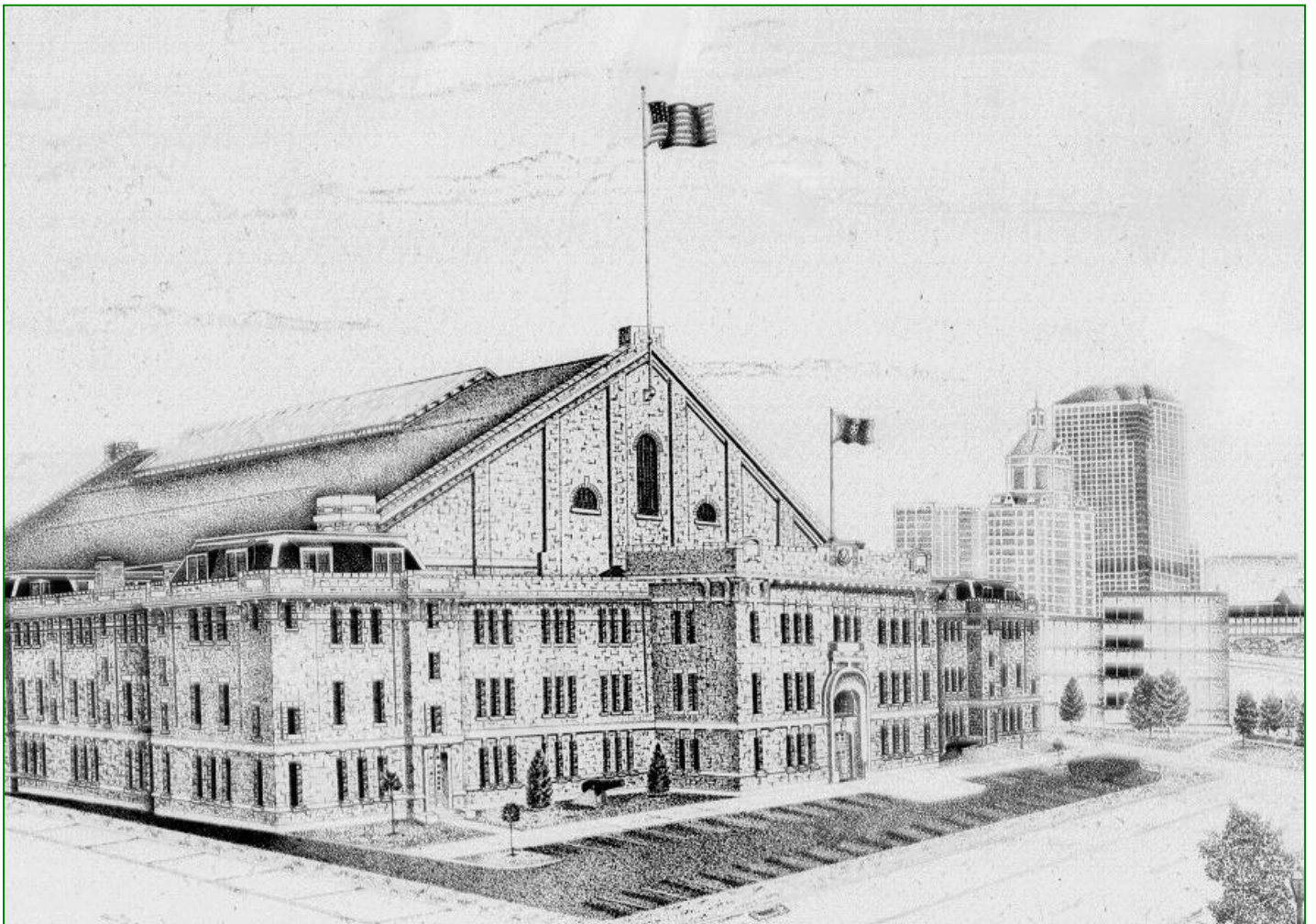




Connecticut Military Department State Employee Resource Directory



October 23, 2023

An Affirmative Action/Equal Employment Opportunity Employer

MISSION

The Connecticut Military Department (CTMD) is a unique dual-status agency, having both federal and state missions. The federal mission is to maintain properly trained and equipped National Guard units for prompt federalization in the event of war, domestic emergencies, or other emergencies. The state mission is to coordinate, support and augment federal, state, and local authorities in emergency response, to provide emergency response planning and to conduct community service programs.

