

Town of Easton Policies and Procedures

April 10, 2019





Town of Easton

TOWN HALL - 225 CENTER ROAD, P.O. BOX 61
EASTON, CONNECTICUT 06612

TELEPHONE (203) 268-6291
FAX (203) 268-4928

November 19, 1998

TO: All Department Heads

FROM: William J. Kupinse, Jr. - First Selectman

Many times the manner in which we handle Town matters is based on knowledge of our particular job function or simply on common sense. Sometimes, however, we take particular actions because "we have always done it that way".

When I took office, I was surprised to find that some of the rules that were deemed absolute were not written down and could only be traced back to "we have always done it that way". That can prove difficult for a newcomer and even for employees who have been around for a while because unwritten rules are difficult to look up and may even have unwritten exceptions.

Thus, for everyone's benefit, some of the rules of the game should be reduced to writing. Originally, I had thought this might be done in one comprehensive document. But my reach exceeded my grasp. Accordingly, I have decided to issue or reissue the rules as subjects come up from time to time on a continuing basis.

Generally, these will take the form of a policy with related procedures. Each will have an effective or revision effective date after which the policy and procedure will be enforced. Comments prior to the effective date are encouraged and may result in a further revision. A notebook containing the issued policies and procedures will be available in the First Selectman's Office. Each department should create a similar notebook.

Each department may wish to follow a similar procedure with respect to policies and procedures for the department which relate to your particular function and are not applicable Town wide. If you decide to create department policies and procedures, please send me a copy as they are issued.

Please note that this is an ongoing project and will probably never have a completion date. Moreover, not every situation can be handled by a written policy or procedure. After all, there are exceptions to every rule. Thus, employees are still encouraged to use initiative and common sense in dealing with the issues confronting us.

Attached are policies and procedures on legal papers and questions from the public.

If from time to time you have suggestions for other policies and procedures, please let me know.

WJK/ajf

Attch.

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AD/jfh
04.10.19



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POLICY: ACCRUAL OF BENEFITS WHILE ON EXTENDED LEAVE

REVISED

POLICY

The Town of Easton shall handle the accrual and payment of benefits while an employee is out on extended leave in a uniform manner so as to be fair to the employee and the Town and to comply with all legal requirements.

PROCEDURES

1. Extended leave shall be absence from work for more than thirty (30) days.
2. These procedures are subject to any overriding requirements of State or Federal Law such as the Family Medical Leave Act and to any agreements reached in any collective bargaining agreements with the Town's unionized employees, otherwise these procedures are applicable to all employees.
3. As soon as an employee is expected to be absent from work for more than thirty (30) days, that fact together with supporting information including but not limited to the expected duration of the absence, the reason for the absence, and the proposed status of the employee shall be brought to the attention of the Office of the First Selectman by the employee, department head, or supervisor of the employee.
4. A determination as to the status of the employee (e.g., sick leave, medical leave, unpaid leave of absence, etc.) shall be made as soon as possible and shall be reviewed as appropriate during the term of the absence and changed as necessary. A determination shall also be made as to when, if at all, it is necessary to terminate the employment of the employee if the requested leave of absence is not approved.
5. As appropriate, an employee may or shall be required to use benefits (e.g., sick leave, worker's compensation, etc.) to provide pay during the employee's extended leave or in the alternative, on the request of the employee and the recommendation of the supervisor, in the discretion of the First Selectman, the employee may be on leave without pay.

6. The employee will continue to receive health and dental insurance during an extended leave, provided the employee continues to pay any required contributions.
7. An employee shall not accrue benefits while on extended leave and the employee's service with the Town shall not accrue during an extended leave. Thus, while out on an approved absence, an employee shall not accrue sick leave and shall not accrue service time toward longevity and vacations. An employee may be paid for longevity or vacations while on extended leave.
8. As appropriate, the Town may require the employee to submit to medical examinations, to apply for long term disability, to release medical information to the Town, and to take such other actions as are appropriate to the particular leave and employee in question. Failure to do so may be grounds for discipline up to and including termination.

TAH/ajf

EFF. 06-22-99

REV. 05-24-13

POLICY: ACCESS TO OFFICES/SECURING OFFICES

REVISED

POLICY

Town offices shall be secured (locked) when not in use and access shall be only by authorized employees.

PROCEDURES

1. Town employees shall secure (lock) offices when they are not in use to prevent unauthorized entry.
2. Town employees shall not enter secured offices other than the office in which they work except in the case of an emergency.
3. In an emergency requiring entry into an office in which an employee does not work, the employee shall first attempt to contact the supervisor of the office in question to discuss the need for entry and the procedure for entering. If such supervisor cannot be reached and entry is still deemed necessary, the employee shall contact the First Selectman or Chief of Police or the ranking police officer on duty, depending upon the availability of such persons. If entry is to be made, the First Selectman, Chief, or ranking police officer shall accompany the employee while in the office.
4. This policy does not apply to entry by emergency services including fire, police, and EMS personnel in the performance of their official duties or non-emergency Town employees when faced with a situation involving potential immediate harm to person or property.
5. The Town Hall shall also be locked during hours when it is not in use. Access may be had during such times by employees who wish to enter an office for which they have a key and who have been let in by the Police dispatcher on duty. The dispatchers have been provided with a list of persons authorized to enter the building who have keys to their offices. Those entering the building during off hours will have to sign in with the dispatcher. The list will be updated from time to time. This list is also on file in the Office of the First Selectman. If your name is not on the list and you believe that it should be, please see the Office of the First Selectman. Please be prepared to provide information if and as requested by those dispatchers who are not familiar with you.
6. We have recently changed the locks on the Center Road and Morehouse Road doors. The First Selectman, the custodian and the Police have keys. The custodian, or in his absence, the Police, will open the doors at the beginning of each workday. The doors will be closed and locked between 4:30 p.m. and 5:00 p.m. each evening by the Police.
7. The Police are advised when there is a meeting scheduled in the building so that they can allow the entry of persons who are not on the authorized list. During such meetings you need not sign in.

WJK/ajf

2d.REV. EFF. 2-04-02



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Town of Easton

TELEPHONE (203) 268-6291

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POLICY: ACQUIRING EQUIPMENT AS PART OF SERVICE CONTRACTS

POLICY

The Town shall not use requests for proposals or bids for services to acquire equipment unless the equipment is necessary as part of the project for which the request for proposal or bid has been prepared.

PROCEDURES

1. Requests for equipment or capital items should normally be processed through the Board of Finance as part of the department's budget.
2. If a specific piece of equipment is required for a particular project for which the request for proposal or bid has been issued, the particular piece of equipment can be made a part of the request for proposal or bid.
3. In no case, may a department accept a piece of equipment from a party filing a proposal or a bid unless the equipment to be acquired is specified in the bid or request for proposal.

WJK/ajf

EFF. 4-24-06



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POLICY: CLOTHING

POLICY

Employees of the Town shall dress appropriately.

PROCEDURES

1. There are two aspects to appropriate dress. (1) Dress must be appropriate for the job which the employee is performing and (2) Dress must be appropriate as a representative of the Town.
2. To a large extent, appropriate dress both for the job and as a representative of the Town is a matter of common sense.
3. To dress appropriately for the job, an employee must consider the possible hazards which may be encountered in performing a particular job function. For example, while it might be appropriate to wear shorts when working in an open field, it would be inappropriate to wear shorts while cleaning out a patch of poison ivy.
4. To dress appropriately as a representative of the Town also requires a common sense approach. By way of example, employees should not wear skimpy, tight or revealing clothing, clothing containing wording which a significant portion of the community would find offensive or clothing that is beyond its useful life.
5. Some employees are now required to wear uniforms or other specialized clothing, and the Town reserves the right to require uniforms or other specialized clothing for other employees in the future. Such employees are in compliance with this policy when wearing uniforms or specialized clothing which meets the requirements of the supervisor.
6. While the initial responsibility for wearing appropriate clothing rests with the employee, supervisors are responsible for their employees and will make corrective suggestions as required.
7. Continued failure to dress appropriately after corrective suggestions may be grounds for discipline.

WJK/ajf

EFF. 7-01-00



Town of Easton

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POLICY: COMPUTATION OF HOURS FOR BENEFITS OR OVERTIME

POLICY

For purposes of determining whether a position has a work week of twenty (20) hours or more and thus is a benefited position, computation of the hours per week shall be on the basis of the pay period. For purposes of determining whether payment of overtime is required, computation of the hours shall be on a weekly basis.

PROCEDURES

1. Positions which require twenty (20) or more hours per week are benefited positions and positions which require less than twenty (20) hours per week are not benefited positions.
2. To determine whether a position requires twenty (20) hours or more per week, computation of the hours should be made on the basis of the pay period and not on the basis of any individual week and in making such computation, work events which do not reoccur on a regular basis shall be excluded.
3. Thus, for example, a position in which the employee is paid every two weeks which requires sixteen (16) hours in the first week and twenty-two (22) hours in the second week for a total of thirty-eight (38) hours for the two week pay period is not a benefited position since the average hours for each week of the pay period are nineteen (19) or less than the required twenty (20) hours per week.
4. Also, for example, a position which requires nineteen (19) hours per week during each week of the pay period does not become a benefited position by virtue of the fact that occasional overtime is required which brings the position in some pay periods to more than nineteen (19) hours per week.
5. Positions which have in an average of twenty (20) or more hours per week over a period of thirteen (13) consecutive weeks, are benefited positions.
6. Department heads who have employees whose work schedule is such that under this Policy they are not entitled to benefits, but do at times work twenty (20) or more hours in a week, should make such employees aware that their position is not a benefited position.
7. Notwithstanding the fact that entitlement to benefits is computed on the basis of the pay period for the position, overtime is always computed on a weekly basis. Thus, overtime is required when an employee works in excess of forty (40) hours in a week.

