



Commission on Human Rights & Opportunities

The State of Connecticut, Commission on Human Rights & Opportunities' (CHRO) mission is to eliminate discrimination through civil and human rights law enforcement and to establish equal opportunity and justice for all persons within the state through advocacy and education.

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MISSION STATEMENT

The State of Connecticut, Commission on Human Rights & Opportunities' (CHRO) mission is to eliminate discrimination through civil and human rights law enforcement and to establish equal opportunity and justice for all persons within the state through advocacy and education.

ABOUT THIS HANDBOOK

This handbook is not intended to be a definitive source of information on all the terms and conditions of your employment, nor should it be construed as legal advice of any kind represent a contract for employment, an extension of benefits, or legal protections beyond those already supplied in statutes, regulations, or collective bargaining agreements.

This handbook is periodically revised to reflect changes in the collective bargaining process, the State Personnel Act, state statutes and state regulations. As these undergo constant change, the handbook may not reflect current changes.

If you are a bargaining unit employee, consult your contract for information on the terms and conditions of employment. If the information in your union contract appears to conflict with the material presented here, ask your human resources representative for clarification.

The State Personnel Act (Sec. 5-193 through 5-269, Connecticut General Statutes), and state rules and regulations govern exempt, managerial and confidential employees.

CHRO OFFICES

Central Office

Commission on Human Rights and Opportunities
450 Columbus Boulevard
Hartford, CT 06103
<https://portal.ct.gov/CHRO>
CT Toll Free Number: 1.800.477.5737
Telephone Number: 860.541.3400
Facsimile Number: 860.246.5419
TDD Accessible Number: 860.541.3459

Regional Offices

Capital Region Office

450 Columbus Boulevard
Hartford, CT 06103
Office Number: 860.566.7710
Fax Number: 860.566.1997
TDD Number: 860.566.7710

Eastern Region Office

100 Broadway
Norwich, CT 06360
Office Number: 860.886.5703
Fax Number: 860.886.2550
TDD Number: 860.886.5707

Southwest Region Office

350 Fairfield Avenue, 6th Floor
Bridgeport, CT 06604
Office Number: 203.579.6246
Fax Number: 203.579.6950
TDD Number: 203-579-6246

West Central Region Office

Rowland Government Center
55 West Main Street, Suite 210
Waterbury, CT 06702
Office Number: 203.805.6530
Fax Number: 203.805.6559
TDD Number: 203.805.36579

Housing Unit

450 Columbus Boulevard
Hartford, CT 06103
CT Toll Free Number: 1.800.477.5737
Telephone Number: 860.541.3403
Facsimile Number: 860.541.4701
TDD Accessible Number: 860.541.3459

SECTION 1 – CODE OF ETHICS

Ethical conduct is essential in your relationship with the public, other agencies, and contractors. You represent both the State of Connecticut and the Commission in business dealings. You hold a position of trust with grave responsibilities that require you to observe the highest ethical standards. As such, the following provisions apply to you as an employee of this agency. When in doubt, you can speak to a supervisor, or Ethics Liaisons or contact the Office of State Ethics directly.

GIFTS

You, either as an individual or as the member of a group, may not solicit or accept a gift or gratuity from a person or organization that had, has, or may have a relationship with your unit or the agency. “Gift” may be defined as any object or payment not offered to the public at large (e.g. cash, a meal or a ticket to an athletic event). Situations may occur where the value of an object offered to the public at large is of little or no consequence, such as a pencil or a pen, and does not fall within the provision of the codes.

Items distributed among co-workers, supervisors or subordinates for birthday, holidays or special occasions are permitted if the value is under \$50.

USE OF STATE EQUIPMENT

You may not use or distribute state information or use state resources or materials for other than the purpose of state business. This includes equipment, supplies, and services generally found in a State office or vehicle including, but not limited to personal computers (including e-mail and the Internet), telephones, photocopy machines, fax machines, vehicles, stationary supplies, credit cards, and mail delivery.

Regarding the use of telephones, employees should be aware that personal calls will be considered misuse of State time and equipment. Long distance, third party or collect calls for personal business are not allowed.

CONFLICT OF INTEREST

You may not allow personal business or obligations to take precedence over any Commission responsibility. Avoid a conflict of interest or the appearance of it.

Unless otherwise authorized by law, you may not accept employment with a consultant, contractor, appraiser or any other individual or organization under contract or agreement with your unit or the Commission. You also may not have a direct or indirect financial interest in a business, firm or enterprise doing business with your unit of the Commission that could influence or conflict with the performance of your duties.

EMPLOYMENT

Though your relatives are not prohibited from seeking or accepting employment with the Commission, you as an employee may not use your influence to help them gain employment and may not directly or functionally supervise them. “Relative” is defined as any individual connected to you through blood, marriage or civil union. This includes, but is not limited to, the following people: parents or grandparents, child(ren), siblings of your parents or their children, in-laws, and step-relations from a second marriage. If you sign a document that financially benefits a relative, such as a personnel form or performance appraisal, you may be in violation of this code. You may not indirectly or directly use your official authority to coerce, command or require another state employee to act in violation of state personnel rules or regulations regarding appointments and promotions.

PUBLIC OFFICE

If you seek or hold a public office, you must notify your Supervisor in writing and indicate the term. Copies will be sent to the Human Resources Office. You will neither engage in partisan political activities while on state time nor use state materials or equipment for the purpose of influencing a political election.

The Hatch Act, which contains provisions of the federal law on political activities may cover you if your principal employment is financed in whole or part by loans and grants from the federal government or a federal agency. If so, you also are subject to the Act while on vacation leave, sick leave, leave without pay, or personal leave.

Public Act 05-183 created the Office of State Ethics and the Citizen’s Ethics Advisory Board. For further information, including official policies and procedures, please contact them directly.

SOFTWARE ANTI-PIRACY

CHRO respects software copyrights and adheres to the terms of software licenses. You may not use software on an agency machine during working hours unless it:

1. is owned by the Commission or the State of Connecticut;
2. is used for agency business;
3. was obtained from a reputable source, and;
4. is on an agency-approved software list and approved by your supervisor.

For further information, please consult the Software Management Policy Manual at [Software Management Policy Manual Table of Contents \(ct.gov\)](#)

INTERNET AND E-MAIL ACCEPTABLE USE

The Internet is intended to speed communications. It is also intended to reduce paper, postage, and labor costs related to printing, mailing, faxing, and use of courier services.

Email messages and website visits are tracked through the server. While you may delete an email from your account on your computer, copies of that email still exist on the server. They are saved the same way that any printed letter must be filed and saved. Emails and websites are also monitored and tracked for each user. CHRO can access this information for each employee.

Communications are not private and security cannot be guaranteed. Passwords and user IDs are designated to protect BEST’s confidential information from outside third parties, not to provide employees

with personal privacy in the messages. For further information regarding proper use, please consult the DAS statewide policy posted on their website.

Proper use of the system includes, but is not limited to:

Email. Sending and receiving electronic mail (e-mail) for job related messages will be the most common use of the State of Connecticut Telecommunications Network. Word processing documents, reports, spreadsheets, maps, etc., can be distributed via e-mail as attachments.

Grant and Contract Administration: State employees may use the system to facilitate the administration of State agency grants and contracts.

Legislation and Regulations: The Network is useful for keeping informed about pending or adopted state and federal legislation and regulations.

Research: The Network provides access to on-line information sources.

Remote Access: The Network allows users with appropriate passwords to connect with university or other computer systems to run programs and use specialized databases.

File Transfer: File transfer is one of the basic operations made possible by “inter-networking.” You can use the Network and the internet to move data and text files from one computer to another, from one agency to another, or from one state or country to another.

Networking and Collaboration: The Network and the Internet facilitate collaboration with other organizations, states, and the federal government about initiatives and projects of interest to Connecticut.

Improper use of the system includes, but is not limited to:

The use of CTNET for illegal or inappropriate purposes is prohibited. Illegal activities are violations of local, state, and/or federal laws and regulations (please see Connecticut General Statutes, Sec. 53a-251), inappropriate uses are violations of the intended use of the network, as defined in this document.

CTNET is not to be used for unauthorized access to any computer system, application or service, such as personal email accounts.

CTNET is not for private, commercial purposes, such as business transactions between individuals and/or commercial organizations. It is not acceptable to use CTNET to interfere with or disrupt network users, services, or computers. Disruptions include, but are not limited to, distribution of unsolicited advertising, and propagation of computer viruses.

It is not acceptable to use CTNET to engage in acts that are deliberately wasteful of computing resources or which unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, broadcasting unsolicited mailing or other messages, creating unnecessary output or printing, or creating unnecessary network traffic.

For further information regarding proper use, please consult the DAS statewide policy located on their website.

OFFICE OF STATE ETHICS

If you have any further questions or comments, they can be directed to your supervisor or the Office of State Ethics:

Office of State Ethics

165 Capitol Avenue, Suite 1200

Hartford, CT 06106

Tel: 860-263-2400

Fax: 860-263-2402

<https://portal.ct.gov/Ethics>

SECTION 2 – APPOINTMENT AND PROMOTION

The appointment and promotion of state employees is based on the merit principles in the State Personnel Act. As with other federal, state and municipal merit systems, this system was established to minimize the influence of electoral politics on the employment and retention of state employees. The system strives to place the most qualified people in state service and to ensure that they are fairly treated in the appointment and promotion process.

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of CHRO to implement the principles of equal employment opportunity and affirmative action, by providing employment and promotional opportunities solely on the basis of job-related skills, ability, merit, and potential.

An individual's race, color, sex, religious creed, creed, genetic history, marital status, national origin, ancestry, mental ability, alienage, past or present history of mental disability, learning disability, physical disability (including blindness), age or sexual orientation, gender identity or expression, veteran status or pregnancy will not be used as factors in employment decisions, except in cases where a bona fide occupational qualification exists. The agency will not request or require genetic information from job applicants or employees, or otherwise discriminate against any person in employment conditions on the basis of genetic information. In hiring situations, the agency will not unlawfully discriminate against persons with a prior criminal conviction.

The role of affirmative action/equal employment opportunity is to provide an environment for the application of equal opportunity principles and to monitor the employment process such that:

1. Recruitment and hiring reflect that protected groups are fully and fairly utilized in the agency's workforce.
2. Selection, placement, and related activities are based upon non-discriminatory, job-related factors and criteria, and any practice having an adverse impact on protected groups, are identified and eliminated.
3. Salary and fringe benefits, including opportunities for training and education, are administered in a non-discriminatory manner.

Transfer, reassignment and separation decisions are non-discriminatory and do not result in an illegal adverse impact upon members of protected groups. Questions regarding the agency's affirmative action/equal employment program can be directed to the Commission's Affirmative Action/EEO Program Manager.

