsibility to ensure that the Department is open to serve the public during regular business hours.

In the event of exceptionally severe inclement weather and the closing of non-essential Town Departments, buildings and/or offices, the First Selectman, at his/her sole discretion, may authorize that employees be paid and not charged personal or vacation time for the time that they were scheduled to work that occurred during said period of the closing. Only those employees who were normally scheduled to work and planned on being at work shall be eligible.

## Notice

In the event that the determination has been made to close Town Departments, buildings and/or offices, notice will be communicated via the First Selectman's office to Departments heads/managers and from Department heads/managers to their employees.

*Non-essential employee is defined as any employee other than an employee of the Police, Fire, WPCA or Highway Departments. Due to the nature of work of these departments, these employees would be expected to be at work regardless of the weather conditions*

With respect to this policy, public safety personnel includes, but is not limited to, any employee other than an employee of the Police, Fire EMS, Emergency Management, WPCA or Highway Departments. Due to the nature of work of these departments, these employees would be expected to be at work regardless of the weather conditions.

# Flag Policy

No flag other than the flags of the United States of America or State of Connecticut may be flown on any properties owned by the Town of Suffield, with the following exceptions:

1. For any property owned by the Town of Suffield as a veteran's memorial, the following flags may be flown at the discretion of the Town of Suffield Veterans Appreciation Committee:
  - a. POW/MIA flag
  - b. The official service flags of the Armed Forces of the United States of America
  - c. An official flag, ensign, or service pennant of any military unit, in recognition of that unit's service to the State of Connecticut or United States of America;
2. For any property serving as an office, station or substation of the Town of Suffield Police Department, Fire Department, and Volunteer Ambulance Services, the official departmental flag.

*Policy Established Date: Adopted by the Board of Selectman on June 16, 2021*

## SECTION I: General

The Town of Suffield recognizes the need for computers, electronic communications and Internet access systems and the vital role they play in assisting Town employees in delivering exceptional public services. The Town provides computers, electronic communications and internet access systems as tools and it is expected that these tools will be used in an appropriate manner at all times. The primary purpose of computers, electronic communications and Internet access systems is to assist in the conduct of business with the Town. The Town encourages its employees to use and become proficient in the operation of electronic communications and Internet access, which can improve office efficiencies and the conduct of routine municipal activities. All information and communication on such systems is the property of the Town, and there is no expectation of privacy.

## SECTION II: Definitions

**Electronic Communications and Internet Access Systems** shall include but not be limited to computers, electronic mail systems (e-mail), electronic bulletin boards, internet use, facsimile (fax), telephones, cell phones, radios, walkie-talkies, and communications infrastructure.

Examples of Electronic Communications and Internet Access Systems:

1. Electronic messaging
2. Internet research
3. Meeting notifications and scheduling
4. Relaying phone messages
5. Calendaring
6. Work assignments
7. General announcements
8. Business related information services, i.e. newsgroups, mailing lists, etc.

**Computer** – Any computing hardware

**Operating System** – The software that supports a computer's basic functions, such as scheduling tasks, executing applications, and controlling peripherals

**Hacking** – The act of using computing hardware to gain unauthorized access to data in a system

**Malware** – Software intended to damage or disable computers and computer systems

**Virus** – A piece of code capable of copying itself and typically has a detrimental effect, such as corrupting the system or destroying data

**Worm** – A self-replicating program able to propagate itself across a network, typically having a detrimental effect

**Trojan** – A malicious computer program that misleads users of its true intent with a name derived from the Ancient Greek story of the deceptive wooden horse that led to the fall of Troy

**Spyware** – Software that enables a user to obtain covert information about another’s computer activities by transmitting data covertly from their hard drive

**Adware** – Software that automatically displays or downloads often-unwanted advertising material when a user is online

**Key logger** – A computer program that records every keystroke made by a computer user, especially in order to gain fraudulent access to passwords and other confidential information

**Electronic mail** – Messages distributed by electronic means from one computer user to one or more recipients over a network; commonly referred to as email or e-mail

**Internet Service Provider** – A company that provides subscribers with access to the internet

**Confidential or Sensitive Information** – Information used by Town officials or employees in representing the Town in pending legal matters or negotiations of any type which would put the Town at a disadvantage in the negotiation process should the information be disseminated; this includes personnel information, health information, and financial information regarding any employee of the Town

### SECTION III: Operational Standards

The use of electronic communications and internet access is intended for official Town business. Any electronic communications and internet usage on Town equipment and software is, by law, public information and may be monitored by the Town as stated in the Section XI: Monitoring of Computer/Communications Activity. All users are reminded that electronic communications and internet access is subject to all applicable Federal, State, and local laws, regulations, ordinances, or policies. Employees are responsible for observing copyright and licensing agreements that may apply when downloading files, documents, software and images.