POLICY: COSTS FOR COMPLYING WITH FOI REQUESTS

POLICY

The Town shall charge for public records supplied pursuant to appropriate Freedom of Information requests.

PROCEDURES

1. Pursuant to Section 1-15 of the Connecticut General Statutes, the Town is permitted to charge for copies of public records.
2. The charge for supplying any plain copies shall be \$.50 per page.
3. The fee for certifying any copy shall be for the first page of such certificate, or copy and certificate, \$1.00. For each additional page, \$.50. For purposes of computing such fee, the copy and certificate shall be deemed to be one continuous document.
4. The cost for supplying records which require more than copying an existing printed record shall be based on the cost to produce such records and shall be set on a case by case basis.
5. The fees provided for in this policy shall be waived when the person requesting the records is an indigent individual, the records located are determined to be exempt from disclosure, or compliance with the applicant's request benefits the general welfare of the Town.
6. Specific questions on supplying copies under the Freedom of Information Act should be referred to the Office of the First Selectman.

WJK/ajf

EFF. 4-24-00



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POLICY: DAMAGE TO ROADSIDE STRUCTURES

POLICY

The Town will be responsible for damages which it causes by striking a roadside structure such as a mailbox with a piece of Town equipment such as a plow. The Town will not be responsible for damage to roadside structures by virtue of plowed snow.

PROCEDURES

1. A resident who believes he has a claim for damage to a roadside structure such as a mailbox by virtue of it having been hit by a piece of Town equipment such as a plow shall submit a request for repair or reimbursement to the Department of Public Works which shall make a determination as to whether or not the Town is responsible. If the Department of Public Works finds that the Town is responsible, the Town shall repair or reimburse the owner for the damage to the roadside structure. If the Department of Public Works determines that the Town is not liable, no repair or reimbursement shall be made.
2. If the owner disagrees with the decision of the Department of Public Works, the owner may submit a claim in writing with such evidence (such as pictures) which the owner deems appropriate to the First Selectman who may either accept or reject the decision of the Department of Public Works. If the decision is rejected, appropriate repair or reimbursement will be made.
3. In the event that the owner does not agree with the decision of the First Selectman, the owner may submit a claim in writing including an estimate of damages which will then be submitted to the Town's insurance company which will handle the claim from the time of such submission.

WJK/ajf

EFF. 04-15-99



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POLICY: DISPOSAL OF SURPLUS PERSONAL PROPERTY

POLICY

The Town shall dispose of surplus personal property in a manner designed to take advantage of any remaining use in the property while not conferring a special benefit on any Town employee.

PROCEDURE

1. Pursuant to Section 7-148 (3) of the Connecticut General Statutes, the Town has the power to acquire and dispose of personal property.
2. When the Town has surplus personal property, the department head or other Town employee having control of such property, shall make a recommendation to the First Selectman as to how to dispose of such property. The First Selectman shall then dispose of the property as the Selectman deems best, keeping in mind the recommendation.
3. When the property has an estimated value of less than \$100.00, the Townspeople including Town employees shall be given an opportunity to purchase the property from the Town: In the event that there are more prospective purchasers than property, selection shall be made on a lottery basis. Any money received shall go to the general fund of the Town. The Selectman shall give such notice of the opportunity to purchase as the Selectman deems appropriate.
4. In the event that the value of the property is \$100.00 or more, the issue of the disposition of the property shall be brought before the Board of Selectmen which shall determine how to dispose of the property.
5. As an alternative to the sale of the personal property, the First Selectman may authorize donation of the property to any charitable organization.
6. If the property is not fit for purchase or donation, the property may be discarded.

WJK/ajf

EFF. 01-25-99



Town of Easton

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TELEPHONE (203) 268-6291
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POLICY: DRIVING OF TOWN VEHICLES AND EQUIPMENT

POLICY

Only licensed and qualified drivers are to operate registered Town vehicles. Only qualified operators are allowed to operate Town equipment. Town vehicles and Town equipment are not for personal use.

PROCEDURES

1. Before anyone shall operate a registered Town vehicle, that person must present a valid driver's license to the department head who will submit a copy of the license together with the appropriate employment forms to the Human Resources Compensation Coordinator for processing.
2. Each person driving a registered Town vehicle or operating Town equipment shall be qualified to do so. The department head or supervisor shall be responsible to assure that there is such qualification.
3. Any employee authorized to operate a Town vehicle who suffers the loss or suspension of his driver's license shall immediately report this fact to his immediate supervisor.
4. Any employee who is authorized to operate a Town vehicle or Town equipment who suffers any impairment which would affect his ability to operate a Town vehicle or Town equipment, shall immediately report this fact to his immediate supervisor.
5. Certain employees are authorized to use a Town vehicle to commute to and from home because they may be called to perform Town services other than during their normal working hours.. The vehicle is provided for commuting purposes only and is not to be used for other personal use. Under IRS regulations, vehicle use must be included in employee income. The Human Resources Compensation Coordinator will obtain the information from each employee who has the use of a vehicle for commuting and the employee shall cooperate in supplying the information promptly.

WJK/ajf

REV. EFF. 3-30-06



Town of Easton

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POLICY: DRUG AND ALCOHOL FREE WORKPLACE POLICY

The Town is committed to providing and maintaining a drug and alcohol free workplace. The use of controlled substances is inconsistent with the behavior expected of employees and subjects all employees and Town residents and visitors to unacceptable safety risks and undermines the Town's ability to operate effectively.

1. The use, possession, distribution, dispensing, or manufacture, of alcohol or a "controlled substance" (as defined by the Drug-free Workplace Act of 1988) is unlawful and strictly prohibited. The use, possession, transfer, or sale of alcohol or a controlled substance in the workplace is in violation of this policy and a serious offense subject to disciplinary action which may include termination of employment and legal prosecution.
2. Any employee, regardless of their job classification or union affiliation, may be required to successfully complete a urinalysis or breath alcohol test if the supervisor has reasonable suspicion that the employee is under the influence of drugs or alcohol during their work shift. Implementation of the policy for employees who are represented by a union is to be in accordance with their collective bargaining agreements.
3. Any employee found in violation of this policy will be subject to discipline up to and including termination.
4. Employees convicted of an alcohol or controlled substance related violation outside the workplace (including plea of nolo contendere or under the Alford Doctrine) must inform the Office of the First Selectman within (5) five days of such conviction.
5. The Town will take immediate action to resolve reports of any violations of this policy.

BOS APPROVED 2.1.18



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REVISED POLICY: EDUCATIONAL OPPORTUNITIES

POLICY

Town employees and volunteers should maintain and improve their knowledge and their skills which can be of value to them and the Town in the performance of their duties.

PROCEDURES

1. Employees are encouraged and sometimes required to attend conferences, meetings, seminars, training and educational courses (educational opportunities) which will be of benefit to them and the Town in the performance of their duties.
2. If an employee is required to attend an educational opportunity, the supervisor requiring such attendance, shall confirm that requirement of attendance in writing to the employee with a copy to Payroll. In such cases, the employee will be compensated for time spent at the educational opportunity and the Town will reimburse the employee for the cost of reasonable travel to and from the educational opportunity and the Town will reimburse the employee for or pay the cost of the educational opportunity.
3. If an employee desires to attend an educational opportunity, the employee shall submit the request to attend to the employee's supervisor, or if there is no direct supervisor, to the First Selectman, with a copy to Payroll. If attendance is approved, payment and reimbursement shall be made in accordance with Paragraph 2 of these procedures.
4. If an employee desires to attend an educational opportunity and attendance on Town time and at Town's expense is not approved, the employee may determine to attend on the employee's own time and at the employee's own expense. In such event, the Town will cooperate to allow attendance by allowing use of vacation or personal time or in the Town's discretion, paid or unpaid leave or rearrangement of the employee's work schedule and in some instances, by paying for the cost of the educational opportunity, all at the discretion of the Town, provided attendance does not interfere with the operations of the Town.

5. If a volunteer desires to attend an educational opportunity for which the Town will pay, the volunteer shall submit a request to the commission or agency with which the volunteer is associated or if there is no such commission or agency, to the First Selectman who shall determine whether or not payment shall be made by the Town.
6. All applications shall be in writing and shall specify the basis of attendance and payment and have attached a copy of the notice of the educational opportunity. A sample form is attached.
7. Whenever the Town makes payment in whole or in part for an educational opportunity, the employee or volunteer shall confirm his or her attendance in writing to Payroll with a copy to the First Selectman. The confirmation shall include a brief note as to the subject of the educational opportunity and any materials obtained so that in the event someone else in the Town has need of such information, they will have notice of its availability. A sample form is attached.
8. An employee who attends an educational opportunity shall notify Payroll in writing at least 24 hours in advance of the date and times the employee will be at the educational opportunity and the place of the educational opportunity and if available, a telephone number.
9. Employees are encouraged to further their education by taking courses which lead to degrees. Attendance at such courses is generally voluntary and on the employee's own time. The Town may cooperate to allow attendance by allowing use of vacation or personal time or in the Town's discretion, paid or unpaid leave or rearrangement of the employees work schedule. In instances where the Town believes that such education will be of direct benefit to the Town in the performance by the employee of his or her duties, the Town may reimburse an employee for a portion of the cost of any such course. Reimbursement shall be made for not more than one third (1/3) of the cost of the course, provided the employee attains a grade of B or better. Reimbursement shall only be made where advance approval of the course and the cost is given by the employee's supervisor and the First Selectman. An employee seeking reimbursement under this section shall submit all information requested by the supervisor and the First Selectman at least two (2) weeks prior to the commencement of the course.