JOB CLASSIFICATION

The state, as an employer of thousands of people, must systematically describe and group jobs to ensure consistent and fair treatment when assigning, compensating and promoting employees. Consequently, it has established a classification plan for all jobs in the executive branch of state service, in which individual positions are grouped into job classes, with each class including positions with similar duties, responsibilities and required qualifications.

CLASSIFIED AND UNCLASSIFIED POSITIONS

Most positions in the executive branch of state government are classified. Unclassified positions are exempt from merit positions. The State Personnel Act lists a number of unclassified categories: agency heads, members of boards and commissions, officers appointed by the governor, deputies and executive assistants to the head of departments and executive secretaries.

COMPETITIVE AND NONCOMPETITIVE POSITIONS

Most classified positions are competitive and require an application. The type of experience required depends on the job classification. Applicants must meet minimum general experience and training requirements, however, to be eligible for appointment if a position requires a professional license or degree, there may be no additional requirements beyond possession of the professional license or degree.

Overview

View [job openings](#) that interest you and follow the directions in each job opening. Note that there is no longer a website dedicated to examination announcements as DAS is moving away from the practice of requiring individuals to apply for an examination and then having to re-apply for a specific position. In an effort to have a more efficient, practical, and streamlined recruitment and examination process, many State of Connecticut job postings also serve as the examination announcement, in situations where an examination list does not already exist.

Job Openings

The state has developed an application system that identifies the experience and training required to fill many of its positions. State job openings fall into the following categories and may consist of a combination of types (i.e. education, experience and training):

Open-Competitive: If you meet the minimum experience and training qualifications for a position, you must submit an application through [Job Opening: Master Application - Department of Administrative Services \(jobapscloud.com\)](#). Open-competitive openings are administered periodically on an as-needed basis, usually when a state agency is recruiting for a vacant position.

Statewide and Agency Promotion: If you are a state employee who meets the minimum experience and training qualifications for a position, has completed six months of continuous service in a state agency, you may participate in these types of job opportunities.

Qualifications

Experience and Training: A candidate must complete an application describing in detail all work experience, education, or training relevant to the specified job classification.

Job Announcements

State job announcements are promptly posted on the DAS Online Employment Center. Exam notices are also posted at DAS on the following website: [Job Openings - Department of Administrative Services \(jobapscloud.com\)](#).

If you see a state job opening of interest, you will need to create a master application on the DAS website [Job Opening: Master Application - Department of Administrative Services \(jobapscloud.com\)](http://jobapscloud.com) and must send electronically to apply for the position. The state application process is important for career advancement. It is your responsibility to look for job announcements and to respond to them on a timely basis. Carefully follow the application directions. Procedures may vary. Failure to apply properly and promptly may result in you being unable to be considered for a job opportunity.

Application Accommodations for People with Disabilities

The state may conduct recruitments in various ways. If you need special accommodations for a particular recruitment, you or someone on your behalf should immediately notify the DAS at (860) 713-7463. You must supply the application title and job number, and a description of your special needs and documentation of the disability.

WORKING TEST PERIOD

The working test period, or probationary period, for a state employee is an extension of the state application process. Your working test period is generally six months, depending on the applicable contract, state regulation, or job status (initial or promotional). Exceptions may occur in the length of the test period for trainee and professional specialist positions. Direct your questions to the Human Resources Office.

During the initial working test period, you are considered a probationary employee. You will receive on-the-job training from supervisors and colleagues. This period gives your supervisor the opportunity to evaluate your performance. If you demonstrate acceptable performance during your initial working test period, you will be given a satisfactory service rating and gain permanent status as a state employee.

Under your union contract, the initial working test period may be extended. If you do not meet acceptable performance standards during the new period, you may be separated from state service. This is a non-disciplinary separation and, as such, may not be appealed through the collective bargaining grievance process. However, you may request an administrative review.

If you fail to meet acceptable performance standards during a promotional working test period in the agency, please refer to your union contract.

SERVICE RATINGS

Service ratings record your progress and performance as training and job experience increase. Generally, service ratings are given at least three months before your annual increase. Depending on your union contract or state statutes, you may receive a service rating at any time, particularly when your job performance has changed significantly. (Please consult your collective bargaining agreement).

After you obtain permanent status as a State employee, two (2) successive “unsatisfactory” service ratings may result in your dismissal from employment.

Managers are evaluated in accordance with the provisions of the Performance Assessment and Recognition System (PARS) Program.

PROMOTIONS AND RECLASSIFICATIONS

Generally, there are two ways in which you may receive an appointment to a higher-level job classification. First, you may compete for a new position or opening that arises when a fellow employee leaves. In order to be considered, you must meet the minimum qualifications for the higher classification and comply with the application procedures.

You may also progress to a higher level through reclassification. After working for the agency for a time, you may find that your duties have expanded to the point that they are more consistent with a higher-level job classification. In such a case, your supervisor will ask you to complete a job duties questionnaire, which will be evaluated by the Human Resources Office and the Department of Administrative Services. They will compare your questionnaire to the job description of the higher class. You must meet the minimum experience and training requirements for the higher class, served in your current position for at least six months, and attained a rating of “good” or better on your last two performance evaluations.

If you are found to be working “out of class,” the agency has the option of either removing the higher-level duties or reclassifying your position to the higher level.

TRANSFERS

You may voluntarily transfer within the agency or to another state agency. To place your name on a Statewide Transfer list, for your current job class in which you hold permanent status, please visit the DAS Website, [Freenames - Department of Administrative Services \(jobapscloud.com\)](https://jobapscloud.com), scroll down and follow the process of Statewide Transfers. If your job classification is unique to the agency, your transfer options will be limited to those classes deemed comparable to the one in which you have permanent status. Consult your union contract for more information.

If you are interested in transferring to another work location within the agency and meet the eligibility of the job requirements, Human Resources will send emails periodically with transfer opportunities, in order to be considered you must follow the procedures noted on the email.

The agency may involuntarily transfer you under certain circumstances, generally defined in your union contract or state personnel regulations. Transfers occur for a variety of reasons: when the agency seeks to better use its resources, to avoid layoffs, to meet emergency or seasonal conditions, or to accommodate you.

If you are an exempt employee, your transfer is subject to state regulations and the State Personnel Act.

JOB ANNOUNCEMENTS

To meet merit system objectives, the state has developed competitive job classifications to fill many of its positions. They are not used to fill unclassified positions or those in classes designated as non-competitive. State job announcements fall into the following categories:

Open to the Public. If you meet the minimum experience and training qualifications for a position, you may participate in this type of recruitment. Open-competitive exams are administered periodically on an as-needed basis, usually when a state agency is recruiting for a vacant position.

Statewide & Agency Promotion. If you are a state employee who meets the minimum experience and training qualifications for a position, has achieved permanent status, and has completed six months

continuous service in a state agency, you may participate in a statewide recruitment. Agency promotional announcements will have the additional requirements that you must be a current agency employee.

Employment Opportunities

Agency job announcements are posted on the DAS Online Employment Center. You should check regularly for the most up to date information.

To apply for employment, you must complete a Master Application on the DAS Website. Check the state employment pages on the Department of Administrative Services website ([Job Openings - Department of Administrative Services \(jobapscloud.com\)](http://jobapscloud.com)) for information about completing the application form, job opportunities, and to sign up for e-mail notification of current exams and job openings.

Application Accommodations for People with Disabilities

The state may conduct recruitments in various ways. If you need special accommodations for a particular recruitment, you or someone on your behalf should immediately notify the DAS at (860) 713-7463. You must supply the application title and job number, and a description of your special needs and documentation of the disability.

Rejection from State Application

Your application for a state job opening may be rejected if (1) your application was received after the closing date, (2) you did not meet the minimum requirements, (3) your years of experience did not match the requirements, (4) specific information was missing from your application, (5) you failed to meet the special requirements for the position, or (6) your years of experience did not match the special requirements.

APPOINTMENT TYPES

Durational. An employee hired for a specific term, for a reason not provided above, including a grant or specially funded program of a specific term, not to exceed one year. A durational employee shall become permanent after six months, or the length of the working test period, whichever is longer.

Emergency. The state may appoint you to an emergency position to meet short-term agency needs. The appointment may extend for as long as two months but may not be renewed in a fiscal year.

Intermittent. Intermittent employment is also work on an "as needed" basis. The agency may use intermittent interviewers to supplement permanent staff in times of high unemployment. They are paid an hourly rate for time worked and may receive benefits. They are eligible to take agency promotional exams following the completion of 1044 hours of intermittent service.

Permanent. The state may appoint you to a permanent competitive position from a certification list, or to a permanent noncompetitive position without a formal examination. You must successfully complete the working test period to gain permanent status.

Provisional. The state may provisionally appoint you to a position that must be filled immediately if no active certification list exists, or an insufficient number of candidates are listed. The appointment may extend for as long as six months or until an examination for the position has been held and a certification list promulgated. You may not receive more than one provisional appointment in a fiscal year or serve more than six months as a provisional appointee. Your job performance while a provisional must be

satisfactory. To receive a permanent appointment, you must successfully pass the first announced examination for the position. If you do not pass the examination and do not have a permanent position to which you may return, you must be separated from state service. If the examination process is not completed for a position within six months, an additional temporary or emergency appointment may be authorized.

Seasonal. Seasonal employment for a position established for a specific period, usually during summer months. Individuals so employed are paid an hourly rate and are not entitled to any fringe benefits.

Temporary. Position filled for a short term, seasonal, or an emergency situation, including to cover for a permanent position when the incumbent is on workers' compensation or other extended leave, not to exceed 6 months. May be extended up to one year. If a temporary employee is retained greater than 12 months, said employee shall be considered durational.

Working Test Period. The working test period, or probationary period, for a state employee is an extension of the state examination process. You must serve this period to gain permanent status following initial appointment or promotion. Your initial test period is generally six months, depending on the applicable contract or state regulation. Your promotional test period is generally four to six months, again depending on the applicable contract or regulation. Exceptions may occur in the length of the trial period for trainee positions. Questions about your working test period may be directed to your supervisor or Human Resources Generalist.

During an initial working test period, you are considered a probationary employee and will work closely with supervisors and colleagues to learn your duties. This period also gives your supervisor the opportunity to evaluate your response to training and job requirements. If you demonstrate acceptable performance during your initial test period, you will be given a satisfactory service rating and gain permanent status as a state employee.

Your working test period may be extended in certain circumstances. If you do not meet acceptable performance standards during the initial working test period, you will be separated from state service. You may not appeal a dismissal during your initial test period through the contractual grievance procedure, but you may request an administrative review. If you fail to meet acceptable performance standards during a promotional working test period, you will revert to your previous classification.

Retirement Tiers

The state and collective bargaining units negotiate the pension agreement. The retirement system includes five plans: Tier I, II, IIA, III and IV. For details, contact Human Resources or consult the specific retirement booklet for which you are a member. Online copies are available at the OSC website ([Retiree Resources \(ct.gov\)](#)).