STATUTORY RESPONSIBILITY

Title 27 of the Connecticut General Statutes contains the CTMD's statutory authority and responsibility. CTMD's principle public responsibilities are (1) to train, resource, and coordinate state emergency response assets and (2) to plan for and protect citizens and their property in times of war, terrorism, invasion, rebellion, riot or disaster. CTMD facilitates public safety during emergencies.

ORGANIZATION

The CTMD is functionally divided into four components: the Military Department Headquarters, Connecticut Army National Guard (CTARNG), Connecticut Air National Guard (CTANG) and the Organized Militia. The CTMD employs approximately 115 full-time state employees, utilizing 41 full-time equivalent positions. The CTARNG is approximately 3,600 Soldiers, of which approximately 2,900 are traditional (part-time) Soldiers and 800 are full-time personnel. The CTANG is authorized approximately 1100 Airmen, of approximately 700 are traditional (part-time) Airmen and 400 are full-time personnel. The Organized Militia (State Guard and Governor's Guard) has about 350 personnel. National Guard and militia members are NOT state employees.

The CTMD Headquarters is comprised of The Adjutant General (TAG) and Assistant Adjutant General (AAG). They are appointed by the Governor of Connecticut. TAG serves concurrently as Commander of the State National Guard. TAG serves in the rank of major general. The AAG serves in the rank Brigadier General. Both TAG and AAG are federally recognized in their military rank by the Department of Defense.

TAG is the Commander of the CTNG and the Organized Militia. TAG commands the elements of the CTMD through the Joint Force Headquarters (JFHQ-CT), a military unit staffed by over 350 Soldiers and Airmen. JFHQ-CT is located in the Governor William A. O'Neill Armory in Hartford. TAG oversees federal and state civilian employees who perform many functions, including providing support to military personnel. TAG administers federal personnel in accordance with governing federal labor laws and policies. TAG administers state employees in accordance with state laws and policies.

This State Employee Resource Directory provides a summary of internet links to pertinent Military Department and other state policies/authorities and is designed to facilitate employee understanding of state employment authorities.

CONNECTICUT MILITARY DEPARTMENT POLICIES

CTMD policies are posted in the Human Resource Office and on the agency website at <https://portal.ct.gov/MIL/Human-Resources/Policy-Statements>. As policies are subject to revision and updating, CTMD will distribute a copy of this Employee Resource Directory to each employee periodically. Although militia members are not employees, some of the policies listed herein are applicable, as noted below. Employees must review the policies posted on the website and validate their review by submitting the “Employee Policy Review Acknowledgement Form,” which is on the last page of this directory. An employee may request a copy of any CTMD policy or other resource listed in this directory from the CTMD Human Resource Office (HRO), which is located at the Hartford Armory, 360 Broad Street, Room 141, Hartford, CT 06105 or by calling (860) 548-3248 or emailing mil.hr@ct.gov.

Acceptable Use Policy (AUP)

The CTMD AUP provides standards for the use of State of Connecticut Executive Branch electronic communications, including but not limited to electronic mail systems (E-mail), the Internet, computers, laptops and related technologies and equipment (herein referred to as “State systems”). The AUP provides information concerning the appropriate and inappropriate use of State systems. The AUP applies to militia members who access CTMD communications and equipment.

Agency Contact – Russell Bonaccorso, Military Administrative & Programs Officer, 360 Broad Street, Room 113, Hartford, CT 06105, (860) 524-4968, Russell.bonaccorso@ct.gov.

Affirmative Action Policy (AAP)

The CTMD is an affirmative action employer and is committed to the policies and procedures that promote equal employment opportunity. The goal of CTMD AAP is to ensure equal opportunity, avoid discrimination (intentional or inadvertent), develop a workforce that is representative of all the state’s population and that facilitates CTMD operations. The AAP does not apply to militia members.

Agency Contact – Erica Blackmon or Selestian Patterson, Equal Employment Opportunity Officers, 360 Broad Street, Room 141, Hartford, CT 860- 548-3248, mil.hr@ct.gov.

Americans with Disability Act Policy (ADA Policy)

The CTMD is committed to providing and promoting equal opportunities in all its activities and operations. This commitment includes implementation of the Americans with Disabilities Act of 1990, a federal law that makes it unlawful to discriminate against a qualified person with a disability in all aspects of the employment process and in the provision of services and benefits. CTMD adheres to Connecticut laws and regulations applicable to persons with disabilities. The CTMD ADA Policy does not apply to militia members.

Agency Contact – Erica Blackmon or Selestian Patterson, Equal Employment Opportunity Officers, 360 Broad Street, Room 141, Hartford, CT 860- 548-3248, mil.hr@ct.gov.