WJK/ajf

EFF.05-19-03

**FORM FOR ATTENDANCE AT AN EDUCATIONAL
OPPORTUNITY** (ATTACH INFORMATION)

NAME_____

DEPARTMENT_____

DATE_____

NAME OF COURSE_____

ATTENDANCE REQUIRED BY DEPARTMENT_____YES_____NO

ATTENDANCE ON TOWN TIME_____YES_____NO

ATTENDANCE ON OWN TIME_____YES_____NO

RELATIONSHIP OF EDUCATIONAL OPPORTUNITY TO DUTIES:

Please keep a copy of the form submitted and after attendance, please complete the following and return a copy to the Department Head and the Office of the First Selectman:

Would you recommend other courses offered by this organization which ran this course?_____

Do you have any written materials from the course which may be of help to other Town employees in performing their duties?-

WJK/ajf
EdOpForm

EFF. 09-22-06

Revised

POLICY: ELECTRONIC MAIL AND INTERNET ACCESS

POLICY

The use of electronic mail ("E-Mail") and the internet access shall be for Town purposes subject to the procedures set forth.

PROCEDURES

1. E-Mail and internet access are provided to facilitate Town business. Personal use is permitted on an exception basis. The Town reserves the right to prohibit all personal use in cases of perceived abuse.
2. All employees must use their eastonct.gov email address for all Town business. No exceptions permitted.
3. Confidential information should not be the subject of E-Mail and internet use since neither are completely private and subject to the Freedom of Information Act.
4. All data and electronic messages within the system are the property of the Town and there is to be no expectation of privacy on the part of the employees. The Town reserves the right to review the contents of all employees' E-Mail communications as well as all information on their computers.
5. E-Mail messages may become Town records depending upon their content and thus, must adhere to department data retention schedules. A copy of the current electronic and voice mail retention schedules is attached.
6. Employees may not intentionally intercept, eavesdrop, record, read, alter or receive other persons' E-Mail messages without proper authorization.
7. Solicitation of funds, political messages, harassing messages, and all other such messages are specifically prohibited. Employees are to refrain from the use of profanity including racial, sexist, homophobic, or otherwise offensive language in E-Mail messages.
8. All E-Mails must contain the name of the sender.
9. Department heads are responsible for the implementation of and adherence to this policy within their departments.

Note: This Policy shall serve as the notice required by Connecticut General Statute Section 31-48d, that the Town reserves the right to monitor communications on its electronic communications systems, to obtain information stored or otherwise contained in any such system and to access all files and remove unauthorized data files and software programs.

TAH/ajf

EFF.12-18-01
Rev.Eff. 04-01-01



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POLICY: EMERGENCY MANAGEMENT

POLICY

Emergency management for the Town of Easton shall be under the direction of the Emergency Management Director.

PROCEDURES

1. The Emergency Management Director is appointed by the First Selectman and may be removed from time to time with or without cause.
2. The Director's responsibilities include coordination with the Office of Homeland Security and Emergency Management for the State of Connecticut and the Federal Office of Emergency Management. The Director's duties are those necessary to coordinate with State, Federal, and other municipal emergency offices and services, to prepare for emergencies within and around the Town, and to undertake such related duties as may be assigned by the First Selectman. In discharging his duties, the Emergency Management Director shall coordinate locally with the Police Department, the Fire Department, and the Emergency Medical Service, as well as such other Town agencies as may be required. A more detailed job description is attached as Exhibit A.
3. The Emergency Management Director shall devote an average of not less than ten (10) hours per week to discharging the duties assigned. The Emergency Management Director shall also devote such additional time as may be reasonably required for training, including training exercises and for actual emergencies.
4. The Emergency Management Director shall receive a stipend which is set at the

rate of \$7,140.00 for fiscal year 2005-2006 and as shall be set from time to time by the Board of Finance for future fiscal years. In addition, if the employee is also an employee of the Town, such as a Police officer, the Emergency Management Director shall receive either straight time (if less than eight (8) hours per day, or forty (40) hours per week), overtime, or compensatory time when the employee is engaged in training or actual emergencies which require a consecutive period of time in excess of one (1) hour. Compensation, in addition to the stipend as Emergency Management Director, shall be paid under the department budget.

5. When an officer of an emergency service is appointed as the Emergency Management Director, that officer shall still be under the supervision of the department in discharging his duties, both as an employee of the department and as the Emergency Management Director. In such cases, the employee shall fulfill his duties both as an employee of the department and as the Emergency Management Director and shall report as appropriate to the head of the department or the First Selectman, or both.

WJK/ajf

Eff. 05-10-06

JOB DESCRIPTION

EMERGENCY MANAGEMENT (CIVIL PREPAREDNESS) DIRECTOR

GENERAL STATEMENT OF DUTIES

The Emergency Management Director (EMD) is appointed by and serves at the pleasure of the Chief Executive Officer (CEO). He/She advises the Chief Executive on all Emergency Management matters and related laws, rules, regulations and requirements of Title 28 and Public Act 87-535 of the Connecticut General Statutes, and the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as Amended (42 U.S.C. 5121 *et seq.*), Rev. 1998. He/She develops, organizes, directs and coordinates the town's Emergency Management Program with the goal of saving lives and protecting property by maintaining emergency operational capabilities that mitigate, prepare for, respond to, and recover from any emergency or disaster. The Emergency Management Director is responsible for accomplishing all of the following Emergency Management functions: (1) Emergency Organization, Planning and Management, (2) Direction, Control and Warning, (3) Population Protection, and (4) Training and Exercises. However, those emergency responsibilities assigned to department chiefs by charter or standard procedures remain the responsibilities of department chiefs.

EXAMPLES OF DUTIES

Formulates emergency management policies and procedures related to the functioning of emergency services during emergencies.

Develops and executes a program operating budget.

Plans, organizes, and coordinates the Emergency Management activities of those operating departments, agencies and offices of local government which are responsible for carrying out response operations in an emergency.

Coordinates planning and organization for the use of all public and private resources available to local government to provide the capability of dealing with the effects of peacetime and national security (wartime) disasters.

Conforms the Town's Emergency Operations Plan to state and federal criteria including national security (nuclear attack/weapons of mass destruction) risk assumptions.

Maintains a continuous review of the warning system and warning procedures.

Serves as the communications planning coordinator for all Town emergency direction and control communications insuring proper design, coordination, maintenance and suitability for emergency operations.

Develops and maintains a training and exercise program to prepare the Emergency Management organization for emergency operations.

Prepares requests for federal financial assistance for emergency management programs.

During emergencies, the Emergency Management Director assumes the overall responsibility for the operation of the Emergency Operating Center (EOC) and for advising the Chief Executive on local government emergency operations, including the execution of (1) appropriate Increased Readiness measures should an international crisis occur; (2) such emergency and supporting operations plans and procedures as are appropriate for the emergency; and (3) necessary coordination among the operating departments of town government.

Coordinates, prepares and executes local government programs, which involve the training and education of individual citizens and of business, industry, and private organizations in individual and collective survival in an emergency.

Maintains the Emergency Operations Plan, Annexes, and operating procedures (SOP's) updated as required.

Prepares and submits Emergency Management reports to appropriate town, state and federal agencies as required.

Serves as the liaison between town, state and federal agencies on Emergency Management matters.

Maintains a reference file of general emergency preparedness, emergency response, national security (attack preparedness/weapons of mass destruction), and similar emergency management publications as guidance documents

MINIMUM QUALIFICATIONS

The minimum qualifications of the Emergency Management Director shall be determined by the appointing authority in accordance with local civil service and personnel policies and procedures.

SPECIAL REQUIREMENTS

The Emergency Management Director must be over 18 years of age, a citizen of the United States and should be available to respond to emergencies 24 hours a day, seven days a week.

APPROVED BY CHIEF EXECUTIVE:

Signature _____ Date _____

ACKNOWLEDGED BY EMERGENCY MANAGEMENT DIRECTOR:

Signature _____ Date _____

POLICY: EMPLOYMENT OF RELATIVES

POLICY

The employment of relatives within the Town of Easton is permitted subject to the procedures outlined in this policy.

PROCEDURES

1. Persons related to each other may be employed by the Town of Easton. It is strongly recommended, however, that relatives not be employed as permanent employees within the same department.
2. Supervision of one relative employee by another relative employee, on a permanent basis, is prohibited. A relative employee may, however, supervise, on a temporary basis (not to exceed two pay periods followed by a break of at least four pay periods) a relative employee.
3. Where a relative employee may be hired for a permanent position, the other relative employee is prohibited from participating in the hiring process.
4. Where a relative employee may be hired for a temporary position, the other relative employee may participate in the hiring process, but it is strongly recommended that someone other than the relative employee participate, and in any event, any special consideration for hiring of the relative employee is prohibited.
5. The hiring of relatives, especially for temporary positions where the other relative is involved in the hiring process, leads to a possible perception of impropriety which should be avoided at all costs. The hiring of relative employees can sometimes serve the best interests of the Town, but the process must be carefully managed to insure that relative does not receive an actual or perceived benefit not afforded to a non-related applicant.