Tier I. Usually, you are member of this retirement plan if you were hired on or before July 1, 1984 and contribute by payroll deduction to your pension. You may retire at age 55 with 25 years of service, or at age 65 with 10 years of service, or retire early at age 55 with 10 years of service – at a reduced rate. This tier is divided into three plans. Members of Plans A and C contribute five percent of salary toward retirement. Members of Plan A have chosen not to participate in the Social Security plan; Plan C members pay Social Security taxes and are eligible for Social Security benefits. Plan B members contribute two percent of salary toward retirement until they reach the Social Security maximum, and five percent of salary above the maximum; they will receive reduced pensions when Social Security payments begin.

You also may purchase periods of service for which you have not made contributions: war service, prior state service, and leaves of absence for medical reasons.

Tier II. If you were hired into state service from July 2, 1984 to June 30, 1997, you are automatically covered under this noncontributing plan. If you were employed by the state on or before July 1, 1984, and were not a member of any other state retirement plan, the Tier II plan also covers you. You contribute two percent of salary toward retirement. You are eligible for normal retirement benefits after you attain: (1) age 60 with at least 25 years of vesting service; (2) age 62 with at least 10, but less than 25 years of vesting service; or (3) age 62 with at least five years of actual state service. If you have at least 10 years of service, you can receive retirement benefits – at a reduced rate – if you retire on the first day of any month following your 55th birthday. Retirements on or after July 1, 2022 are subject to the age and years of service specified in the SEBAC 2011 agreement.

Tier IIA. If you entered state service from July 1, 1997 to June 30, 2011, you are covered under this plan as of the date of your employment. You have the same options and benefits as a Tier II employee but must contribute two percent of your salary toward retirement. If you are not eligible for any retirement benefits when you leave state service, you may withdraw your retirement contributions. You also may purchase periods of service for which you have not made contributions: war service and leaves of absence for medical reasons.

Tier III. This plan covers employees hired on or after July 1, 2011. As a Tier III member, you contribute two percent of your total annual salary. Your normal retirement date is the first of any month on or after you reach age 63 if you have at least 25 years of service, or age 65 with at least 10, but less than 25 years of service. If you have 10 years of vesting service, you can receive early retirement benefits on the first of any month following your 58th birthday. If you are not eligible for any retirement benefits when you leave state service, you may withdraw your retirement contributions.

Tier IV. This plan covers employees hired on or after June 30, 2017. The Tier IV retirement plan provides elements of both a defined benefit and defined contribution plan. Defined Benefits – Participants that satisfy the minimum eligibility criteria will qualify for a pre-defined monthly retirement income for life, with the amount being determined by years of service, retirement age and Final Average Earnings. You contribute 5% of your annual salary. Defined Contribution – You contribute 5% of your annual salary. Defined Contribution – You contribute 1% to a defined contribution plan with a 1% employer match. (You may also contribute to a 457 plan). This plan also has a risk sharing component wherein for any given year the employee contribution can be up to 2% higher depending on the plan's performance for the previous year. This contribution will be computed by the plan's actuaries. For additional information please see the State Comptroller's website (www.osc.state.ct.us). Please note: If you were a former state employee who contributed to a different state retirement plan, please contact Payroll 860-263-6195 or dol.payroll@ct.gov to see if you qualify to be placed into a different retirement plan.

SECTION 3 – SALARY

PAYMENT

Your job classification determines your salary grade. Classifications are assigned to a salary group based on the amount and type of required experience and training, technical complexity, difficulty, and level of responsibility. The state establishes a number of steps for salary groups other than managerial. As a new employee, you generally will start at the salary range minimum for your job classification.

PAYDAY

The state issues salary payments on every other Thursday. The checks must not be cashed until after 3 p.m. If you are enrolled in direct deposit, your check will be deposited on Thursday at 9:00 a.m. You will receive payment for the work you performed during the pay period that ended two weeks prior to the date of the check. If you are a new employee, you should receive your first paycheck four weeks after your first workday. If you separate from state service, you will receive your last salary payment two weeks following the end of the last pay period worked. You will receive a statement of earning attached to your paycheck. Retain these statements as a record of your earnings. Direct your questions to the Payroll Unit in the Business Office.

WORKING HOURS

The workweek for most staff members is currently 40 hours. The official operational hours for CHRO are 8:00 a.m. to 5:00 p.m. with one hour for lunch, taken between 11:00 a.m. and 2:00 p.m.

CHRO staff may request to work a schedule other than the standard workweek. The available hours for an adjusted schedule are 7:00 a.m. to 6:00 p.m. Monday through Friday. All requests should be in conformity with your union contract. Starting and ending times must be fixed and the lunch break must be a minimum of one half-hour.

Meal Periods and Rest Periods

There are five (5) collective bargaining agreements (contracts) covering bargaining unit employees in the Commission on Human Rights and Opportunities. Each of the contracts addresses the matter of meal and rest periods. Essentially all of the contracts provide that a meal period be taken close to the middle of the shift. Rest periods (breaks) are normally taken close to the middle of the half shift.

The Commission's policy is that all employees working a full workday must take a meal period (lunch) close to the middle of the workday. Rest period will be scheduled subject to the operating needs of the agency.

Please consult your supervisor and collective bargaining agreements for information pertaining to meal and rest breaks.

The agency delegates the authority to individual managers and supervisors to approve adjusted work schedules on a case-by-case basis for transportation, childcare, and educational needs of the employee.

OVERTIME

Overtime occurs when you work at your position in excess of your regular established schedule. Overtime assignments must be approved in advance by the Executive Director, except in extreme emergencies. The federal Fair Labor Standards Act (FLSA), state statutes and regulations, and your union contract govern your eligibility for overtime and the rate of compensation. No overtime will be granted to Managers or Exempt staff.

RECORDING WORK HOURS

Applicable laws require records to be maintained of the hours worked by our employees. You will be required to record the time you worked and your absences, identified by the proper codes, in CORE-CT. Your time sheet will be reviewed and authorized by your supervisor. Please ensure that your actual hours worked and any leave time taken are recorded accurately. Falsification of a time record is a serious offense and is grounds for disciplinary action, up to and including dismissal.

ANNUAL INCREMENTS

Annual increments are based on the terms of your union contract. You may be raised to the next higher step in a salary group on your anniversary date, January 1st for most employees. Consult your contract for details. If you are a manager, the governor may award you an annual increase. Such increases are usually effective on January 1st. The amount of the increase will be based on your goal attainment and performance under PARS, the Performance Appraisal and Recognition System for managers.

INCREASE IN PAY

If you are a union member, your increase will result from the collective bargaining process. An increase will generally be calculated as an across-the-board percentage within a negotiated salary structure. If you are a manager, the governor may award you a cost-of-living increase, usually a percentage of your annual salary. When promoted, you will receive a salary increase of at least one full increment in the higher salary group, unless you have reached the maximum. If you are promoted to a managerial position or within a managerial class, you will receive an increase of 5% or the minimum of the new salary range whichever is greater.

LONGEVITY PAY

Employees hired on or after July 1, 2011, shall not be entitled to a longevity payment provided, however, any individual hired on or after said date who shall have military service which would count toward longevity under current rules shall be entitled to longevity if they obtain the requisite service in the future.

Employees hired prior to July 1, 2011, are eligible for longevity. For those eligible employees, when you complete the equivalent of 10 years of full-time state service (generally continuous) you will receive a longevity payment. The amount of the longevity payment increases when you complete 15, 20, and 25 years of service. Longevity schedules appear in your union contract and other pay plans. To qualify, you must attain the required years of service by April 1 or October 1. Longevity payment are also paid in these months. Employees not included in any collective bargaining unit are no longer eligible for longevity payments.

SECTION 4 – BENEFITS

DEDUCTIONS

Health Insurance

You may enroll in health insurance from Anthem State BlueCare. The state also offers dental plans through Cigna. Dependents you can cover under your plan generally include:

- Your legally married spouse or civil union partner
- Your children through the end of the year in which they become 26
- Children living with you from who you are the legal guardian (to age 18) unless proof of continued dependency is provided

Coverage eligibility for disabled children beyond age 26 must be verified through Anthem. Contact Anthem at 800-922-2232 for details. Documentation of eligible dependent/s is required when you enroll a family member.

It is your responsibility to notify your agency benefits office if individuals you cover are no longer eligible. If you are covering an ineligible dependent, you must pay federal and state taxes on the fair market value of benefits provided to that person.

Your coverage becomes effective on the first day of the month that follows the first full month you paid premiums to the carrier. For example, if you were hired on November 9, your application would be submitted at the end of November, you would pay the premium in December.

You must remain with your insurance carrier until the next open enrollment period. The open enrollment period occurs once per year, usually in May for an effective date of July 1st. At that time, you may change carriers. You may also add a newborn dependent or spouse within one month of the birth or marriage; other dependent changes generally are restricted to the open enrollment period. All additions, deletions, or other changes must be processed through the Payroll Unit. For information and forms, contact the Payroll Office.

Group Life Insurance

You may purchase term life insurance at group rates. The state pays a portion of this coverage. You may authorize payroll deductions for this insurance after six months of employment. If you waive coverage and later decide to enroll, you must apply with medical evidence of insurability and wait for approval. The amount of life insurance coverage is based on your annual salary and is automatically adjusted on April 1 and October 1 as your salary increases. Contact the Payroll Unit to obtain forms or arrange for beneficiary changes. You may visit the Office of State Comptroller's website (<http://www.osc.state.ct.us/empret/grouplife/index.html>) for more information.

Supplemental Benefits

The state offers various supplemental benefits to qualified employees and retirees, which are designed to complement the benefits provided by the state. These benefits are on a voluntary basis and are paid entirely by the employee through the convenience of payroll deduction. Available supplemental benefits

are listed on the OSC website [Supplemental Benefits - Care Compass \(ct.gov\)](https://www.ct.gov/osc/Supplemental-Benefits-Care-Compass). Contact the authorized vendors for information and assistance with the enrollment process.

Direct Deposit

You may deposit your paycheck in a checking and/or savings account in a financial institution if it is a member of the automated clearinghouse. Your funds will be electronically transmitted and should be available to you after 9:00 a.m. on payday. You must complete an authorization form to adjust or cancel direct deposit. Contact the Payroll Office for forms or information.

Deferred Compensation

You are eligible for the state's deferred compensation plan if you are a permanent employee and work more than 20 hours a week. Please defer to the Comptroller's website for maximum deferral amount. For more details, please visit: <https://www.ctdcp.com/>.

Union Dues

As a member of a collective bargaining unit, you will have the opportunity to join the union and have union dues deducted from your check.

Your union contract will govern salary, benefits and hours of work, and the other terms and conditions of employment. Collective bargaining agreements are periodically negotiated. Exempt employees are excluded from the collective bargaining process and are not required to pay union dues.