### SECTION IV: Moving Equipment

The Information Technology Department may grant specific exceptions to this policy based on organizational needs and resources. Most importantly, improper connections to certain hardware components can affect the entire network. All equipment shall be moved, assembled, or otherwise configured by the Information Technology Department staff. Any peripheral equipment shall be installed, attached, or otherwise configured by the Information Technology Department staff. This is essential in maintaining network performance and troubleshooting and resolving network problems. Updated inventories are important in planning future technology enhancements including hardware upgrades, changing software applications and implementing new technologies.

### SECTION V: Security Practices

End users have a responsibility for security. This includes maintaining the integrity of security profiles by not releasing passwords to other employees or persons, visually displaying passwords, and not leaving workstations unattended while logged in and unlocked. Employees may need to change their security profile periodically to ensure security integrity. The Town reserves the right to bypass individual passwords at any time and to monitor the use of the system by employees. Users must not interfere with

the work of others or with the performance or otherwise intended function of the computer hardware or software. These actions include but are not limited to: attempting to elicit, access and/or use passwords, creation of additional unauthorized users or passwords, entering restricted areas of the network, or inappropriately accessing or altering Town records.

The Town of Suffield reserves the right to limit or deny access to certain Electronic Communications services as a security precaution during electronic virus/worm outbreaks, any credible threat of attack against the Town's network, or in an ongoing investigation. As a result of such measures, the Town's Information Technology staff does not guarantee availability and quality of service of third party communication services (web e-mail, etc.).

All employees, officials, vendors/contractors, and volunteers who are granted access to the Town of Suffield computer/communication systems will be required to sign an Acceptable User Agreement indicating the employee, official, vendor/contractor, or other volunteer has received a copy of the Town of Suffield's Information Technology Acceptable Use Policy and that they agree to be bound by said policy.

Employees shall be required to change their password every 180 (one hundred eighty) days in order to preserve the security integrity of our communications systems. Newly created passwords will be required to meet the following security requirements:

- The password must meet the complexity requirement of having three out of four of the following:
  - An uppercase letter
  - A lowercase letter
  - A number
  - A special character
- The password must be at least 9 (nine) characters in length
- The password must not match the last 10 passwords used with the account

In the event the employee is unable to enter their password correctly 6 (six) times, the employee will be locked out and will be unable to attempt to log in again for 10 (ten) minutes or until the Information Technology Department is contacted to unlock the account.

## **SECTION VI: Procurement Process**

All procurement requests shall be submitted to the technology support staff for review and approval. This is required to ensure appropriate standardization of products and technology to facilitate support, operational performance and training. Hardware and software components may have issues of compatibility with various hardware and/or software configurations and must be reviewed in order to ensure proper integration into our electronic systems.

Proper procurement procedure is as follows:

1. The employee shall provide the Information Technology Department with a Support Ticket (see Section XIII) detailing the item(s) they wish to purchase.



2. An employee of the Information Technology Department will research any equipment prior to purchasing to ensure security guideline compliance and compatibility with existing infrastructure.
3. The Information Technology Department will provide approval for the purchase or alternatively suggest a more fitting solution if available.

The Information Technology Department reserves the right to reject the responsibility of providing maintenance, support, or installation of any hardware, software, or other electronic device in the event an employee or department chooses not to follow the steps outlined in this procedure.

## **SECTION VII: Software Installation and Use**

The Information Technology Department may grant specific exceptions to this policy based on organizational needs and resources. The installation of any software on any Town computer, server, or other computing device shall be performed by Information Technology Department staff. This is necessary to ensure appropriate configuration of the software, protection from malware, and proper software licensing. The technology support staff will install only licensed copies of application software within the network environment. Employees are personally responsible for violations of software licensing provisions. Reproduction of copyrighted software will not be performed without appropriate source license documentation and permission.