Anti-Harassment and Discrimination Policy (AHD Policy)

The CTMD is committed to providing a work environment in which all persons are treated with dignity and respect. All CTMD employees are expected to comply. The AHD Policy does not apply to militia members. AHD policy applicable to the militia is published in Circular Letter 2023-01.

Agency Contact – Selestian Patterson, Equal Employment Opportunity Officer, 360 Broad Street, Room 141, Hartford, CT 860- 548-3248, mil.hr@ct.gov.

Discrimination Complaint Procedure (DCP)

The CTMD DCP provides employees a process to address complaints alleging discrimination, including harassment, based upon any legally protected class, which includes race, color, religious creed, age, sex, pregnancy, sexual orientation, gender identity or expression, marital status, national origin, ancestry, intellectual disability, genetic information, learning disability, physical disability, blindness, mental disability, military or veteran status or criminal record. Retaliation complaints are covered under the CTMD DCP. DCP policy applicable to the militia is published in Circular Letter 2023-02.

Agency Contact – Selestian Patterson, Equal Employment Opportunity Officer, 360 Broad Street, Room 141, Hartford, CT 860- 548-3248, mil.hr@ct.gov.

Attendance Policy Guidelines for Employees

Each CTMD employee is responsible for maintaining a good attendance record. Employees are expected to report to work on time, observe the guidelines for breaks and lunch, and remain at your workstation until the established quitting time. Sick, vacation and personal leave requests must be made in accordance with these guidelines and any other relevant requirements. Absences of 5 or more consecutive days from work will require specific documentation. Refer to individual collective bargaining agreements for specific language pertinent to the specific bargaining members. This attendance policy does not apply to the militia.

Agency Contact – Erica Blackmon or Selestian Patterson, Human Resource Office, Hartford Armory 360 Broad Street, Room# 141, Hartford, CT 06105, 860-548-3248, mil.hr@ct.gov.

Ethics Policy

All State officials and employees (except judges) are subject to a Code of Ethics. The ethical rules are contained in Connecticut General Statutes 1-84 through 1-86. These rules are generally designed to prevent individuals from using public position or authority, or confidential information gained in state service, for personal financial benefit. In some cases, Code of Ethics prohibitions apply to the immediate families of state officials and employees.

If you feel there may be a conflict of interest, you must contact the State Ethics Commission for guidance. Employees who do not do so and are subsequently found to have violated the Code of Ethics may be subject to sanctions and disciplinary action up to and including dismissal. This ethics policy generally applies to the militia, who are representatives of the State of Connecticut.

Agency Contact – Russell Bonaccorso, Ethics Advisor, 360 Broad Street, Room 113, Hartford, CT 06105, (860) 524-4968, russell.bonaccorso@ct.gov

Workplace Violence Prevention Policy

The CTMD has zero tolerance for workplace violence. Therefore, except as may be required as a condition of employment, no employee shall bring into any state worksite any weapon or dangerous instrument; no employee shall use, attempt to use, or threaten to use any such weapon or dangerous instrument in a state worksite; and no employee shall cause or threaten to cause death or physical injury to any individual in a state worksite. Any weapon or dangerous instrument at the worksite will be confiscated and the police will be notified. There is no reasonable expectation of privacy with respect to such items in the workplace.

Agency Contact - Erica Blackmon or Selestian Patterson, Human Resources, 360 Broad Street, Room 141, 860-548-3248, mil.hr@ct.gov.

CTMD Travel Procedures for CTMD Employees and Militia Members

The CTMD expects its employees and militia members to abide by the process to effectuate official travel. For use of vehicles to conduct State business, see [General Letter 115 Policy for Use of Vehicles for State Business](#), [DAS State Vehicles Policies](#) and [DAS State Employee Travel Information](#).

Agency Contact – Russell Bonaccorso, Fleet Coordinator, Hartford Armory, Room# 113, 860-524-4968, Russell.bonaccorso@ct.gov.

State Employee Travel Contact – Denisa Dede, Fiscal Administrative Officer, Hartford Armory, Room #143, 860-524-4998, mil.travel@ct.gov.

STATEWIDE POLICIES

CTMD employees are obliged to abide statewide policies. The following select statewide policies are published on the Department of Administrative Services website. Employees are encouraged to review all the statewide policies periodically. Employees who have any questions or require more information about statewide policies may ask their supervisors or Human Resources for more information.

Agency Contact - Erica Blackmon or Selestian Patterson, Human Resources, 360 Broad Street Room # 141, 860-548-3248, mil.hr@ct.gov.