State Employees Credit Union

You may join the Connecticut State Employees Credit Union. For information, call (860) 522-5388 or visit: <https://www.csecreditunion.com/>

Dependent Care Assistance

This program offers you the opportunity to deposit a portion of your check into an account for reimbursement for dependent care expenses. Your pre-tax dollars are exempt from federal and state income taxes. The enrollment period usually is held in November, and deductions are started in January. Contact TASC at 1-888-698-1429.

ASSISTANCE AND REIMBURSEMENT

Employee Assistance Program (EAP)

This program offers assistance if you are experiencing personal problems, such as alcohol or drug abuse, or psychological, financial, family or marital problems that may negatively affect your job performance. Participation is voluntary and confidential. You may request assistance or be referred by your supervisor. To arrange for confidential counseling, call 1-888-793-3500 or [Wheeler EAP - Employee Assistance Program \(wheelerclinic.org\)](https://www.wheelerclinic.org/). If you have any questions, please contact Human Resources.

Travel

Your position, on occasion, may require travel to conduct state business. If you have such a responsibility and a valid driver's license, you should complete a car request form, have it signed by your supervisor

and submit the form to the Office of the Deputy Director/Agency Transportation Administrator (ATA) to request a state vehicle or rental car. You may also use your personal vehicle for official state business if proof of automobile insurance and a valid driver's license is provided to the ATA. Supervisor approval is also required. Reimbursement is provided based on mileage as long as the appropriate forms have been submitted and approved.

PAID LEAVE TIME

Holidays

The state grants 13 paid holidays per year to permanent, full-time employees: New Year's Day, Martin Luther King Day, Lincoln's Birthday, Washington's Birthday, Good Friday, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

If a holiday falls on a Saturday or Sunday, the state generally designates the Friday preceding or the Monday following as the day on which it will be observed. You will be paid for a holiday if you are on the payroll immediately before or after the day it is celebrated. You will not receive holiday pay if you are on a leave of absence without pay before and after a scheduled holiday. Consult your union contract for information about compensation for work performed on a state holiday.

Sick Leave

As a permanent employee, you accrue sick leave from your date of employment for each fully completed calendar month of service, except as otherwise provided in the statutes. You may use sick leave when incapacitated or in the special cases described in your union contract. "Sick leave **is not** an extension of vacation or personal leave." You may accrue a sick leave balance as a form of insurance in the event of a long-term illness.

Accrual: Full-time employees accrue paid sick leave at the rate of 1-1/4 days per completed month of service or 15 days per year. Depending on your collective bargaining agreement if you are absent without pay for more than five working days in any month (equivalent to 40 hours), you do not accrue sick leave for that month. If you are an eligible part-time employee, you accrue paid sick leave on a prorated basis, or on the amount of your scheduled hours as a percentage of a full-time schedule.

Balances: The Payroll Unit records your sick leave balance (time accrued but not used) in hours and quarter fractions of an hour. When you retire, the state will compensate you for 25 percent of your accrued sick leave balance to a maximum of 60 days.

Call-in procedure: If you are unexpectedly absent as a result of injury or illness, you must notify your supervisor or designated as early as possible, but no later than ½ hour after your scheduled reporting time. If your absence is continuous or lengthy, you must notify your supervisor on a daily basis, or as required. If you fail to call in, you may be placed on unauthorized leave without pay, and subject to disciplinary action.

Medical Documentation: A physician must complete a medical certificate, Form P-33A, for you if you are absent as the result of injury or illness for more than five (5) consecutive working days, or as otherwise outline in your union contract or state personnel regulations. You may not be allowed to resume your position and job duties without a release to work from your physician. If you fail to supply the required

medical documentation, you may be placed on unauthorized leave. Questions should be sent via email to: DAS.BenefitsandLeavesPod4@ct.gov.

Extended Illness or Recuperation: If you exhaust your accrued sick leave during a prolonged illness or injury, you may be permitted to use other accrued time. You must obtain approval from your immediate supervisor for use of other accrued leave to cover the remainder of the absence. In certain circumstances, you may be granted an advance of sick leave if you have at least five years of full-time state service. Consult your union contract for information regarding the sick leave bank or donation of leave time.

If an employee has no accrued leave time available, a written request for a medical leave without pay must be submitted to DAS.BenefitsandLeavesPod4@ct.gov, and the request must be followed up in writing upon return to work. Failure to do so will result in charging the absence to Sick Leave Without Pay.

You may also use sick leave for situations other than your own injury or illness (a medical certificate or written statement supporting a request may be required):

- Medical, dental or optical examination or treatment when arrangements cannot be made outside working hours.
- In the event of death in the immediate family as much as three (3) working days. Immediate family means spouse, father, mother, sister, brother or child, and also any relative who is domiciled in the employee's household.
- In the event of illness or sever injury to a member of your immediate family provided that not more than ten (10) days of sick leave per calendar year.
- For going to, attending, and returning from funerals of persons other than member of the immediate family, if appointing authority and provided that not more than three (3) days of sick leave per calendar year shall be granted.

Vacation Leave

Vacation requests for July 1 through September 10 should be submitted to your supervisor by April 30.

Vacation request for November through January 30 should be submitted to your supervisor by November 1.

You may notify your supervisor after those dates. Be advised, however, if there are other employees who have previously requested and been approved for that same vacation time, the agency may not be able to accommodate your request for the same time off. If other persons have greater seniority in state service, your request may be denied.

However, all employees are entitled to take at least one-week vacation during the peak or prime time. Prime time is considered as the period between June 1 through September 10. For some bargaining units and as an agency policy, prime time will be extended to include November 20 through January 30.

In accordance with collective bargaining agreements, once vacation schedules are posted, or a vacation is approved, no bumping will be allowed based on seniority. Furthermore, employers may not change scheduled vacations except in an emergency.

Accrual: You accrue vacation leave at the end of each full calendar month of service. Depending on your collective bargaining agreement, absence without pay for more than five working days in a month will result in the loss of vacation accrual for that month. If you are a full-time employee, a member of a bargaining unit, and hired on or after July 1, 1977, you accrue vacation leave at the following rates for each completed month of service (prorated, if part-time):

- 0-5 years: 1 day per month (12 days per year).
- 5-20 years: 1-1/4 days per month (15 days per year).
- 20+ years: 1-2/3 days per month (20 days per year).

As a manager and confidential employees excluded from collective bargaining, you accrue vacation leave at the rate of 1¼ days per completed month of service or 15 days per year. After completing 10 years of service, on January 1 of each subsequent year you will receive the following number of days in addition to the normal accrual:

- 11 years of service: 1 additional day
- 12 years: 2 additional days
- 13 years: 3 additional days
- 14 years: 4 additional days
- 15 or more years: 5 additional days

Balances. The Payroll Unit will record your vacation leave balance (time accrued but not used) in hours and quarterly fractions of an hour. Without agency permission, you cannot carry more than 10 days of accrued vacation leave to the next if you are a nonexempt employee. If you are a nonexempt employee, refer to your bargaining union contract regarding your maximum accrual. If you are a nonexempt employee or a manager, you may accumulate as many as 120 days of vacation time. When separated from state service, if a permanent employee, you will receive a lump-sum payment for your vacation leave balance.

Usage: As a full-time employee, you may begin taking paid vacation leave after six months continuous service. Unless otherwise stated in a union contract, a part-time employee may begin taking paid vacation after completing the equivalent of six months of full-time service.

Personal Leave

As a full-time employee who has attained permanent status, you are credited with three (24 hours) days of personal leave a year to conduct private affairs, including the observance of religious holidays. On January 1 of each year thereafter, three days of personal leave will be credited to your leave balance. You should request authorization in advance from your supervisor to use personal leave. Personal leave must be used prior to the end of the calendar year, or it will be lost. You are responsible for monitoring your time charges to ensure that your personal leave is used within the calendar year.

Part-time employees generally are entitled to prorated personal leave; consult your union contract for the specifics. The Payroll Unit will maintain your balance.

Jury Duty

If you are summoned for jury duty, you will not lose your regular salary or benefits. You must notify your supervisor immediately and supply the jury notice. Your supervisor will forward the notice to the Business Office. You must record any time served on jury duty on your Time Sheet. Approximately one week after the completion of jury duty, the employee will receive a “Juror Service Certificate” from the court. The last two parts of this form must be submitted to the CHRO Business Office together with the payment amount received from the court. You must return to work whenever not actively serving on jury duty.

The check or money order should be made payable to “Treasurer, State of Connecticut”. If the Business Office does not receive the Juror Service Certificate and the amount of money due within three weeks

following completion of jury duty, the employee will lose a full day's pay for each day served as juror. Time code must reflect dates served as juror, "LJURY".

Subpoena or Other Order of the Court

If an employee receives a subpoena or other order of the court requiring an appearance during regular working hours, time off with pay may be granted. This does not include court attendance which is voluntary or for which no subpoena was issued; nor does it apply to the plaintiff or defendant in a legal action.

Upon receipt, the employee must submit a copy of the subpoena or other order of the court to the CHRO Business Office. After completing the court appearance, the employee will be required to provide the Business Office with proof of participation from the court. If approved, the code for time sheet is the same as for jury duty, "LJURY".

Military Leave

If you are a member of the National Guard or a reserve component of the U.S. Armed Forces and a permanent employee, you may apply for leave to attend required training. All military orders/requests (other than FMLA related military leave) should be email to DAS.BenefitsandLeavesPod5@ct.gov to verify the leave. The state permits you as many as three weeks in a calendar year for field training. Paid leave for military call-ups other than annual training is limited to unscheduled emergencies, subject to the provisions of your union contract. Notify your supervisor as soon as you become aware of your military leave schedule.

LEAVE OF ABSENCE WITHOUT PAY (LAW)

Depending on the terms of your union contract, you may be granted a Leave of Absence Without Pay (LAW) without endangering your status as a state employee. Your benefits, however, may be affected: you will not accrue vacation or sick leave in any month when you have been on a LAW for more than five working days (depending on your union contract), and service credit toward retirement, seniority and longevity may be suspended. If you are on a LAW resulting from disability, illness, or injury, or covered by the Family & Medical Leave Act, the state will continue to pay the same portion of the cost of your health insurance as while you were working. You will, however, be billed directly for the amount that you previously paid through payroll deduction. If on a LAW for another reason, you will be billed for the full cost of medical coverage.

If possible, submit your LAW request to your supervisor in advance and in writing to DAS.BenefitsandLeavesPod4@ct.gov with documentation. Your supervisor may grant a LAW for as many as five consecutive days. A LAW of longer than five days must be authorized by DAS before the leave may begin except in extraordinary situations, such as emergency medical leave. You may be granted a LAW for a variety of purposes on a position-held or not-held basis. Your LAW must be consistent with the requirements in your union contract, or state regulations if you are an exempt employee. If your position is held, you may resume employment on the expiration of the LAW if you have been cleared to return to normal duties by a physician. If your position is not held, your return to active service depends on the availability of a position. The Executive Director will consider the reason for your request, your work record, and agency operating needs when deciding whether or not to grant you a LAW and to hold your position. If you exhaust all accrued sick, vacation, and personal leave, you must immediately submit a request for a LAW to your Supervisor.