## **SECTION VIII: Use of Equipment in a Motor Vehicle**

It is both hazardous and illegal to talk on a cellular telephone while operating a motor vehicle without a hands-free device. Town employees are directed that they are, under no circumstances, to use cellular telephones without utilizing a hands-free device while operating a Town vehicle or while operating any vehicle on official Town business. Note that this prohibition does not apply to those employees who are exempt by statute from the prohibition on using a cell phone in a motor vehicle. In addition, use of cellular telephones with a hands-free device should be kept to a minimum while operating a vehicle on official Town business or while operating a Town vehicle.

## **SECTION IX: Personal Use**

Personal use of Town equipment and/or communications technology is permitted by employees who are authorized by their Department Head for use in any of the following situations:

- Performs Town related work from home
- Performs Town related work while engaged in travel away from Town facilities

The use of Town equipment in these circumstances must not be subjected to unusual wear or performance in degrading conditions not normally part of the employee's work involving the equipment.

## **SECTION X: Rules for Computer Use**

The following rules have been designed for proper use of Town owned computers, electronic communications, and internet access systems.

1. The electronic communications system hardware is Town property. Additionally, all messages composed, sent, received, or stored using the electronic mail system is and will remain property of the Town and will be publicly available subject to the Connecticut Freedom of Information Act except as excluded therein. These messages are not private property of any employee and the confidentiality of any message should not be assumed.
2. Town computers, electronic communications, and internet access systems shall not be used for transmitting or receiving messages that violate the Town's policies prohibiting sexual harassment or workplace violence. Attempting to or successfully sending any message anonymously where identification is required is a violation of this policy. Receipt of any messages violating these policies, shall be reported immediately by the recipient to his/her department head who in turn will report this to the Director of Human Resources.
3. In correlation with the Town of Suffield's Policy on Sexual Harassment in the Workplace, any site that displays pornography or nudity shall not be accessed. Attempting to circumvent prohibitions is a violation of this policy. Sites that are offensive or discriminatory based on race, gender, religion, national origin, or any other protected classifications of persons shall not be accessed by Town employees unless they are accessed as part of a police investigation, or authorized in advance by the Chief of Police or his/her designee.
4. Any employee who visits a site by accident that is prohibited under this policy shall forward the web site address to his or her supervisor and then to the Information Technology Department in order to repair logging effects from the site.
5. Violating any Federal, State, or local Law (including all copyright laws) is prohibited.
6. Vandalizing any hardware, software, computer, electronic communications or internet access devices is prohibited.
7. The Town system shall not be used for union business, other than by the Human Resources Department and Union officials communicating with the Human Resources Department except where the Town and Union officials agree on the said use of the system.
8. Hacking, cracking, or otherwise penetrating any hardware, software, computer, electronic communications or internet access device is strictly prohibited regardless of motivation or damage. Testing the system's security shall be the responsibility of the Town's Information Technology Department and such testing shall only be conducted under the express authorization of the Director of Information Technology.
9. Employees shall not tell anyone their password. Passwords should not be recorded where they may be found. Employees shall not use anyone else's password. Attempting to access and/or use another person's password is strictly prohibited. The creation of additional unauthorized passwords or user identifications is strictly prohibited. The exception to this rule would be when a

known Information Technology staff member is troubleshooting a problem with an employee on his or her computer.

10. Employees should not write anything about anyone that is inflammatory or defamatory. There should not be an expectation of privacy with respect to the use of the computer. E-mail is not confidential. Your e-mail and stored files are property of the Town and subject to disclosure to the public pursuant to the Connecticut Freedom of Information Act. If you do not want an email read publicly, do not write it.
11. The system is reserved solely for the conduct of business of the Town. It may not be used to solicit or proselytize commercial activity, religious or political causes, or the interest of outside organizations. Town systems may not be used for conducting private business activities except at public access network points. The system shall not be used for fundraising activities.
12. Broadcast of network wide non-business-related e-mails is prohibited.
13. Privately owned computer systems, laptop computers or peripherals may only be added to the Town system with prior authorization from the Department Head and the Director of Information Technology except in designated areas intended for public access.
14. Use of Equipment may also be subject to further limitations as additional policies are adopted.