[Acceptable Use Policy for State Systems including Computers - May 2006](#)

[Computing Mobile and Storage Devices](#) - Security Policy - September 2007

[DAS General Letter 150](#) - Unclassified Employees - Attainment of Permanent Status

[DAS General Letter 202](#) - Temporary Work Assignments between Intergovernmental Agencies

[DAS General Letter 204](#) - Dual Employment

[DAS General Letter 214D](#) - Political Activity of State Employee

[DAS General Letter 220](#) - Authorized Use of Temporary Personnel Services

[Drug-Free Workplace Policy February 2016](#)

[Early Release and Delayed Openings](#)

[Electronic Monitoring of State Employees Policy](#)

Ethics - [Guide for Public Officials and State Employees](#)

[Final Telework Policy Agreement and Stipulated Agreement](#)

Extension of Cross-Unit Snow Days and Inclement Weather Language ([E-Item 2511](#))

Records Retention Schedules - [General for State Agencies](#)

[Telecommunications Equipment Policy](#)

[DAS Workplace Violence Prevention Policy](#)

[State Employee Mandatory Training](#)

UNION CONTRACTS APPLICABLE TO CTMD EMPLOYEES

There are the currently 17 contracts for State employee bargaining units in the executive branch. All current contracts are available at the DAS website available for viewing at <https://portal.ct.gov/OPM/OLR-Publications/Contracts/Office-of-Labor-Relations-Contracts>

CTMD unionized employees fall into one of five bargaining units. All CTMD employees are expected to abide the contract that governs their employment. Union Contracts applicable to CTMD employees are available at the DAS website.

NP-2 Maintenance & Service (2021-2025)

<https://portal.ct.gov/-/media/OPM/OLR/Contracts/NP2-Final-Contract-2125.pdf>

NP-3 AFSCME – Clerical (2021-2025)

<https://portal.ct.gov/-/media/OPM/OLR/Contracts/NP-3-Contract-with-Pay-Scales-Included.pdf>

NP-5 Protective Services – Firefighters (2016-2021)

<https://portal.ct.gov/-/media/OPM/OLR/Contracts/NP5ProtectiveServices20162021pdf.pdf>

P-4 Engineer, Scientific & Technical (2016-2021)

<https://portal.ct.gov/-/media/OPM/OLR/Contracts/P4-Contract-2016-2021-web.pdf>

P-5 Administrative & Residual – Fiscal 2021-2025)

https://portal.ct.gov/-/media/OPM/OLR/Contracts/FULL---AR-Contract--July-1-2021-Expiring-June-30-2025--CLEAN-v01_24_2023.pdf

STATE EMPLOYEE BENEFITS

CTMD employees are encouraged to know their benefits. To access state employee benefit information, State employees should access the State of Connecticut Care Compass.

Care Compass <https://carecompass.ct.gov/>

EMPLOYEE POLICY REVIEW ACKNOWLEDGEMENT FORM

EMPLOYEE NAME (**Please Print clearly**): _____

SIGNATURE: _____ DATE: _____

I acknowledge receipt of the CTMD EMPLOYEE RESOURCE DIRECTORY, dated September 1, 2023. As directed, I reviewed the CTMD policies posted on the CTMD website at <https://portal.ct.gov/MIL/Human-Resources/Policy-Statements>. I understand that this acknowledgement verifies my review of the agency and statewide policies and will be maintained in my personnel record. I reviewed the following.

Acceptable Use Policy

Affirmative Action Policy

Americans with Disability Act Policy

Anti-Harassment and Discrimination Policy

Attendance Policy Guidelines for Employees

Discrimination Complaint Procedure

Ethics Policy

Workplace Violence Prevention Policy

CTMD Travel Procedures for CTMD Employees and Militia Members

DAS Statewide Policies

Union Contracts

State Employee Benefits

I understand that if I have any questions about the above policies, contracts or benefits, I may ask my supervisor or the agency contact listed for the policy. I also understand that I may contact Human Resources Office (HRO) with any question related to the terms and conditions of my employment, including any of the above-listed resources. I also understand that I may request a copy of any CTMD policy from HRO. The HRO contact is as listed below.

Erica Blackmon or Selestian Patterson
CTMD Human Resources Office
Governor William A. O'Neill Armory
360 Broad Street, Room# 141
Hartford, CT 06105
Erica.blackmon@ct.gov or Mil.HR.ct.gov
Office: 860-548-3248 RightFax: 860-326-0505

SUBMIT THIS COMPLETED ACKNOWLEDGEMENT FORM TO CTMD- HRO by scan/email, RightFax or hard-copy delivery (mail or hand deliver).

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