Maternity Leave

If pregnant, you may use accrued sick leave to cover time before, during or after your delivery when a physician certifies you as “unable to perform the requirements of your job”. All leave requests should be submitted to DAS.BenefitsandLeavesPod4@ct.gov. Should you have any questions, please contact Cheryl Starosz, Principal Human Resources Specialist, at Cheryl.Starosz@ct.gov or 860-856-7224.

When your disability period has ended or you have exhausted your sick leave balance, you may ask to use accrued vacation and personal leave. When all your paid leave has been used, you may request that your position be held.

Medical Leave

You must use accrued sick leave to cover the time in which you are unable to work because of illness. If that period extends beyond five days, you will need to send a medical certificate (Form P-33A) to DAS.BenefitsandLeavesPod4@ct.gov. When you have exhausted your sick leave balance, you may apply vacation or personal leave to cover your absence. Your union contract may contain provisions for advance of sick leave, a sick leave bank, and donation of leave time in cases of prolonged illness. You may also request a leave of absence without pay.

Family Medical Leave Act

The Federal Family and Medical Leave Act (FMLA) of 1993 provides for 12 weeks of unpaid leave in a 12-month period, and some types of paid leave may be substituted for unpaid leave. To be eligible for such leave, you must have at least 12 months of total service and have worked at least 1,250 hours during that period. Employees with permanent status are entitled to as much as 24 weeks of unpaid leave in a two-year period.

Qualifying events

- Birth or adoption of a child (federal and state).
- Placement of a foster child in the employee’s care (federal).
- “Serious illness” (state) or “serious health condition” (federal) of the employee, or the spouse, child or parent of the employee.

Applications for FMLA must be email to DAS.BenefitsandLeavesPod4@ct.gov. While on unpaid leave you will be billed directly by the Payroll Office for your portion of the cost of any benefits. On return to work, you generally will be restored to your position or one with equivalent pay, benefits, and other working conditions. This leave does not result in the loss of employment benefits that had accrued.

SECTION 5 – WORKPLACE ENVIRONMENT

The Commission on Human Rights and Opportunities recognizes the right of its employees to work in an atmosphere characterized by respect and professionalism. All employees are entitled to work in a safe and secure environment that is free of conduct, either verbal or physical, that is abusive, threatening, intimidating, demeaning or inflammatory.

Any employee who observes or is subjected to any of the above conduct in the workplace should report that situation immediately to his or her supervisor, Human Resources, or the Executive Director.

ATTENDANCE POLICY

The success of CHRO is highly dependent upon the time resources provided by its employees. Excessive levels of employee absences, and in particular, absences that are of an unscheduled nature, seriously impede our Agency's ability to meet service needs. Excessive absences also contribute to overall operating costs and place an unnecessary burden upon other agency staff. CHRO considers good attendance to be an inherent responsibility of all employees at all levels of our organization.

Paid sick leave benefits are provided to serve as a valuable income protection plan for employees to ensure wage payments during periods of legitimate personal or family illness, which necessitates absence from work. This benefit may not be utilized as an extension of vacation leave, personal leave, or any other purpose other than that which has been prescribed under collective bargaining contract or State regulation.

As a matter of sound business practice, all employee records may be subject to periodic review. This review may consist of an analysis of individual employee attendance as well as unit aggregates. A Human Resources Representative will conduct these reviews.

Attendance records will have a bearing on an employee's career with CHRO. An individual's attendance record may be reviewed and may be taken into account when determining job assignments, transfer and promotional opportunities.

This policy should not be interpreted to require employees to report for work when they have a legitimate illness and should not be at work. Similarly, this policy will not be applied in such a manner as to require the application of employee discipline solely on the basis of the mechanical application of statistics. Each employment situation will be reviewed on a case-by-case basis.

Attendance Definitions

Absenteeism: Failure to report for work or failure to remain at work as scheduled regardless of reason.

Occasion of Absence: Employees should consult their respective collective bargaining agreements for the specific definition of an occasion of absence. Generally speaking, an occasion is a period of absence for the same reason charged to Sick Leave, or other leave such as Vacation, Personal Leave, Authorized Leave Without Pay and may take a variety of forms: part of a work day; full work day or days; any one period of continuous absence from work for the same reason, an exception would be a premature return to work (e.g. employee has pneumonia and returns to work before full recovery and has to go back out on sick leave): sporadic unscheduled periods of absence for the same reason may or may not be considered as separate occasions. In making this determination, the circumstances and/or documentation regarding the

reason for the absences must be taken into consideration. Such decisions should be made in consultation with the Human Resources Office and may involve the American with Disabilities Act (ADA) coordinator from Affirmative Action/Equal Employment Opportunity

Unauthorized Leave: Failure to report an absence or failure to obtain proper authorization for an absence from work.

SICK: Sick time utilized for medical, dental, eye exam or treatment for which arrangements cannot be made outside of working hours may or may not be counted as an occasion depending upon the circumstances. Check the respective bargaining unit agreement. It is rare that SP would be used for 8 hours. A supervisor or Manager may request a medical certification for these occasions.

SFAM: Sick time utilized due to serious illness in the immediate family up to the number of days allowed by the bargaining unit agreement will be not counted as an absence. Immediate family generally means husband, wife, father, mother, sister, brother, or child, and also any relative who is domiciled in the employee's household. Sick family will not be considered an occasion of sick leave.

SFFNR: Sick leave taken in the event of death in the immediate family will **not** be considered an occasion of sick leave.

SFNRL: Sick leave taken for going to, attending, and returning from funerals of persons other than an immediate family member will **not** be considered an occasion of sick leave.

Early Release Days

In the event of bad weather conditions or any other matter that would merit an early release from agency operating hours the governor's office or the Department of Administrative Services notifies the agency. On occasion agencies are given the discretion and authorization to release employees early and not all state agencies will use the same release time; in that instance, if the employee is in a state van pool and is authorized to be release at a later time that the van will be leaving, the employee must use either vacation or personal leave time to make up the difference between CHRO release time and the actual time they leave the agency.

Notification Protocol

Notification: Employees shall speak directly to their immediate supervisor or designee prior to the start of the shift, but no later than thirty (30) minutes after the scheduled start time, and request authorization for the unscheduled absence. Except in emergency situations, the employee must make notification of absence. If neither supervisor nor designee is available, a message must be left with an available supervisor or manager or on the immediate supervisor's voice mail indicating that the employee will be absent and a phone number where he or she can be reached.

Information: Employees must provide their immediate supervisor or designee with the reason for the absence, (i.e., illness, funeral, etc.) the expected duration, and any information regarding pending work, which would require attention as a result of their absence. Should an absence extend to more than one day, the employee must contact his/her supervisor on a daily basis unless the expected duration was already provided to the supervisor.

Durational Absence: An employee who will be absent for an extended period of time, as defined under the terms of the respective bargaining unit contract, must provide medical documentation, P-33A Medical Certificate form with the physician's signed statement of the diagnosis, prognosis and expected date of

return. Any restrictions to support an accommodation must be stated. During this extended period of absence, the employee must contact the supervisor as to anticipated date of return. Employees may not be allowed to resume work without a release to work from their physician. A P-33A Medical Certificate form must also be completed to substantiate any period of absence due to illness consisting of more than five consecutive work days and to approve the employee's return to work. The P-33A Medical Certificate form should be emailed to DAS.BenefitsandLeavesPod4@ct.gov.

Unauthorized Leave: It is the responsibility of the employee to report all unscheduled absences in accordance with the stated policy. Except in an emergency situation, an employee who fails to follow the policy for reporting an unscheduled absence, will be considered on unauthorized leave, and will be subject to administrative action.

Sick Leave Accrual Balance: Employees are responsible for keeping track of and using their accrued leave balances.

- If an employee has exhausted all sick leave, he/she must obtain verbal approval from the immediate supervisor for use of other accrued leave to cover the remainder of the absence. The request must be followed up in writing upon return to work. Failure to do so will result in charging the absence to Sick Leave Without Pay (ULSCK).
- If an employee has no accrued leave time available, a written request for a medical leave without pay must be submitted to the immediate supervisor for approval. If approved, the absence will be coded as Sick Leave Without Pay (ULSCK).
- There may be situations involving documented attendance problems for which the employee has received prior notification regarding treatment of absences where no accrued time is available. In those instances, absences will be coded as Unauthorized Leave (ULU), and the employee may be subject to administrative action.

Anticipated Absences: In the event that an employee knows ahead of time that he/she will be absent from work for a specified period of time due to medical reasons, a request for leave and medical documentation, P-33A Medical Certificate, must be emailed to DAS.BenefitsandLeavesPod4@ct.gov. It must include the diagnosis, prognosis and expected date of return and be provided to the immediate supervisor as far in advance as possible, so that arrangements can be made for adequate coverage.

Supervisor Responsibilities

Notification: Supervisors are responsible for documenting all calls pertaining to employee absences.

Information: Information recorded should include the time the call was received, the reason given for the absences (e.g., illness, funeral, etc.) and a summary of any discussion, which may have occurred relative to the employee's inability to report to work.

Monitoring Leave Balances: Supervisor should ensure that time requested is available before approving time off.

Unauthorized Leave: The Human Resources Office must be advised immediately on the first day of full or partial unauthorized leave to make a determination relative to appropriate administrative action. Please note that absence without approved leave for five or more working days, or failure to return to duty within five working days following authorized leave, is just cause for which an employee may be suspended, demoted or dismissed.

Record Keeping and Review: Records concerning employee absence shall be reviewed at least on a quarterly basis and all employees shall be monitored for performance in this area. In the case of an employee in a working test period, reviews should occur more frequently.

On-Going Attention: Supervisors are responsible for advising their employees of the Agency's policies and procedures regarding attendance. When an employee's attendance record does not meet agency standards for satisfactory attendance, the supervisor should meet with that employee, discuss the number of and documented reasons for these absences, review the parameters of the Agency Time & Attendance Policy and develop and document a plan for improvement. These sessions should not only be for the supervisor's records but to reinforce the expectations for improvement to the employee. Supervisors are responsible for keeping their managers informed regarding absenteeism issues.

Standards for Attendance Review

Employee's attendance records may be reviewed to ensure minimal loss of time resources to the CHRO and maximum delivery of services. Quarterly records should be kept based upon the service rating period. However, for employees in progressive discipline at or above the level of a written warning, the record of the former period will be considered in determining the appropriate administrative action regarding occasions within the current Service Rating year.

Absenteeism requiring in-depth review during the Service Rating year is as follows: 5 occasions, 7 occasion, and 9 or more occasions.