## **SECTION XI: Monitoring of Computer/Communications Activity**

Internet (including all web sites visited), e-mail and use of computers may be monitored for compliance with this policy in accordance with the Connecticut General Statutes Sec. 31-48d [1] , and as stated in Public Act No. 98-142, An Act Requiring Notice to Employees of Electronic Monitoring by Employers [2] . All messages sent over the Town computer, electronic communications, and internet access systems are the property of the Town. The Town reserves the right to review, audit, intercept access, and disclose all messages created, received, or sent over the electronic mail system for any purpose. The contents of electronic mail properly obtained for legitimate business purposes may be disclosed within the Town without permission from the employee.

## **SECTION XII: Records Retention**

Retention of e-mail shall be described in General Letter 2009-2 (replaces GL 98-1) dated June 1, 1998, or amended, from the State of Connecticut Public Records Administrator [3] .

### **Introduction**

The Office of the Public Records Administrator and State Archives issues this statement under Authority granted by Sections 11-8, 11-8a, and 7-109 of the Connecticut General Statutes.

### **Definitions**

E-mail is a means of sending messages between computers using a computer network. This information consists primarily of messages, but may also include attachments such as calendars, directories,

distribution lists, word-processing documents, spreadsheets, and other electronic documents or files. E-mail is stored in a digital format rather than on paper and is retrievable at a future date. Due to format, e-mail permits near-instant communication and transmission of up-to-date information similar to the telephone. In addition, with each e-mail sent, a record of the transmitted information is created.

### **Retention Guidelines**

E-mail messages sent and received by public officials fall within three broad categories:

- Transitory messages, including copies posted to several persons and casual routine communications similar to telephone conversations
- Public Records with a less-than-permanent retention period
- Public Records with a permanent or permanent/archival retention period

Retention guidelines for each of these categories are as follows:

- *Transitory messages – No retention required*  
Public officials and employees receiving such communications may delete them immediately without obtaining approval from the Office of Public Records Administration and State Archives.
- *Less-than-permanent – Retention period for equivalent hard copy records applies*  
Follow retention period for equivalent hard copy records as specified in an approved retention schedule. The record must be in hard copy or electronic format that can be retrieved and interpreted for the legal retention period. When there is a doubt in the ability to retrieve an electronic record over the life span of that record, the record should be printed out or otherwise converted to its hard copy equivalent. **Municipalities and state-agency officials may delete or destroy the records only after receiving signed approval from the Office of the Public Records Administrator.**
- *Permanent or Permanent/Archival*  
Retention may be in the form of a hard copy printout or microfilm which meets microfilm standards issued in GL 96-2 [4] . This information must be eye readable without interpretation.

### **SECTION XIII: Requirements to Access the Town Network or a Town Workstation Remotely**

All users who access the Town network or a Town workstation remotely are subject to the requirements outlined within this section regardless of whether or not the user is making the connection through a town-issued or personal device. Employees using personal computers including but not limited to laptops, desktops, tablets, or phones shall be required to bring the device to the Information Technology Department to have it checked for security guideline adherence prior to configuring the device for remote access to the Town network or a Town workstation remotely.

Personal and Town-issued devices intended for remote access shall be checked for the following criteria prior to issuance:

- Up-to-date antivirus and anti-malware software
- Automatic updates enabled and up-to-date operating system software; this includes ensuring the operating system of the device is still actively receiving security updates from the creator of the operating system or the original equipment manufacturer (OEM)
- The computer must be free of viruses, malware, or other infections resulting in a potentially compromised state of security in relation to the device, the Town's network, or any other aforementioned electronics communications devices

While remotely connected to the Town network, regardless of whether or not the employee is using a personal or Town-issued device, the employee shall abide by all computer use, security practices, and/or operational standards outlined in this document.