WJK/ajf

EFF. 03-19-07



Town of Easton

TOWN HALL - 225 CENTER ROAD, P.O. BOX 61
EASTON, CONNECTICUT 06612

TELEPHONE (203) 268-6291
FAX (203) 268-4928

POLICY: ENVIRONMENTAL CONCERNS

POLICY

The Town of Easton is committed to sound environmental practices.

PROCEDURE

1. Employees shall separate recyclables from non-recyclable trash.
2. Employees shall use their best efforts to utilize environmentally friendly products such as recycled paper.
3. Employees shall use their best efforts to conserve resources.

EFF. 12-10-98

POLICY: FREEDOM OF INFORMATION ACT

POLICY

The Town shall comply with the Freedom of Information Act.

PROCEDURES

1. All officers, boards, commissions, committees, and other bodies of the Town shall comply as required with the Freedom of Information Act as set forth in the Connecticut General Statutes (presently starting at Section 1200).
2. A copy of a sheet on the highlights of the Connecticut Freedom of Information Act is attached for quick reference, but the statutes, as interpreted by the Freedom of Information Commission control.
3. Pursuant to the statutes, the Town is permitted to charge for copies of public records.
 - a. The charge for supplying any plain copies shall be \$.50 per page.
 - b. The fee for certifying any copy shall be for the first page of such certificate, or copy and certificate, \$1.00. For each additional page, \$.50. For purposes of computing such fee, the copy and certificate shall be deemed to be one continuous document.
 - c. The cost for supplying records which required more than copying an existing printed record shall be based on the cost to produce such records and shall be set on a case by case basis.
 - d. The fees provided for in this policy shall be waived when the person requesting the records is an indigent individual, the records located are determined to be exempt from disclosure, or compliance with the applicant's request benefits the general welfare of the Town.
4. Specific questions on compliance with the Freedom of Information Act should be referred to the Office of the First Selectman, as should any claim that the Town has not complied with the Act.
5. In conducting business, the Town and its officers, boards, commissions, committees, and other bodies, should keep in mind that we serve the public which is entitled to open disclosure of most actions conducted on its behalf.
6. Attached is a memorandum from the State of Connecticut Department of Public Works with respect to responding to requests for certain information under the Freedom of Information Act.



DEPARTMENT OF PUBLIC WORKS



TO:
FROM:

T. R. Anson
Commissioner

Municipal Chief Executive

TR Anson, Commissioner
Department of Public Works

Officers

SUBJ: Public Act 02-133: Security-related Freedom of Information

DATE: September 3, 2002

This notice pertains to Public Act 02-133: "An Act Concerning the Disclosure of Security Information under the Freedom of Information Act," which amends the Freedom of Information Act to exempt from disclosure certain security records of a municipality. This Act is effective October 1, 2002.

On June 16, 1998, Governor John G. Rowland announced a comprehensive statewide security initiative following a review of security measures in state buildings. Public Act 99-220 established the state Department of Public Works as the coordinating body for this initiative and Public Act 00-69 modified the Freedom of Information Act to prevent disclosure of security-related information in state agencies that could pose a safety risk. A protocol was established for how state agencies should handle requests for such information. Public Act 02-133 extends this responsibility to municipalities. In summary, disclosure is not required of certain records that the commissioner of the state Department of Public Works, after consultation with the chief executive officer, believes may pose a safety risk.

Such records shall include, but are not limited to:

- (A) security manuals or reports, including emergency plans
- (B) engineering/architectural drawings
- (C) operational specifications of security systems
- (D) training manuals related to security
- (E) security audits
- (F) minutes/records of meetings that reveal information pertaining to security
- (G) documents on movement or assignment of security personnel
- (H) emergency plans and emergency recovery or response plans

Pursuant to Section 3 (d), a request for such information should be routed to my office for review. After consultation with the chief executive officer, I may direct the agency to withhold the record.

In addition, since September 11, we have received numerous advisories concerning the need to proactively protect access to building blueprints, information on a building's structural capacity to resist blasts or bombs, building security vulnerability and utility information. In the past, some of this information has been readily available on-line and in public documents.

A briefing has been scheduled to discuss these issues on:

Monday, September 23, 9:00-11:00 a.m. OR Tuesday, September 24, 9:00-11:00 a.m. Both sessions will be held in the auditorium, 61 Woodland Street, Hartford, CT

You may wish to have your public information officer, facility manager and/or others responsible for complying with these requirements attend a session. Please call Linda Quick to register for the session of your choice at (860) 713-5806 or e-mail to linda.quick@no.state.ct.us. For questions, contact Ann Nichols, Director of Administration and Risk Management at (860) 713-5820 or e-mail to ann.nichols@po.state.ct.us.

165 Capitol Avenue, Hartford, CT 06106
An Equal Opportunity Employer



Town of Easton

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CONNECTICUT 06612

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POLICY: GIFTS

Q L I C Y **REVISED**

No Town Officer or his or her immediate family shall accept any valuable gift, thing, favor, loan or promise which might tend to influence the performance or non-performance of his or her official duties.

No Town Officer or his or her immediate family shall provide any valuable gift, thing, favor, loan or promise which might tend to influence the performance or non-performance by the recipient with respect to matters involving the Town of Easton.

PROCEDURES

1. The Code of Ethics, which is an ordinance of the Town, codifies the policy on gifts. The Code of Ethics defines "Town Officer" broadly to include just about anyone who acts on behalf of the Town, except for the Board of Education which is covered under its own rules. We need to abide by this ethical mandate.
2. An employee who is offered a gift should thank the donor for the thought behind the offer, but point out that by virtue of the Code of Ethics, the gift cannot be accepted or must be returned.
3. If there is difficulty in refusing the gift (because for example, the gift is left when the employee is not in the office) or if there is difficulty in returning the gift (as for example, the employee cannot easily locate the donor), then the gift should be delivered to a charitable organization for its use.
4. The problem seems to become most prevalent around the Holiday Season at the end of the year. The easiest way to avoid the problem might be to advise donors in advance about the policy concerning gifts. For example, around the Holidays, a note along the following lines might be posted.

Pursuant to Town policy, we cannot accept gifts. This includes such things as trays of cookies and fruit baskets. We ask you to respect this policy and to contribute to local charities if you have such items available.

Thank you and best wishes for a happy Holiday Season.

5. Please remember that the issue is not whether a small gift such as a tray of cookies will influence you in the performance of your duties, but whether or not someone seeing the gift might have the perception that you might be influenced. We want to avoid the perception of wrongdoing as much as the reality.
6. In similar fashion, no Town Officer should make a gift to another person which might tend to influence the performance of that person with respect to matters involving the Town of Easton. For example, employees should not make gifts to other employees or to vendors where such gifts are intended or would create the perception that the employee making the gift or the Town will receive a special benefit. Obviously, the exchange of holiday gifts between employees as a friendly gesture and one not intended or having the perception of gaining a favor is permitted. On the other hand, gifts from a subordinate to a supervisor could be looked upon in a different light. Use common sense and discretion.
7. In no instance should Town funds be used to purchase gifts for employees or vendors.
8. There are times when vendors offer "gifts" as part of a purchase. For example, a vendor may say that if you purchase so much by way of office supplies, you will receive a "free" calculator. Please remember that any such "gifts" belong to the Town. We would be far better off in trying to achieve the lowest prices without *sales* gimmicks which are not needed.
9. The Board of Finance is in the process of adopting regulations with respect to the expenditure of funds by outside groups which benefit certain employees or groups of employees. Town Officers should familiarize themselves with these regulations when finalized and abide by them.
10. All of us need to make certain that we uphold the highest ethical standards in the Town of Easton.

WJK/ajf

EFF. 12-17-98
REV. 02-14-05

POLICY: HIRING AND JOB POSTING

1. Notice of vacancies or new positions for any permanent (six months or longer) shall be presented to the Human Resource Compensation Coordinator and to the Office of the First Selectman. No posting shall be made until the First Selectman has authorized the same in writing.
2. Vacancies which are to be filled for any permanent or temporary position with the town must be posted on the Town Hall bulletin board, in the Library, on the town website, with the state Department of Labor, and in such print or other media as may be deemed appropriate by the department manager and the First Selectman.
3. Postings shall include, but not be limited to, such summary information as the job title, department, salary range, date of posting, closing date for applications, together with any other information deemed appropriate.
4. No interviews or other hiring activity shall take place less than five business days after the date of the posting.
5. At a minimum, the top three qualifying candidates for a position must be invited for an interview. Interviews should be conducted in order to ascertain information from all candidates fairly and impartially with judgments concerning each interviewee made on the basis of the same criteria documented by each interviewer. The interview panel must consist of at least two persons.
6. The application and interview process shall be completed in compliance with all applicable local, state and federal laws including, but not limited to, the Americans with Disabilities Act, equal opportunity and affirmative action laws and employment practices.
7. Only candidates who meet the minimum qualifications for the posting may be interviewed or selected for a position.
8. Prior to making an offer, the relevant department head, board or commission representative, or the Human Resource Compensation Coordinator must verify the existence of any degrees listed, professional or occupational licenses listed, confirm past employment history and communicate with the most recent employers and contact at least two of the references provided.
9. A criminal background check may be conducted, and must be conducted if required by the job description, after securing a release from the candidate.
10. If a position within the same job classification arises within six months, or two years in the case of a police officer, after the hiring process has been completed for a position, no new posting or interview process is required.
11. In cases of emergency, the First Selectman may waive all or some of the above conditions.
12. The First Selectman must sign off on all new hires on the New Hire Form which should be submitted prior to the employee's start date in order to deem the candidate as hired.