In reviewing an employee's record, the Supervisor must consider the following factors when meeting with the employee:

- the number of occasions taken and the number of days;
- patterns of usage;
- the employees past record;
- the reasons for sick leave use;
- extenuating circumstances (e.g., catastrophic illness).

The supervisor may also want to consider any progressive intervention, which may have been initiated, and evidence of efforts on the part of the employee to improve.

Corrective Action

Final decisions or determination on a remedial course of action should not be made until all the relevant information has been carefully evaluated and weighted. Depending on the illness or chronic medical condition, Supervisors may initiate the process of referral to the ADA Coordinator. Discussions should occur between the Supervisor, Manager, Human Resources Representative and ADA Coordinator regarding options for consideration. Options may include, but are not limited to, part-time work or alternative duty assignments, modified work schedules, disability retirement.

An employee may initiate the request for assistance from the Affirmative Action/Equal Employer Opportunity, ADA Coordinator regarding accommodation issues. The Agency also provides assistance to employees through the Employee Assistance Program. For guidance, contact either the AA/EEO Manager or Human Resources. Depending on the course of remedial action prescribed, the objective shall be to maximize the time resources to the Agency while accommodating employees with severe illnesses or chronic medical conditions.

The Supervisor must consult with a Human Resources Representative before proceeding with any administrative action or issuing an unsatisfactory service rating.

Stages of Corrective Actions

The following summarizes the stages of corrective action in accordance with the standards for review:

Stage 1: Level of Absenteeism: Fifth Occasion

Although not mandatory at this stage, employee has option of having union representation.

The Supervisor shall contact Human Resources before:

- Conducting a formal counseling meeting with the employee to discuss his/her attendance, any contributing problems and possible corrective remedies including appropriate referrals and notifying employee that additional occasions will result in administrative action up to and including dismissal.
- Issuing an employee a formal counseling letter, copy to be placed in a supervisory file.

Stage 2: Level of Absenteeism: Seventh Occasion

The Supervisor shall:

- Review circumstances and determine if administrative action is required.
- If, after such review, the Supervisor determines that administrative action is warranted, the Supervisor shall contact Human Resources for guidance:
- Advise employee of his/her right to union representation. If the employee waives union representation, a signed statement should be obtained waiving that right. Meet with the employee to issue a written warning. Advise the employee to access the Employee Assistance Program if needed. Notify the employee that additional occasions will result in further administrative action including placement on a Medical Certificate requirement and an Unsatisfactory Service Rating. The written warning must be signed by the employee or his/her Union Steward and a copy must be directed to the Human Resources Office for inclusion in the employee's personnel file.
- Review circumstances and determine if further administrative action is required.
- If, after such review, the Supervisor determines that further administrative action is warranted, the Supervisor shall: Advise the employee of his/her right to union representation. If the employee declines representation he/she must sign a statement to confirm having waived that right. Issue a second written warning placing the employee on a Medical Certificate requirement and stating that Nine Occasions grounds for an Unsatisfactory service rating. Notify the employee that additional occasions will result in a referral to the Human Resource Office for administrative action up to and including dismissal.

Stage 3 Level of Absenteeism: Ninth Occasion or More

The Supervisor shall:

- Review circumstances and determine if further administrative action is required.
- If, after such review, the Supervisor determines that further administrative action is warranted, the Supervisor shall: Advise the employee of his/her right to union representation. If the employee declines representation, he/she must sign a statement to confirm having waived that right. Issue a second written warning placing the employee on a Medical Certificate requirement and stating that Nine Occasions is grounds for an Unsatisfactory service rating. Notify the employee that

additional occasions will result in a referral to the Human Resource Office for administrative action up to and including dismissal.

Stage 4 Level of Absenteeism:

Failure to maintain a Satisfactory attendance record beyond the first unsatisfactory service rating a supervisor shall consult with Human Resources Representative regarding taking further administrative action up to an including dismissal.

Tardiness Definitions

Tardiness: Reporting for duty later than scheduled.

Excused Tardiness: Tardiness, which results from unusual or unexpected inclement weather conditions or mass transit delays, may be considered excused tardiness. Refer to collective bargaining agreements regarding inclement weather and lateness due to hazardous driving conditions.

Frequent Tardiness: Three or more occurrences of tardiness within any forty-five (45) calendar day period

Timesheet Coding: Employees who have not been issued a written warning or who are not on a Medical Certificate requirement may elect to use earned leave balances such a PL or VAC for tardiness of 15 minutes or more.

Employee Responsibilities

On-Going Attention: It is the responsibility of each employee to report to work as scheduled. Employees are expected to report to work on time, to adhere to the time periods established for break and lunchtime and remain at their workstations until the regular quitting time. Each employee is responsible for making allowances for delays which can be reasonably anticipated and should not assume that excused lateness will be granted.

Notification: Whenever possible, as soon as an employee becomes aware of the inability to report or return to work at the scheduled time, he/she must contact the immediate supervisor or designee so that accommodations can be made to cover for the delay. In the event of a tardy occasion, immediately upon late arrival to work, the employee shall report directly to his/her supervisor or designee so that the time can be noted and the reasons documented.

Supervisor Responsibilities

Notification: Supervisors are responsible for advising their employees of the Agency's guidelines and procedures regarding tardiness.

On-Going Attention: Upon each occasion of tardiness, the supervisor shall speak to the employee regarding his/her tardiness, review the parameters of the Agency Time & Attendance Policy and indicate the need for improvement. In making a determination as to how to treat late arrivals to work, the circumstance and reason given should be taken into consideration. These sessions should be documented not only for the supervisor's records but also to reinforce the expectations for improvement to the employee. Supervisors are responsible for keeping their managers informed regarding tardiness issues.

Standards for Tardiness Review

The supervisor should review each employee's tardiness record to ensure minimizing loss of time and disruption to the work unit.

Tardiness review shall occur as follows:

Stage 1 Level of Tardiness: First Occasion

Supervisor shall meet with the employee and discuss the reason for tardiness. Supervisor's file will be noted.

Stage 2 Level of Tardiness: Second Occasion

The Supervisor shall: .

- Conduct a formal counseling meeting with the employee to discuss any contributing corrective remedies. Depending upon the reasons for the tardiness, the appropriate remedy may be to explore alternative duty assignments or modified work schedules. The determination as to the appropriate course of action will be made based upon the operational needs of the work unit.
- Follow meeting with formal counseling letter to employee; copy to be place in a supervisory file.

*Prior to making a determination as to the appropriate accommodation, Supervisor shall discuss the options with his/her Manager.

Stage 3 Level of Tardiness: Third Occasion Within 30 Calendar Days

The Supervisor shall contact Human Resources before:

- Advising employee of his/her right to union representation. If the employee waives union representation, a signed statement should be obtained waiving that right.
- Issuing a written warning stating that this is the third occasion within 30 calendar days.
- Advising employee that further instances of tardiness will be charged to Unauthorized Leave Without Pay.
- Advising employee that further instances of tardiness within 45 calendar days beginning on the date of the third occasion will subject the employee to administrative action up to and including dismissal.
- Advising employee that the written warning will be placed in the Personnel File.

Stage 4 Level of Tardiness: Tardy Occasions Within the 45-Day Improvement Period

Occurrences of tardiness within the 45-day improvement period may be grounds for a less than satisfactory service rating. Supervisor shall consult with Human Resources Representative regarding taking further administrative action up to and including dismissal.

Improvement: An employee deemed frequently tardy who exhibits no occasions of tardiness for 45 calendar days from the last instance of tardiness will revert back to Stage 1 of the corrective action process.

Service Ratings

In reviewing an employee's time and attendance record for preparation of the service rating, the supervisor shall consider the entire service-rating period. If the first service rating results in an Unsatisfactory rating

in attendance, the employee's failure to correct the attendance or tardiness problem will result in a second Unsatisfactory service rating which is considered grounds for dismissal from State service.

EXTERNAL COMMUNICATIONS

Telephone Etiquette

All staff is to answer the phone in a professional, friendly manner. . Accordingly, please be advised that the phones are to be answered as follows: .

“Good (morning or afternoon), Commission on Human Rights and Opportunities (or CHRO), (state your name and then ask), how may I help you?”

Disclosure of Information

The Commission is a public agency and subject to the FREEDOM OF INFORMATION ACT (FOIA). The Managing Director and Commission Attorney's office handles all FOIA requests. Please forward any FOIA request to the Managing Director and Commission Attorney's office within 24 hours of receipt. Questions regarding operations concerning your department should be forwarded to your supervision or designee. All media inquiries should be referred to the Legislative and Regulation Specialist.

SECURITY AND VISITOR ACCESS

You must have your state identification on your person at all times. When visiting another office, you will be asked to present this identification. All visitors will be asked for a photo ID by security when they sign in and be expected to display a visitor's badge while on the premises. If you see someone wandering, offer to assist him or her. If you are concerned that they are not-authorized visitors, bring their presence to the attention of a supervisor or guard.

SAFETY COMMITTEE

CHRO is committed to maintaining a healthy and safe workplace for its employees. The agency is responsible for maintaining workplaces free of recognized hazards. CHRO will administer safety practices within agency divisions, maintain required health and safety records, and take appropriate action, including preventive measures, to address hazards that may result in occupational illness or injury. Such incidents must be thoroughly investigated in a timely manner. Written statements and reports, including corrective action, must be submitted immediately to the Human Resources Office.

Safety audits to identify and correct hazards will be conducted periodically by Occupational Safety and Health Administration representatives and CHRO's safety committee. The administration will initiate necessary repairs or the replacement of equipment and implement preventive maintenance programs. Management and staff must work together to promote safety. Please report hazardous conditions to your supervisor, including inoperative or defective equipment and the failure of coworkers to wear protective equipment, if required. Ensure that exits and entrances are easily accessible and free from clutter, and refrain from activities that jeopardize safety.

EVACUATION PROCEDURE

There is a designated Fire Captain in each region, as well as several on each floor at Central Office. Each Fire Captain has a bright red baseball cap with the title “Fire Captain” in white lettering on the front. In

the event of an emergency, please exit the building in a calm and orderly fashion and assemble around your Fire Captain. The Fire Captain will take attendance to ensure that all staff have exited the building safely.

In the event that you are leaving the building for an extended period of time (i.e. lunch, appointment, etc.) notify your manager of the time you are leaving and the approximate time you will return. Your manager will notify the Fire Captain of the names of all staff who are not present during the emergency.

In the event that a staff member does not check in with the Fire Captain, and their manager is not notified that they are out of the building, Emergency Responders will be notified of their absence and a Search and Rescue will be done in the building for missing staff. This is to ensure that any staff member who could not exit safely is located and rescued should they be in peril.

Do not use elevators during an emergency evacuation of the building.

If you are unable to use the stairs, please wait in a designated rescue area for emergency personnel to assist you. In the event of a temporary infirmity (i.e. broken leg) it is very important that you notify your manager/supervisor, who will relay this information to the Fire Captain, who will notify emergency responders.