## SECTION XIV: Submitting a Support Ticket

In the event of an issue requiring intervention by the Information Technology Department, an employee shall be required to submit a Support Ticket. Support Tickets allow the Information Technology Department to catalog issues and record information related to issues including but not limited to effective procedures, required assets, and other troubleshooting information that may be of value during future issues of similar scope. Careful analysis of support ticket data allows the Information Technology Department to solve issues at an expedited rate as well as prevent future issues from occurring. As a result, it is imperative that employees submit these tickets for the benefit of everyone involved.

### Guidelines for Requesting Support

- Be specific. Provide as much information directly related to the issue as possible to maximize the Information Technology Department's ability to resolve the issue.
- Identify your problem by asking yourself the following questions:
  - **Who** does this problem affect?
  - **What** happened? **What** was I doing right before the problem start? **What** is supposed to be happening that isn't?
  - **When** did the problem start occurring? **When** has this happened before? Does it happen frequently?
  - **Why** do you need this problem fixed? **What** role does the function play in your workday?
  - **How** can we fix it? **How** quickly does the issue need to be fixed? **How** did this happen?
- Give a short summary of your issue in the subject line of your e-mail.
- Carbon copy anyone this issue directly affects.

- Write an e-mail with well-thought-out answers to the above questions addressed to [support@suffieldct.gov](mailto:support@suffieldct.gov)
- Remember, if everything is high priority, nothing is high priority.

## **SECTION XV: Violations of Policies**

Any violation of any of the provisions of this policy can lead to loss of computer services, and/or progress disciplinary action, up to and including termination. Such action will depend upon the severity of the violations, the frequency of the violations, and the effect such violation has on the network or the Town.

[1] <https://www.ctdol.state.ct.us/wgwkstnd/laws-regs/statute31-48d.htm>

[2] [http://das.ct.gov/HR/Regs/Current/State\\_Electronic\\_Monitoring\\_Notice.pdf](http://das.ct.gov/HR/Regs/Current/State_Electronic_Monitoring_Notice.pdf)

[3] <http://ctstatelibrary.org/wp-content/uploads/2015/05/GL2009-2-EmailManagement.pdf>

[4] <https://ctstatelibrary.org/wp-content/uploads/2015/05/GL-96-2.pdf>

- i. The TOWN OF SUFFIELD will use social media tools and other emerging media platforms in specific ways to reach a broader audience and increase citizen engagement. The Town encourages the use of diverse communication platforms to further the goals of the Town and its departments, where appropriate, through dissemination of information about the Town's mission, meetings, activities and current issues to members of the public. The Town has an overriding interest in deciding what is stated or set forth on behalf of the Town on social media sites.
- ii. **Purpose:** The purpose of this policy is to set forth the Town's policies and procedures regulating the Town's presence on social media websites and guiding the activities of employees who are responsible for maintaining the Town's presence on social media websites. This policy does not govern or regulate the use of personal social media sites by Town employees or the privacy rights associated therewith. The goals of Town of Suffield social media sites are to increase the public's knowledge, trust, and use of Town services; promote the value and importance of Town services among and between governing officials, civic leaders, and the general public; and maintain open, professional and responsive communication with members of the public and the news media.
- iii. **Ownership:** All social media communications composed, sent, or received on Town equipment are the property of the Town. While the social media sites are administered by the Town, the content on the sites is not entirely controlled by the Town. The Town will do its best to prevent usage of its social media sites by commercial interests and Town does not endorse any links or advertisements on its social media sites placed by the site owners or their vendors or partners. All Social Media is subject to the Connecticut Freedom of Information Act and must be retained according to the standards set forth by the Connecticut State Library.
- iv. **General Policy:** **A)** The Town will maintain Town wide accounts on various social media platforms that will be used to disseminate Town news. The social media platforms used must be approved by the First Selectman or designee. **B)** Each Department Director will designate an employee who shall be responsible for creating and sending information or messages for posting on the different media platforms. **C)** The most appropriate uses of social media tools are as informational channels to increase the Town's ability to broadcast its messages to the widest possible audience. **D)** The Town's website will remain the Town's primary and predominant internet presence. Wherever possible, content posted to the Town's social media sites will link back to the Town's website. **E)** Social media will not be the primary tool used for disseminating emergency information but will be used to supplement established emergency communication channels. **F)** The Town's social media sites must comply with all appropriate Town of Suffield policies and procedures. **G)** The Town's social media sites are subject to the Connecticut Freedom of Information Act. Any content maintained in a social media format that is related to Town business, including a list of subscribers and posted communication is a public record. **H)** Any Town employee who violates this Policy shall be denied access to all agency social media sites, and may be subject to disciplinary action, up to and including termination. **I)** The Town reserves the right to terminate Town social media sites at any time without notice. **J)** The First Selectman may direct the deletion of a social media account that is not being utilized, or is underutilized.