D R A F T

Dear

We are pleased to offer you employment with the Town of Easton as a _____ You will be employed at the _____ department located at _____ Your immediate supervisor will be _____ Your starting pay will be _____ your hours of work will be _____ to _____ on _____. You will work a _____ hour week.

The position for which you are hired, is a union position governed by a collective bargaining agreement, a copy of which is enclosed.

Your position is not covered by a collective bargaining agreement and therefore, is governed by the Town of Easton Employee Handbook, a copy of which is enclosed.

Various details pertaining to your employment, including details of benefits to which you are entitled, will be provided during your first week of employment.

If your pre-employment drug test or your background check, or if applicable, your driver's history check, has not been completed, this offer of employment, of course, is conditioned upon acceptable results in those areas.

We look forward to having you as an employee and know you will enjoy working for the . Town of Easton.

Sincerely yours,

William J. Kupinse, Jr.
First Selectman

WJK/ajf
EmployeeHireLtr

20 Questions to help determine if the **IRS** considers you an Independent Consultant or an Employee

The IRS has no set score that determines if you are one or the other. These are Just 20 questions that they use as guidelines to help determine which category you Fall into.

1. Who decides where, when and how the work is done: you, or the person paying you? (If you're a consultant, it's you.)
2. Does the client train you, or do you bring your own talents and skills to the job? (If the client has to provide training or instruction, it's an indication you are an employee.)
3. Are you integrated into the client's business, and therefore subject to direction, or do you provide a unique service? (Are you treated like an employee or like a consultant?)
4. Are you required to perform the services yourself or can you assign them to an employee or subcontractor? (Employees generally can't get someone to do their work for them.)
5. Who hires and supervises the people necessary to get the job done? Is it you, or the client receiving services from you? (Do the people do the work for you or your client?)
6. Do you provide services on a continuing basis, or for separate and discrete projects? (Consultants tend to move from project to project.)
7. Do you have to work set hours, or can you complete the work any time as long as it's by deadline? (Consultants usually decide when they want to work on a given project.)
8. Are you required to devote your attention to the client's work full time, or can you do work for other clients too, provided you meet deadlines and other contractual terms? (Employees usually have just one job.)
9. Do you have to work on site, even if there are alternatives? (Consultants often work from home or their own offices.)
10. Do you have to perform the job in a specific order or sequence, or can you decide how to do it as long as it gets done? (Employees have to worry about doing things the way the boss says compared with consultants who often don't, as long as they produce results.)
11. Do you have to file regular oral or written progress reports? (Consultants aren't always required to.)
12. Are you paid regularly, or by the project?
13. Are you reimbursed for out-of-pocket expenses, or are these considered parts of your overhead? (Employees tend to get reimbursed.)
14. Who furnishes the tools and equipment for a job? (Consultants often use their own equipment.)
15. Who invests in the equipment and facilities needed to perform the work?
16. Who shoulders the burden of a financial loss or realizes the profit from a project? (Employees usually get paid regardless of whether a project is successful.)
17. Do you work for more than one firm or person at a time? (Employees do not usually have multiple clients/jobs.)
18. Are your services available only to one employer, or do you make them available to the general public?
19. Can you be fired at any time, or only if you fail to perform a contracted service?
20. Can you quit at any time, or only if the client breaches your contract?



Town of Easton

TOWN HALL - 225 CENTER ROAD, P.O. BOX 61
EASTON, CONNECTICUT 06612

TELEPHONE (203) 268-6291
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POLICY: HIRING OR INCREASE IN HOURS OF EMPLOYEES WHO ARE ALREADY EMPLOYED BY THE TOWN (INCLUDING NEW HIRES WHO COME WITHIN THE POLICY).

POLICY

No person already employed by the Town shall be hired for an additional position in the Town or have his or her hours increased without the prior confirmation from the Payroll Office that the Board of Finance has provided funding for any required benefits or that such person falls within the exception for temporary or special employment.

PROCEDURES

1. Employees who work for the Town in one position or in more than one position where their total hours of work per week are twenty (20) or more receive benefits. Employees who work fewer than twenty (20) hours do not receive benefits. Accordingly, the hiring of an employee who already works for the Town or an increase in hours may result in the employee working twenty (20) or more hours and thus becoming entitled to benefits.
2. The determination as to whether or not to fund benefits for an employee whose total hours with the Town would be twenty (20) or more per week rests with the Board of Finance.
3. In order to assure that the Board of Finance has an opportunity to determine whether or not benefits will be provided, no employee who works for the Town for fewer than twenty (20) hours per week, shall be hired for another position with the Town which would result in the employee working twenty (20) or more hours per week, nor shall any such employee have his or her hours increased to twenty (20) or more hours per week without prior confirmation from the Payroll Office that the Board of Finance has provided funding for the benefits.
4. Requests to hire which fall within this policy shall be submitted in writing to the Payroll Office before a final commitment to hire is made.
5. An employee who works fewer than twenty (20) hours per week, who accepts additional employment with the Town which is "temporary" or "special" as defined in this policy is not entitled to benefits, even if such temporary or special employment results in more than twenty (20) hours in any particular week.

6. "Temporary" employment, for purposes of this policy, shall mean employment which when the employee is hired does not contemplate continuation for more than 120 days. In the event that after such hiring, the employment situation changes and the employment would continue for a total of more than 120 days, then such hiring shall require benefits and approval of the Board of Finance as set forth in this policy.
7. "Special" employment, for purposes of this policy, shall mean employment when the employee is hired for a special purpose, such as training, even if such hiring may lead to permanent employment with the Town. While benefits may not be required during special employment, benefits shall be paid if an employee later becomes a regular employee of the Town working twenty (20) or more hours per week.
8. For example, an employee works fifteen (15) hours per week for the Town and does not receive benefits and that employee is hired by another department for six (6) hours per week to handle a project for which money has been budgeted which will take ninety (90) days, such employee does not become a benefited employee. Also, for example, an employee is hired for the purpose of attending a two week training session with the commitment that if the employee is successful in the training, the employee will be hired for a permanent position with the Town. Even if the employee "works" twenty (20) or more hours during the training period, the employee need not be provided benefits.
9. Any employee who comes within the exception of this policy for temporary or special employment shall be given a writing describing the terms and limitations of the temporary or special employment and shall sign a waiver of any right to benefits.
10. A copy of a waiver is attached.
11. This policy shall apply to new hires whose employment would come within its terms.

WJK/ajf

REVISED
EFF. 10-25-99



Town of Easton

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TELEPHONE (203) 268-6291
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POLICY: HOLIDAY PAY FOR POLICE DISPATCHERS

POLICY

Holiday pay shall be provided for full-time and part-time police dispatchers in accordance with this policy.

PROCEDURES

1. Full-time dispatchers who work a five day week shall receive time and a half pay if they are required to work on a holiday or on a Friday or Monday which is designated as a holiday during the week. For example, if Christmas falls on Saturday and Friday is designated as the holiday, a full-time dispatcher working on Friday will receive holiday pay at 1 1/2 times. If the full time dispatcher takes the holiday credit, he or she will receive straight time holiday pay.
2. Part-time dispatchers who work on the day of the holiday shall receive pay at time and one half, but part-time dispatchers who work on a day other than the holiday which is designated as the holiday for full-time dispatchers shall not receive pay for such day. For example, if Christmas falls on Saturday and Friday is the designated holiday for full-time dispatchers, a part-time dispatcher who works on Christmas day (Saturday) shall receive pay at time and one half, but a part-time dispatcher who works on the day designated as the holiday (Friday) shall be paid at, straight time.

WJK/ras

EFF. 01-01-2000



Town of Easton

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TELEPHONE (203) 268-6291
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POLICY: INSURANCE FOR TOWN LOSSES

POLICY

The handling of insurance where there may be a claim against the Town or a claim by the Town should be coordinated through the Insurance Administrator with copies to the Office of the First Selectman.

PROCEDURES

1. The Town carries insurance which protects itself and its employees against a variety of losses. In addition, persons who cause a loss to the Town or its employees may also carry insurance which will compensate the Town for such losses.
2. Whenever there is a loss caused by the Town or to the Town, the responsible party and the department head shall notify the Insurance Administrator and the Office of the First Selectman so that insurance claims may be processed promptly and correctly.
3. No employee or department head shall settle any insurance claim directly with a responsible party's insurance company nor shall any employee make a claim against any Town insurance without first notifying the Insurance Administrator and the Office of the First Selectman.

WJK/ajf

EFF. 11/08/99



Town of Easton

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POLICY: INTEREST ON BONDS

POLICY

The Town is not required to pay interest on bonds posted with the Town and will only do so in specified cases.

PROCEDURES

1. The Town will only pay interest on bonds which are \$5,000 or more and which are anticipated to be held for six months or more.
2. When a bond is such that the Town will pay interest on it, the Town will place the bond in a segregated account utilizing the tax identification number of the person or entity posting the bond. The interest which accrues shall be taxable to the person or entity posting the bond regardless of what happens to the bond or its interest. Any interest earned on the bond shall be treated in the same fashion as the principal amount of the bond.
3. Bonds on which the Town shall not pay interest shall be placed in such account or accounts as the Town may determine and may be co-mingled with other funds. If any interest is earned on such bonds; it shall belong to the Town.
4. Persons or entities required to post bonds shall be made aware of the Town's policy as to the payment of interest.
5. This policy and these procedures shall apply to all bonds required by the Town including but not limited to subdivision bonds, road bonds, driveway bonds, wetland bonds, and any other bonds required by the Town.