WORKERS COMPENSATION

The agency promotes safety in the workplace. The State of Connecticut also has implemented a Managed Care Program for Workers' Compensation, administered by Gallagher Bassett Services, Inc. You must report a work-related accident or illness to your supervisor, who is required to call a 24-hour hotline (1-800-828-2717) to report your accident or illness and initiate a claim. If your supervisor is unavailable, you may call or have someone call for you. Your supervisor must also complete the *First Report of Injury* (Form WC-207) and submit it to DAS_RfaxWCHE@ct.gov or by fax to 959-200-4841, whether or not you seek treatment or lose time from work. To become eligible for workers' compensation benefits, you must seek treatment from a network physician or medical facility. Forms can be obtained at [Workers' Compensation Rights, Responsibilities, and Claims--Documents \(ct.gov\)](http://Workers'CompensationRights,Responsibilities,andClaims--Documents(ct.gov)). In cases of a medical emergency call 911 to seek immediate medical attention. Contact the DAS Workers' Compensation Division at [\(860\) 713-5002](tel:(860)713-5002) with any questions regarding access.

VIOLENCE THE WORKPLACE

The State of Connecticut is committed to providing its employees a reasonably safe and healthy working environment, free from intimidation, harassment, threats, and/or violent acts. The State of Connecticut has a statewide zero tolerance policy for workplace violence. Therefore, except as may be required as a condition of employment

- No employee shall bring into any state workplace any weapon or dangerous instrument as defined herein.
- No employee shall use, attempt to use, or threaten to use any such weapon or dangerous instrument in a state worksite.
- No employee shall cause or threaten to cause death or physical injury to any individual in a state worksite.

The term "violence" refers to a range of inappropriate behaviors that include but are not limited to the following:

- Intimidating or threatening behaviors
- Physical or verbal abuse
- Vandalism
- Sabotage
- Offensive comments regarding violent events and/or behaviors

RECYCLING

The State of Connecticut requires that all state agencies recycle white office paper. White office paper is to be separated from the regular trash and placed in a designated recycling container. Window envelopes and treated papers such as manifold sets should not be recycled.

POSTING POLICY

No CHRO employee, student intern, volunteer or visitor may post or display any unauthorized material on any agency bulletin board or common area in the central office or the regional offices. This policy applies to the posting as well as the placement of any written material, including, but not limited to, magazines, notices brochures, and pamphlets anywhere in a common area. Religious materials are also included in this policy.

Employees wishing to post or place materials in these areas must receive authorization from their supervisor or manager. Postings will be reviewed to ensure that they are consistent with the agency's objective of eliminating and not fostering discrimination. Visitors requesting to post or leave written material on agency premises should be referred to the Executive Secretary in the central office or to a regional manager in the field offices.

This procedure does not apply to the use of any agency bulletin board that is specifically designated for union use. Persons wanting to use a union-designated bulletin board should contact a union steward.

Materials deemed to be of an offensive nature, including any designed to denigrate, intimidate or demean an individual or a group on the basis of a protected class will not be authorized to be posted or displayed anywhere in the agency.

Any employee found to be in violation of this policy will be subject to progressive discipline, up to and including termination of employment.

DRUG FREE WORKPLACE

CHRO is committed to creating a drug-free work environment for all its employees. Accordingly, the unlawful manufacture, distribution, possession or use of controlled substances is prohibited in the workplace. This includes the use of certain medications that are not being taken under a physician's prescription. Any employee violating this policy will be subject to discipline up to and including termination.

If you feel that you may have a substance abuse issue, please contact the Employee Assistance Program. They will set an appointment for a confidential assessment and make recommendations for treatment if this is appropriate.

VOLUNTEER AND PRO BONO WORK

The Commission recognizes that there is an immense value in giving back to the community in which you live. Volunteer and Pro Bono work is encouraged by the Commission. Please be aware, however, that there may be a conflict of interest in your pursuit. Speak with your immediate supervisor regarding the subject of your work and the volunteer work you would like to do. Arrange for any personal leave time with your supervisor to perform your volunteer work if it should occur during working hours. Attorneys should also consult with the State Bar Association regarding potential conflicts if they wish to practice law Pro Bono. Such issues as malpractice insurance and leave time should be worked out with your supervisor ahead of time.

ATTIRE

Please refer to the Professional Image Policy for CHRO, the Commission deals extensively with the public. As such, your dress and manner represent the Commission to the various members of the community with whom you interact. Dress should be professional to reflect the respect and dignity of our mission.

Friday's have been designated as a “dress down” day. It is appropriate to wear casual clothing in the office unless duties or appointments require a more professional dress.

In addition, there are times, such as Employee Appreciation Day, Training Retreats and seasonal parties where casual dress is appropriate. Notification will be made to staff regarding this for each event.

SECTION 6 – TRAINING AND DEVELOPMENT

IN-SERVICE TRAINING

In-service training courses are held semiannually and sponsored by the community-technical colleges' business and industry network and the Department of Administrative Services (DAS). Courses available to exempt and nonexempt employees include computer training, professional development, secretarial, supervisory, leadership, technical, and writing skills.

You may apply for DAS sponsored in-service training courses. Requested courses should be relevant to your position, your unit's operational needs, or your career development. Classes are generally held during regular work hours in the spring and fall. For information, contact the Curriculum Manager.

The Commission bears the cost of these courses. The course is an extension of your job duties and, as such, all rules and requirements of your contract apply. If you sign up for a course and then fail to attend without notifying your manager, this will be counted as an unexcused absence.

TUITION REIMBURSEMENT

The agency offers employees a tuition reimbursement program. If you are a nonexempt employee, reimbursement is outlined in your collective bargaining agreement. Reimbursement generally is subject to the availability of union funds, with disbursements made on a first-come, first-served basis. Managers are eligible for tuition reimbursement from the State Management Advisory Council or agency funds. For assistance and forms, contact the Curriculum Manager. You should submit your application to that office at least three or four weeks before the start of a class.

CAREER DEVELOPMENT COURSES

Courses are offered through DAS and in-service that can benefit employees on their career path. Such courses focus, for instance, on supervisory and management development, agency needs, strategic planning; customer service skills, and total quality management techniques are available. For information, contact the Curriculum Manager.

CONFERENCES WORKSHOPS AND SEMINARS

Your union contract may pay for costs associated with conferences, workshops or seminars, such as registration fees, travel expenses and meals. You must receive supervisory approval before processing a payment request. Consult your union contract for details.

Management and exempt staff may participate in conferences, workshops or seminars. You must receive supervisory approval to receive time off. Requests for funding should be directed to the Curriculum Manager.

EXTERNSHIPS

CHRO offers a number of opportunities for Externships. A student can earn credits in their program by working with the Commission, attorneys, referees, adjudicators, and training department, all offer the opportunity for students to enhance their classroom learning with real life experience.

Please treat a student extern as you would regular employee in your office, remembering that you are playing a substantial role in his or her professional development.

Although students generally treat their externship work with a high level of responsibility, some students exhibit a certain casualness in regard to work schedules, probably a carryover from their approach to the regular curriculum (in which they are allowed to miss a certain number of classes). An essential element to the externship experience is establishing a sense of responsibility and commitment. Toward this end, students must have a regular schedule so everyone knows when the student will be at work. As a supervisor who must plan assignments and still get your own work done, you are entitled to know when the student will be at your office. A set schedule also gives the student an opportunity to develop a sense of commitment and to view his work as a regular part of the office's functioning.

We ask you to be firm with the students about their work schedule. Let the student know that tardiness or absences are unacceptable in the professional world. If a student is tardy or absent more than once, please discuss this with the student. If this behavior continues, report it to the Curriculum Manager so that he can speak with the student. It is also important that you keep the workload commensurate with the student's hourly commitment. In addition to the externship, your extern is also taking classes which, due to mid-term exams and make-up classes, may pose a conflict with work. It is important that the student notify you of any schedule adjustments and that there is mutual agreement about completion of work assignments.

Of course, we do not require you to be totally inflexible in working with the students. We understand that emergencies arise for which you must make allowances.

SECTION 7 – COLLECTIVE BARGAINING

BARGAINING UNIT REPRESENTATION

Labor unions and management periodically negotiate collective bargaining agreements (union contracts), which govern salary, benefits, hours of work, and other terms and conditions of employment. Most state job classifications have been assigned to particular bargaining unions.

If you are a nonexempt employee, you have been assigned to a bargaining unit based on your job classification and will be represented by a specific union. If you are an exempt employee, you have been excluded from the collective bargaining process. State statutes, rules and regulations will govern the terms and conditions of your employment. As a bargaining unit member, you may elect to join the union and have dues deducted from your biweekly paycheck.

UNION CONTRACTS

Bargaining unit contracts, established through the formal negotiation process, outline many of the terms and conditions of your employment. Familiarize yourself with your contract because benefits and provisions vary. Certain contract language has been crafted to avoid disputes and eliminate misunderstandings. Contract provisions, however, may be open to interpretation and subject to the grievance and arbitration process.

GRIEVANCE PROCEDURE

First, discuss the issue with your supervisor, who may help you find a solution. If your supervisor or another employee in the chain of command cannot resolve your problem or complaint, or if you feel that you have been treated unjustly, contact the Agency Labor Relations Specialist and/or the Affirmative Action/EEO Office, and/or your union steward. The grievance procedure helps resolve disputes concerning the interpretation and application of a contract. Though specific procedures may vary, your union contract establishes time limits for initiating grievances and obtaining responses.

The first steps of the grievance process are informal to encourage quick resolution. If an issue cannot be resolved informally, more formal meetings will be conducted until the grievance reaches the highest level of the process. Most grievance procedures permit arbitration when an issue cannot be resolved at the highest level. An arbitrator, an impartial party chosen by union and management, will hear both sides of an issue and render a binding decision. If you are an exempt, classified employee, you may appeal certain disciplinary actions through the grievance procedure as outlined in Sec. 5-202 of the Connecticut General Statutes.

SECTION 8 – SEPARATION

Resignation

The personnel regulation on resignation reads: “An employee in the classified service who wishes to voluntarily separate from state service in good standing shall give the appointing authority at least two working weeks written notice of resignation, except that the appointing authority may require as much as notification as four weeks if the employee occupies a professional or supervisory position.”

If you resign, your written notice must include your last day of work and be submitted to your supervisor at least two weeks before you leave. You will receive a lump-sum payment for unused vacation time if you are a permanent employee. You may arrange to continue your health insurance benefits at the COBRA rate for a specific period of time. Contact Payroll for details on the length of coverage and payment amount. If you are not eligible for any retirement benefits when you leave state service, you may withdraw your retirement contributions. If you do not return to state service within five years and have not withdrawn your contributions, the Retirement Division will send you a refund application. After you complete the form and return it, you will receive your contributions plus interest. If the Retirement Division cannot locate you within 10 years after your employment ends, your contributions will become part of the retirement fund.