- v. **A.** The Town's social media site articles, posts and comments containing any of the following forms of content will not be allowed and shall be immediately removed by the Town Director of Information Technology or other designated employee: 1. Profane, obscene, violent, or pornographic language and/or content; 2. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, sex, gender identity or expression, marital status, status with regard to public assistance, national origin, physical or mental disability, pregnancy, covered medical condition, sexual orientation, military or veteran's status, or any other basis protected by federal, state, or local law; 3. Sexual content or links to sexual content; 4. Solicitations of commerce not related to agency business, including but not limited to, advertising of a business or product for sale and other pure commercial speech; 5. Conduct or encouragement of illegal activity; 6. Comments in support of or opposition to political campaigns or referendums; 7. Information that may compromise the safety or security of the public or public systems or employees; 8. Content that violates a legal ownership interest of any other party; 9. Defamatory or personal attacks; 10. Threats of violence or any other harmful act directed to any person, or persons, group, or organization; 11. Personal matters; 12) Content that does not pertain to Town business; and 13. Conduct that is in violation of any federal, state, or local law.
- B.** Any content removed based on these guidelines set forth in the policy must be retained, including the time, date, and identity of the poster (when available) in accordance with the Connecticut State Library's policy on the retention of such information.
- C.** The Town reserves the right to deny access to Town social media sites for any employee who violates this Policy, at any time and without prior notice.
- D.** Any violation of this policy by a Town Employee may lead to disciplinary measures, up to and including termination, consistent with State and Federal Law.

*Policy Established Date: Adopted by the Board of Selectman on August 16, 2023*

The Town of Suffield will no longer permit its employees to work in multiple capacities due to potential Department of Labor Wage and Hour liabilities. When applying for any Town jobs, employees must disclose all existing employment and/or contractor relationships with the Town. Anyone authorized (Appointing Authority) to hire individuals on the behalf of the Town must verify with the Finance Department that any individual to be offered employment is not currently employed in any capacity by the Town, including on a contractor basis.

If the individual is already employed by the Town or provides services to the Town on a contract basis, then such individual must choose in which capacity he/she wishes to serve. In no case may the individual continue with his/her current employ and/or contractor status and be employed in a new capacity concurrently.

In the event that an exception to this policy is needed, only the Board of Selectmen is authorized to approve any exceptions. To request an exception, the Appointing Authority must submit to the Board of Selectmen a written request with justification for why the individual must be employed by the Town in multiple capacities. Such exceptions may only be granted in cases where business needs necessitate such hiring and it has been demonstrated that the individual possesses unique skills that the Town is unable to recruit anyone else to perform such tasks.

This policy in no way will restrict the Town's right to assign its employees to work in multiple capacities in compliance with existing collective bargaining agreements. Such assignment by the Town is a management right and does not constitute employment in multiple capacities.

The Board of Selectman directs the Finance Department to produce a report identifying all employees who are employed in multiple capacities and/or receive payment as contractors with the Town of Suffield. This report shall contain the names, titles and the services provided as a contractor, if applicable.

For employment in multiple capacities situations that are in existence as of the effective date of this policy, affected employees shall be notified of the Town's policy and informed that they must indicate in which employment capacity they wish to remain. The other employment capacity will cease no later than December 18, 2013 for those individuals who work in their second capacity on a regular basis. For those individuals who work in a second capacity on a seasonal basis (ex. snow plowing, elections, etc.), they shall no longer be employed in this capacity immediately. The Appointing Authorities shall be instructed to recruit new employees so as to ensure ample coverage to meet business needs.

*This Policy was approved and adopted by the Board of Selectmen at its September 18, 2013 meeting.*

X *Colin Moll*

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Colin Moll  
First Selectman

Date: September 18, 2013