WJK/ajf

EFF. 06-22-99



Town of Easton

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Revised

POLICY: LEGAL PAPERS

POLICY

Legal papers received by any employee or Town officer, shall be delivered to the Office of the First Selectman.

PROCEDURE

1. Legal papers, including such items as complaints and subpoenas should be delivered immediately to the Office of the First Selectman. Legal papers should not be sent to attorneys, insurance agents, or any other person until the person receiving the papers has received instructions from the First Selectman's Office.
2. The staff of the First Selectman's Office is to bring the legal documents to the attention of the First Selectman immediately. In the event that the First Selectman cannot be reached in person or by telephone within forty-eight hours (or such shorter period as necessitated by the specific instructions from the party issuing the legal document), the legal document should be brought to the attention of either of the other Selectmen for instructions as to whether or not immediate referral *is* required and if so, to whom that referral should be made.
3. As appropriate, if the legal paper involves a particular department, board, commission, committee, or person, a courtesy copy of the legal papers may be sent to the involved party. The involved party should also be in contact with the Office of the First Selectman.

WJK/ajf

EFF. 7-15-05



Town of Easton

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POLICY: LEGAL REPRESENTATION

The Board of Selectman shall determine whether a matter requires legal representation and, if so, determine the attorney or law firm.

PROCEDURES

1. The Board of Selectmen shall determine whether the Town requires legal representation in any given matter.
2. If legal representation is required, the Board of Selectmen shall determine the attorney or law firm.
3. The First Selectman may consult with attorneys as necessary for the daily operations of the Town, provided:
 - 1) The amount of time for the matter is expected to be less than two hours.
 - 2) The matter is not new litigation or expected to result in ongoing legal representation.
4. Town officers or employees who believe legal representation is required shall notify the First Selectman or, if not available, another selectman. Town officers or employees may not engage legal counsel on behalf of the Town.
5. Whenever a Town officer or employee receives service of any legal papers or process related to his or her position, they shall immediately refer it to the First Selectman.
6. The Board of Selectman may make ongoing appointments of attorneys or law firms for categories of matters that are repetitive in nature, such as assessment appeals, bond issuance, etc. Said appointments will remain in effect until altered by the Board of Selectmen. In an instance where the Board of Selectmen has made an ongoing appointment, the Town officer or employee will notify the First Selectman before consulting with the attorney or law firm.
7. In the case of emergency or immediacy, the First Selectmen may engage an attorney or law firm on the Town's behalf. The First Selectman will notify the other members of the Board of Selectmen and put the matter on the agenda of the next Board of Selectmen meeting.

APPROVED BOS 03.07.19



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POLICY: MAILING LABELS

POLICY

Mailing labels for all Town residents can be obtained from the Easton Senior Center.

PROCEDURES

1. Through its efforts in connection with the Easton Directory and as supplemented by updates, the Easton Senior Center has mailing information for all Town residents.
2. The Easton Senior Center will provide mailing labels to any Easton resident or organization for a charge of \$45.00 and to any resident or organization from outside Easton at a charge of \$75.00. The Senior Center reserves the right to change the charges from time to time.
3. The Senior Center may waive the charge for such labels under appropriate circumstances, such as for local charitable organizations, when support of such an organization is part of the outreach of the Senior Center.
4. Application for labels including a request for a waiver of fee, if appropriate, shall be made to the Senior Center and shall specify the applicant's name, address and telephone number and the general purpose for which the labels will be used.

WJK/ajf

EFF. 7/01/00



Town of Easton

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POLICY: MEDIA RELEASES

POLICY

Written and oral statements to the media on behalf of the Town are only to be made by authorized persons.

PROCEDURES

1. Statements to the media on behalf of the Town should only come from the First Selectman, head of a department or chair of a board, commission or committee. Those individuals may authorize another person to speak on their behalf.
2. Media releases involving town-wide matters must be approved by the First Selectman. The head of a department or chair of a board, commission or committee may release information on matters that impact only that specific department, board, commission or committee without prior approval.
3. All town representatives mentioned in a media release should be notified prior to its release.
4. Town representatives must make every attempt to relay factually accurate information
5. This policy applies to all forms of media, including print, broadcast, online and social media.
6. This policy does not apply to routine announcements, such as dates and locations of events.

APPROVED BOS 03.07.19



Town of Easton

TOWN HALL - 225 CENTER ROAD, P.O. BOX 61 EASTON, CONNECTICUT 06612

POLICY: MILITARY LEAVE

POLICY

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service will be granted a leave of absence for military service, training or related obligations in accordance with applicable State and Federal law.

PROCEDURES

1. This policy and procedures are to be in compliance with the Uniformed Services Employment and Re-employment Rights Act ("USERRA") and shall be so interpreted. The USERRA shall control in the event of any inconsistency or lack of a provision.
2. At the conclusion of the military leave, upon the satisfaction of certain conditions, an employee generally has a right to return to the same position he or she held prior to the leave or to a position with like seniority, status and pay that the employee is qualified to perform.
3. Discrimination and retaliation based on an employee's membership or service (voluntary or involuntary) in the uniformed services with regard to any aspect of employment is prohibited.
4. Requests for military leave: An employee, who is issued orders by a competent military authority, whether verbally or in writing, shall provide notice to their Department Head as soon as possible after receiving such orders unless precluded by military necessity. If feasible, this notice shall be in writing and accompanied by any military orders that the employee has received. Upon such notification, the Town shall release the employee from work for the duration of the military leave. It is recognized that an employee may not receive written orders for recurring inactive training (drills) or annual training. However, the employee is encouraged to provide a copy of orders, the annual drill schedule, or other type of documentation to the Department Head as soon as available and, if possible, before the commencement of the military duty. For periods of military leave in excess of thirty (30) days, the Town may request appropriate documentation which can be used to establish the employee's basic eligibility for protection under Federal and State law.
5. Compensation and Benefits during military leave: An employee who is on excused leave from work to attend inactive duty training (drills) or annual military

training as part of the reserve corps of any branch of the armed forces of the United States shall receive any differential between the employee's regular pay and that received by the employee for military duty for the first thirty (30) days of leave in a calendar year. An employee who exceeds thirty (30) days of military

leave in a calendar year shall be placed on an unpaid military leave for the duration of the leave in that calendar year. The thirty (30) day pay differential shall not apply to active duty call-ups or other active military duty.

An employee shall continue with all benefits for up to thirty (30) days of military leave in a calendar year. An employee who exceeds thirty (30) days of military leave and is placed on unpaid leave may continue any available group medical, prescription and dental benefits for a period of up to eighteen (18) months provided that the employee makes arrangements with the Payroll Department to pay the full cost of such benefits. The required payment for such benefits must be received in the Payroll Department by the 15th day of the month for the following month's coverage. In the event that payment is not received by the 15th day of the month, the employee will be notified that benefits will be terminated at the end of the calendar month. In the event the employee does not elect to continue medical, prescription and dental benefits, the Town will reinstate the employee's health care coverage immediately upon the employee's return to work.

An employee, at his or her sole option, may request to use unused accrued vacation during period of unpaid military leave. The Town cannot require an employee to use vacation leave. An employee on military leave who elects to charge such leave against vacation accruals shall be treated for purposes of benefits in the same manner as an employee who is on vacation leave.

An employee who is placed on an unpaid military leave of absence pursuant to this policy (leave in excess of thirty (30) days) shall maintain their membership in the appropriate system subject to any required contributions.

6. Return from military leave: An employee is eligible for re-employment rights if he or she meets the following criteria:
 - i) The employee must hold a position that has a reasonable expectation of continuation indefinitely or for a significant period.
 - ii) The employee must give notice to the Town that he or she is leaving for military leave as proved in Paragraph 4 above (unless such notice is precluded by military necessity or security concerns).
 - iii) The employee must be released from service under "honorable conditions".
 - iv) The employee must report back to work as defined below:

For a period of military service of up to thirty (30) consecutive days, the employee must report back to work for the first full regularly scheduled work period on the day following the

completion of the period of military service, his or her safe transportation home, and a break of at least eight (8) hours;

For a period of military service of thirty-one (31) to one hundred eighty (180) consecutive days, the employee is to submit to the employer an oral or written application for re-employment no later than fourteen (14) days after the completion of the period of military service;

For a period of military service of one hundred eighty-one (181) days or more, the employee must submit an application for re-employment not later than ninety (90) days after completion of the period of service.

An employee who does not comply with the return to work requirements may forfeit his or her re-employment rights.

7. Limitation: Military leave, paid or unpaid, shall not exceed five (5) years throughout the employee's service with the Town.
8. Compensation and Benefits upon re-instatement: Upon re-instatement, the employee shall be returned to Town employment as follows:
 - i) Military service of less than ninety-one (91) days – to the position the employee would have held had he or she remained continuously employed, so long as the person is qualified or can become qualified after reasonable efforts by the Town; or if the employee cannot become qualified, in the position the employee was employed on the date of the commencement of the military leave.
 - ii) Military service of ninety-one (91) or more consecutive days – the same as "i" above or a position of like seniority, status and pay so long as the employee is qualified; or if the employee cannot become qualified, in the position the employee was employed on the date of the commencement of the military service or a position which nearly approximates that position.