If you submit your resignation less than two weeks before leaving, your separation will be regarded as not in good standing and may affect your re-employment rights. An unauthorized absence of five or more working days also will be considered as a resignation not in good standing. You will be notified if your resignation is considered as not in good standing and you may file an appeal with the Commissioner of the Department of Administrative Services.

LAYOFF

A layoff is the involuntary, non-disciplinary separation from State service resulting from a lack of work, program cutback or other economic necessity. When a State agency needs to hire additional staff following a layoff, employees who have been laid off have special rights to job openings. Layoffs and reemployment from layoff are conducted in accordance with appropriate collective bargaining contracts for nonexempt employees and in accordance with Section 5-241 of the Connecticut General Statutes for exempt employees.

REEMPLOYMENT RIGHTS

In an effort to deliver services in a contemporary and cost effective fashion, the State of Connecticut uses a module called [Freenames](#) through the Online Employment Center (JobAps) as a platform for processing the following:

- Mandatory rights for eligible individuals (reemployment/SEBAC/other mandatory rights)
- Statewide Transfer requests (non-mandatory transfers)
- Rescind of Resignation or Retirement requests

This section applies to:

Current or former State Employees who have been affected by the following:

- Layoffs
- Noticed for layoff
- Accepted a demotion in lieu of layoff
- Notified of eligibility for mandatory rights
- Recently failed a working test period and has permanent classified status
- Exercising rights to return to the classified service from the unclassified service
- Recently separated NP-2 employee with Article 39 Rights
- Current employees who request to place their names on a Statewide Transfer list
- Former employees who request to rescind their resignation in good standing or voluntary retirement.

If you retire from state service, you are eligible for temporary employment in any class in which you had permanent status. As a re-employed retiree, you may work as many as 120 days per calendar year without adversely affecting your pension. Such appointments are totally at the discretion of the agency.

Rescind of Resignation or Retirement

If you have permanent status and resign in good standing, you may, within one year of the date of your separation, request to rescind your resignation by completing the Rescind Resignation request via the JobAps, Freenames Application (<https://jobapscloud.com/ct>) within one year from date of resignation. This will enable you to be considered for any classes in which you had permanent status. Reinstatement is strictly voluntary on the part of the Agency and may occur at any time up to two years from the date of your separation.

Former employees shall be fully independent in and responsible for conducting their own search for reinstatement by requesting rescind privileges via the JobAps, Freenames Application.

Use the rescind of resignation or retirement option to request to rescind a resignation in good standing, or a retirement from state service in accordance with DAS General Letter 177 or voluntary resignation in good standing in accordance with the Impact Agreement of Executive Orders 13 F and G (herein referred to as 'rescind of resignation' or 'resignation').

Note: There are no reemployment rights associated with a rescind of resignation. The State of Connecticut is not required to rehire individuals who rescind resignation. Rather, certain privileges may be granted depending on the job class and effective date of rehire.

Requirements:

A former State employee must meet the following conditions:

- Attained permanent status as a State employee
- Separated from state service in good standing from a position in the Classified service or a bargaining unit position in the Unclassified service

- You must know the job class you resigned or retired from. To locate this information, contact your former Human Resources Representative or refer to your last paycheck as an active employee.
- You must include each job code matching your last held title including different hourly equivalent. For example:

7603EU= Information Technology Analyst 1 (35 hours)

7603FD= Information Technology Analyst 1 (40 hours)

DAS will conduct a review and approve or deny all rescind requests for any or all job classes identified.

Applicants will be notified of the status of their requests via email. Please be sure to keep your contact information updated and check your email and spam folders often as **most communication will occur via email.**

For detailed instructions to request to rescind a resignation in good standing or retirement, refer to [Instructions Rescind Resignation or Retirement.](#)

RETIREMENT

State employees are members of one of several retirement programs. Once an employee has completed the required actual or vesting service required by the retirement system, he/she is eligible for a pension. Retirements are effective on the first of the month following the last working day of the previous month. For retirement purposes, an employee who is on prolonged sick leave will retire the first of the month following the last working day that sick leave was used in the previous month (a medical certificate is required) and may qualify for a disability retirement. Types of retirement include, Normal, Early, Hazardous Duty or Disability. Please refer to the Plan Summary which can be found on the Office of State Comptroller's website.

If you plan to retire you must send your Notice of Intent to Retire and Retirement Information Form via fax to 860-62204928 or via email to DAS.BenefitsandLeavesPod5@ct.gov. Please refer to the Plan Summary which can be found on the Office at State Comptroller's website at [Retiree Resources \(ct.gov\)](#).

Regardless of the type of separation from service; on the last day of work, the terminating employee must return State property to her or his supervisor. Additionally, certain reports and/or forms will need to be completed including the CHRO Time and Attendance Sheet and a Separation Form utilized to record the State property returned and the forms/reports completed.

Pension Payment Options

- Option A – 50% Spouse. This option provides a reduced monthly benefit to you for life. Then 50% of that benefit will continue after your death for the lifetime of your surviving spouse designated at date of retirement.
- Option B – 50% or 100% Survivor. This option provides a reduced monthly benefit to you for life. After your death, a percentage of that benefit, either 50% or 100%, whichever you choose, will continue for the lifetime of your contingent annuitant. This contingent annuitant can be any person, including your spouse.
- Option C - 10 Year or 20 Year Period Certain. This option provides a reduced monthly benefit to you for your lifetime with payments guaranteed from your retirement date for 10 or 20 years (whichever

you choose). If you should die within 10 years (120 payments) or 20 years (240 payments) from your date of retirement, the remaining payments, in accordance with your selection, will be made to your contingent annuitant(s). This is the only option which allows you to name more than one contingent annuitant, each of whom would share each remaining monthly payment equally.

- Option D – Straight Life Annuity. This option provides you with the highest monthly benefit for your lifetime. However, all payments stop at your death.

**Keep in mind that these options may affect health insurance benefits for your spouse/contingent annuitant at your death.

Insurance Benefits Retirees

Insurers offer special health insurance plans to retirees which take effect 30 days after your retirement. Regardless of the retirement option you choose, you will receive a monthly pension for the rest of your life, and, if you qualify for health insurance benefits, coverage will extend to your eligible dependents. Once you or your dependents become eligible for Medicare, this is your primary medical plan provider and the state plan is supplementary.

If you retire with at least 25 years of service and have state-sponsored life insurance, the state will pay for 50 percent of the amount of coverage (at least \$7,500) as when employed. If you retire with less than 25 years of service, the state will pay a prorated amount. The Group Life Insurance Section of the Retirement Division will contact you following your retirement concerning conversion options.

Disability retirement and pre-retirement death benefits are a part of your pension agreement. Pensions also are subject to cost-of-living increases as outlined in the agreement.

For further information regarding retirement benefits call or email:

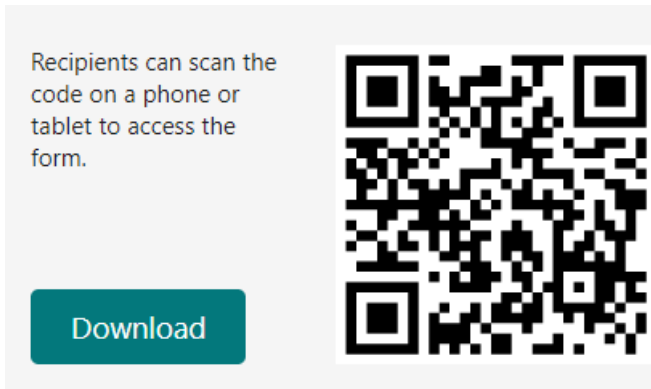
Office of the State Comptroller Retirement Division
165 Capitol Avenue
Hartford, CT 06106
Telephone: (860) 702-3490
Email: osc.rsd@ct.gov

EXIT INTERVIEW

Below you will find the link and QR code to access a confidential exit interview survey. Thank you for taking the time to engage in the exit interview process. This survey will only take approximately three minutes to complete. The information collected will help us evaluate factors like pay, benefits, work environment, and your overall work experience. All your answers are confidential, so please be candid with your responses. The information collected will help us to identify any potential areas where we can implement new strategies to increase the satisfaction of our workforce. Thank you again for your time and attention.

Link to survey: [Confidential Exit Survey State of Connecticut - DAS \(office.com\)](#)

QR code:



SECTION 9 – PERSONNEL RECORDS

PERSONNEL FILES

CHRO maintains a file containing information about your employment: service ratings, personnel processing forms, appointment, promotion, disciplinary letters, and formal commendations. The agency also maintains a separate, confidential file that contains your medical documents, including doctor's notes and medical certificates. You may review your medical and personnel files by contacting the Human Resources Office to schedule an appointment. You also may sign a waiver to allow another person, such as a union official, to review your files. The agency must comply with written requests for information about its employees under the state freedom-of-information (FOD) law. Pursuant to FOI, if the agency considers a review request as a possible invasion of your privacy, you will be notified).

CHANGE OF PERSONAL DATA

Whenever you change your name, address, number of dependents, telephone number, marital status or emergency contact, you must promptly notify the Human Resources and Payroll Office so that agency records and files may be updated. You may also need to complete a new federal or state withholding allowance certificate (W-4 or CT W-4), or other important forms after changing data.

PERSONAL DATA REGULATIONS

The Commission shall use, maintain and release personal data in accordance with the requirements of the Personal Data regulations of the Regulations of Connecticut State Agencies, and in accordance with other applicable law.

SECTION 10 - STANDARD ATTENDANCE CODES

CCE.....Compensatory Time Earned
CU.....Compensatory Time Used
HOLHoliday
LADLVAdministrative Leave Paid
LCVCF.....Convention/Conference
LJURYJury Duty
LPRTYAgency/Union Picnic or Party
LUBCNUnion Contract Negotiations
LUBEAUnion Steward Employee Agency
LUBEOUnion Steward Employee Outside
LUBLPUnion Business Leave Paid *pre-approved by OLR
LUBMRUnion Steward with Management Representatives
LWGOVGovernor Granted Time Off
LWXINState Exam/Interview
OVTOvertime
PL.....Personal Leave
PL03SEBAC PL
PLSK.....PL upon the Exhaustion of SICK
REG.....Regular Pay
RTRNGTraining
SICK.....Sick Employee Illness
SFAM.....Sick Family
SPEmployee Medical/Dental/Eye Appointment
SFFNRSick Funeral Immediate Family
SFNRLSick Funeral Non-Immediate Family
ULUUnauthorized Leave - Unpaid
ULSCK.....Unpaid Sick Employee
ULSFMUnpaid Sick Family
ULVAC.....Unpaid Vacation
USUSPUnpaid Suspension
UVLRP.....Unpaid Voluntary Leave Reduction Program
VACVacation
VAC03SEBAC VAC
VS Vacation Upon the Exhaustion of SICK