The employee's seniority as well as any benefits based on length of service (e.g. longevity, vacation accrual, etc.) will accrue as if he or she had been on the job working during the period(s) of military service.

Upon the employee's return to work, the Town will reinstate the employee's health care coverage immediately with no waiting periods and no conditions. All other benefits as provided by the appropriate collective bargaining agreement and the Town's policies will be reinstated upon re-employment.

WJK/ajf

EFF. 10-27-05

POLICY: NON-RECURRING PURCHASES



Town of Easton

TOWN HALL - 225 CENTER ROAD, P.O. BOX 61
EASTON, CONNECTICUT 06612

TELEPHONE (203) 268-6291
FAX (203) 268-4928

Policy

Non-recurring purchases, of \$7500 or more, not otherwise subject to competitive bidding under Easton's purchasing ordinance, require pre-approval by the First Selectman.


Adam Dunsby, First Selectman

10/3/16
Date



Town of Easton

TOWN HALL - 225 CENTER ROAD, P.O. BOX 61
EASTON, CONNECTICUT 06612

TELEPHONE (203) 268-6291

FAX (203) 268-4928

POLICY: OPENINGS ON BOARDS, COMMISSIONS, COMMITTEES

POLICY

The Town will make known all opportunities for resident electors to serve as members of boards, commissions and committees.

PROCEDURES

1. Vacant positions for any board, commission or committee will be clearly posted on the Town website.
2. Information in the posting will include (a) the board, commission or committee, (b) position and (c) term.
3. Vacancies will be updated as they arise and promptly removed from the website once the position is filled.
4. The Democratic and Republican Town Committees will also be notified of openings.

APPROVED BOS 03.21.19

August 4, 2016

Dear Fellow Residents,

Easton town government is your town government. We rely on volunteers to help run our town through our many boards and commissions. From time to time, the Board of Selectmen makes known openings on these various boards and commissions. If you are interested in one of the opportunities listed below or would just like to learn more, please contact me at adunsby@eastonct.gov.

Board of Finance – one alternate position to fill an unexpired six-year term from 1-05-13 to 1-02-19

Board of Assessment Appeals – one alternate position to fill an unexpired six-year term from 11-05-13 to 11-09-19

Board of Ethics – one position to fill an unexpired two-year term from 1-02-16 to 1-02-18

Board of Fire Commissioners – one position to fill an unexpired five year term from 1-02-12 to 01-02-17

Easton Energy Task Force – one position to fill an open end term

Senior Center Advisory Board – positions to fill, three-year unexpired terms from 1-02-14 to 1-02-17

Conservation Commission – one alternate position to fill an unexpired three-year term from 1-02-16 to 1-02-19

Park and Recreation Commission – one position to fill a three year term

Though not required, if you belong to a political party, you may wish to contact that town committee, as the parties often interview candidates and make recommendations to the Board of Selectmen.

Sincerely yours,

Adam Dunsby
First Selectman

AD/jfh



Town of Easton

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POLICY: PAYMENT OF BILLS

POLICY

The policy of the Town of Easton is to pay its bills in a timely fashion.

PROCEDURE

1. Bills which are received from vendors should be processed in a timely fashion.
2. Effective February 15, 1999, the First Selectman will not sign purchase orders which contain late charges unless an acceptable written and signed explanation for the late charges is attached.

WJK/ajf

EFF. 02-15-99



Town of Easton

TOWN HALL 225 CENTER ROAD, P.O. BOX 61
EASTON, CONNECTICUT 06612

TELEPHONE (203) 268-6291
FAX (203) .268-4928

POLICY: PENSION BENEFITS FOR EMPLOYEES WITH BREAKS IN SERVICE AND FOR EMPLOYEES WHOSE TEMPORARY OR SPECIAL EMPLOYMENT WOULD RESULT IN EMPLOYMENT WITH THE TOWN OF 20 OR MORE HOURS PER WEEK

POLICY

Employees who work twenty (20) or more hours are entitled to pension benefits in accordance with the Town pension plan, but employees who work fewer than twenty (20) hours per weeks are not entitled to such benefits; except those employees whose hours per week are twenty (20) or more based on temporary or special employment shall not be entitled to pension benefits.

PROCEDURES

1. If there is any inconsistency between this policy and the pension plan, the pension plan shall control.
2. An employee who was entitled to receive pension benefits whose hours are reduced to fewer than twenty (20) per week shall not lose pension benefits, but shall not accrue any additional benefits while working fewer than twenty (20) hours per week, and if such an employee's hours are subsequently increased to twenty (20) or more hours per week, the employee shall again begin to accrue benefits.
3. An employee who works fewer than twenty (20) hours per week who accepts additional employment with the Town which is "temporary", or "special" as defined in this policy is not entitled to benefits even if such temporary or special employment results in more than twenty (20) hours in any particular week.
4. "Temporary" employment, for purposes of this policy, shall mean employment which when the employee is hired does not contemplate continuation for more than 120 days. In the event that after such hiring, the employment situation changes and the employment would continue for a total of more than 120 days, then such hiring shall require benefits and approval of the Board of Finance as set forth in this policy.
5. "Special" employment, for purposes of this policy, shall mean employment when the employee is hired for a special purpose, such as training, even if such hiring may lead to permanent employment with the Town. While benefits may not be required during special employment, benefits shall be paid if any employee later becomes a regular employee of the Town working twenty (20) or more hours per week.

6. For example, an employee works fifteen (15) hours per week for the Town and does not receive benefits and that employee is hired by another department for six (6) hours per week to handle a project for which money has been budgeted which will take ninety (90) days, such employee does not become a benefited employee. Also, for example, an employee is hired for the purpose of attending a two week training session with the commitment that if the employee is successful in the training, the employee will be hired for a permanent position with the Town. Even if the employee "works" twenty (20) or more hours during the training period, the employee need not be provided benefits.
7. Any employee who comes within the exception of this policy for temporary or special employment shall be given a writing describing the terms and limitations of the temporary or special employment and shall sign a waiver of any right to benefits.
8. Requests to hire which fall within this policy shall be submitted in writing to the Payroll Office before a final commitment to hire is made.
9. A copy of a waiver is attached.
10. This policy shall apply to new hires whose employment would come within its terms.

WJK/ajf

REVISED
EFF. 10-25-99



Town of Easton

TOWN HALL - 225 CENTER ROAD, P.O. BOX 61 EASTON,
CONNECTICUT 06612

TELEPHONE (203) 268-6291

FAX (203) 268-4928

POLICY: PRE-EMPLOYMENT DRUG TESTING AND BACKGROUND CHECKS AND DRIVER'S HISTORY CHECKS

Prospective employees and certain volunteers aged eighteen and up will be subject to a pre-employment background check, drug screening and, when applicable, a driver's history check.

1. A Release for Personal Data Record Information form will be provided during the interviewing process. If the candidate has been chosen for consideration of employment with the Town the necessary investigative reports and drug screenings will be completed by the Human Resources office.
2. Any candidate whom refuses to sign the Release for Personal Data Record Information form will be notified that they will not be considered for employment.
3. Results of the background check, drug screening and driver's history report will be made available to the department head, manager, board or commission involved in hiring before a job offer is given.
4. The Town of Easton will consider your job duties, among other factors, in determining what constitutes satisfactory completion of the background check, drug screening and driver's history.
5. All information obtained as a result of a background check will be used solely for employment purposes.
6. When a background check is required, you must complete the Town of Easton's authorization form. Failure to timely complete an authorization may result in termination of the Town of Easton's consideration of your application. Falsification or omission of information may result in denial of employment or discipline, up to and including termination.



Town of Easton

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Town of Easton

Authorization Release for Personal Data Record Information

In connection with your application for employment (including contract for services), understand that consumer reports and/or investigative consumer reports which may contain public record information may be requested or made on you including credit history, social security verification, criminal records and driving record. You have the right to obtain a copy of your report.

You hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the employer. You hereby authorize, without reservation, any law enforcement agency, state agency, division of motor vehicles or other persons or agencies to furnish any and all background information requested by the Town of Easton and its agents.

By signing below, you hereby authorize any party or agency contacted by the Town of Easton to furnish the above mentioned information. You also agree that an electronic or photocopy of this authorization with your signature be accepted with the same authority as the original.

Print your Name: _____
First Middle Last

Other or Former Names: _____

Street Address: _____

City: State: Zip: _____

Social Security Number: _____

Driver's License State: _____ **License Number:** _____

The following is for identification purposes only to perform the background check:

Date of Birth (MM/DD/YYYY): _____ **Race:** _____ **Gender (M or F):** _____

Applicant's Signature _____

Date: _____

Town of Easton

Drug Testing Authorization & Consent Form

The Town of Easton requires successful completion of a urinalysis drug test as a part of its pre-employment and volunteer screening process. Positive test results will result in immediate disqualification of the applicant or volunteer. Additionally, the Town requires successful completion of a urinalysis and/or breath alcohol test if the Town has reasonable suspicion that the employee or volunteer is under the influence of drugs and/or alcohol during the employee's work shift.

I, the undersigned, hereby knowingly and voluntarily authorize and consent to the collection and testing of specimens of my urine or breath by a collection agent and laboratory to be designated by the Town of Easton or its designated agent for the purpose of drug testing.

I authorize the collection agent, laboratory and medical review officer (MRO) to disclose the results of my drug tests to the Town of Easton for review.

I acknowledge that the drug test results will be utilized by the Town of Easton to determine my eligibility for employment or continued employment therewith.

I acknowledge that I have the right to receive a copy of this authorization.

I have read and understood the above Authorization & Consent in its entirety, and I agree that a copy of this document is as valid as the original.

I have received, reviewed and understand the Town of Easton's Drug and Alcohol Free Workplace Policy.

Print your Name: _____
First Middle Last

Date of Birth (MM/DD/YYYY): _____

Applicant's Signature _____ Date: _____



Town of Easton

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REVISED

POLICY: SIGNS ON TOWN PROPERTY Including Political or Advocacy Signs Advocacy by Town Employees on Town Property

POLICY

The Town shall deal uniformly with all signs on Town property including political or advocacy signs. Town employees shall not advocate political positions on Town property.

PROCEDURES

1. In general, jurisdiction over the posting of signs rests with the Planning and Zoning Commission. Persons wishing to post signs should consult the Commission's current regulations and make application to that Commission as required and abide by its decisions. Failure to obtain permission to post signs from the Commission, renders the posting of such signs illegal.
2. Illegally posted signs will be removed. Although the Town assumes no liability to retain any removed sign, any removed signs will usually be stored at the Department of Public Works and will generally be available to be picked up on the morning of the second day following their removal. If not picked up during that day, any removed sign will be destroyed. The Town will assume no liability for the condition of any signs removed.
3. The Democratic and Republican parties in Town have generally agreed that political signs will not be posted prior to an election, referendum or other vote. Various advocacy groups, however, sometimes want to post advocacy signs prior to an election, referendum, or other vote.
4. Persons posting authorized signs should obtain the permission of any person on whose property the sign is posted. Generally, it is illegal to post signs on utility poles.
5. Provided that proper authorization has been obtained from the Planning and Zoning Commission, the Town will not take action with respect to the posting of a reasonable number of signs on Town property (i.e. at the side of roads), provided such signs do not create traffic or safety hazards and provided that they are not placed on Town structures such as road signs or street signs.

6. Illegally posted signs will be handled as set forth in Section 2 of the procedures for this policy. In addition, the Town reserves the right to remove any sign which, in the opinion of the Town, constitutes a safety or traffic hazard and any sign attached to a Town sign or pole, without notice to the person posting the sign and without any obligation to retain the sign for pickup by the person posting the sign.
7. Town employees are not to advocate a position on an election, referendum, or other vote while on Town property carrying out their duties as employees. This includes speaking for or against a particular item or candidate, and putting up signs and wearing buttons or other advocacy material. This prohibition extends to personal vehicles which are parked in Town parking areas, but this prohibition as to vehicles, shall not extend to signage such as a bumper sticker which does not constitute a distraction to motorists or the appearance of advocacy on the part of the Town Hall for or against a particular position or candidate. This prohibition shall not prohibit an employee from stating the official position of a department on an issue which will be brought before the Town for a vote. For example, a member of the Conservation Commission may state that the Commission has voted in support of the purchase of a particular parcel of open space.
8. Town signs placed on the notice posts and traffic signs authorized by the Police Commission or any other governmental agency having jurisdiction are not subject to this policy.

WJK/ajf

REV.EFF.12-16-02



Town of Easton

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EASTON, CONNECTICUT 06612

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FAX (203) 268-4928

POLICY: PRIVATE DWELLING AND STRUCTURE ENTRY

POLICY

Town employees shall exercise discretion when entering private dwellings and structures.

PROCEDURES

1. Employees of the Town who are required to enter private dwellings or structures as part of their duties (as for example, to conduct inspections), should exercise discretion when entering private dwellings or structures. Except in an emergency, entry should only be made with the express consent of the owner or person controlling the structure.
2. Before entering, the employee should advise the owner or the person in control of the employee's name and position and the reason for seeking access.
3. In the event that only a minor is present, particular care should be exercised, and unless the employee has the prior consent of the minor's parent, entry should probably be deferred until a parent is present.
4. In all cases, the employee should avoid even the appearance of any impropriety.
5. This policy and these procedures do not cover every possible circumstance that an employee may encounter when entering a private dwelling or structure and common sense to meet the needs of the precise situation should be exercised. For example, in some unusual circumstances, deferral of entry until the employee can be accompanied by another employee may be appropriate.
6. When entering a dwelling or structure, employees should of course, be courteous and treat the property as the employee would want his or her own property treated.

POLICY: PROTECTION OF TOWN TREES

POLICY

The Town of Easton values and protects trees which are on Town property.

PROCEDURES

1. The initial consideration is that Town trees are to be protected and preserved.
2. The management of Town trees is committed to various bodies within the Town of Easton. The Tree Warden and Deputy Tree Warden are the “first responders” with respect to issues involving Town trees. The Department of Public Works and Parks and Recreation Department also have input in to the management, trimming, and removal of our trees. As necessary, outside contractors will be employed. The ultimate authority with respect to Town trees rests with the Office of the First Selectman and if necessary, the Board of Selectmen.
3. Before a Town tree is removed or trimmed by other than the designated department, permission should be obtained from the appropriate body or office.
4. At times, Town trees are removed by citizens or their contractors, either deliberately, or through negligence. In such cases, the Office of the First Selectman or the Board of Selectmen, will determine how to proceed, including the possibility of replacement with alternative trees, or legal action. When one or more trees belonging to the Town are removed, the Town shall gather evidence of the removal including photographs and measurements. Any logs remaining and any stumps shall be tagged as evidence and ordered to be left in place, preferably by the Police Department.
5. In determining replacement of trees or replacement by alternative trees, the Town recognizes that large trees often cannot be replaced in kind. Accordingly, the system set forth in paragraph 6 of these procedures shall be used.
6. To determine the size of the replacement trees, the tree which was taken down will be measured at the stump or as close to the stump as possible to obtain an approximation of the average basal area of the tree taken down. The area will be computed by using the formula $\pi (3.14)$ times radius squared. The radius is one half the diameter of the circle. Thus, if a tree had a radius of three inches, the radius squared would be nine inches (3×3) times $\pi (3.14)$ inches) would give an answer of an area 28.26 square inches. Thus, the replacement trees would need to total 28.26 square inches.

Since trees are often measured in calipers to determine the diameter (of which the radius would be half, we may need to determine the diameter). The formula for determining the diameter of a circle from its circumference is circumference equals pi times diameter. Therefore, a circle with a circumference of 15.7 inches, has an area equal to 3.14 (pi) times the diameter which converts to 15.7 inches divided by 3.14 to equal the diameter, which in this case happens to be 5 inches and the radius would be one half of that or 2.5 inches. The radius can then be used to determine the area as set forth previously.

7. Once the mathematical computations have been made, the appropriate number of smaller trees can be ascertained and will be ordered or specified by the Town.
8. The choice of the size of trees to equal the replacement area, the species of trees (trees native to the area) and the location of replacement trees (which need not be on the area where the trees were taken down) is in the sole discretion of the Town. The ordering of trees will be done by the Town. The planting and placement of the trees will be under the direction of the Town. If replacement is by the contractor or the person who removed the trees, the replacement trees will be guaranteed for one year.
9. In the event that a request for a Town tree be removed even where a prudent and feasible alternative exists which would result in less damage, if applicable, the owner or contractor shall compensate the Town in accordance with this policy for the tree removal.

WJK/ajf

Eff. 09-06-07

POLICY: PUBLIC PARTICIPATION AT BOARD OF SELECTMEN MEETINGS

Adopted January 17, 2013

The Board of Selectmen hereby adopts these rules governing public participation at its meetings. Generally, these rules follow Roberts Rules of Order, the Connecticut Freedom of Information Statutes, case law and Connecticut General Statutes 1-232. The purpose of these rules is to promote the full and free exchange of ideas in an orderly, fair and tolerant meeting. These limitations are intended to be viewpoint neutral and to prevent disruption of the meeting.

1. A speaker must be recognized by the chair of the meeting before speaking.
2. All remarks must be directed to or through the chair.
3. Personal attacks are improper.
4. Actions that disrupt or interfere with the orderly progress of the meeting are improper.
5. Repetitive comments by an individual speaker at the same meeting are improper.
6. Members of the public may speak on any topic during the agenda item for public comment one time for up to three minutes. The selectmen normally should refrain from responding or interrupting the speaker except to enforce the rules.
7. Sponsors of an agenda item, relevant town officials, experts or professionals invited by a member of the board, and others at the discretion of the board may speak during the discussion of an agenda item. Otherwise, members of the public may not speak outside of public comment.
8. The chair is charged with enforcement of the rules. Unless absent, the First Selectman is the chair of Board of Selectmen meetings.
9. The chair is expected to apply the rules consistently and evenhandedly.
10. When the chair notes any impropriety, the expectation is that the offending party will quickly adjust his or her conduct.
11. If the offending party does not adjust his or her conduct, and continues to disrupt the meeting preventing the board from conducting its business, the offending party will be removed from the meeting.
12. In the event that the meeting is disrupted by any person or group of persons so as to render the orderly conduct of the meeting unfeasible and order cannot be restored by the removal of individuals who are willfully disrupting the meeting, the board may order the meeting room cleared and continue in session. Duly accredited members of the media not participating in the disturbance may attend the cleared session. The board may readmit members of the public not participating in the disturbance.

Adopted 1/17/13



Town of Easton

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POLICY: PURCHASE ORDERS FOR PAYMENTS TO TOWN OFFICERS

POLICY

Purchase orders for payments to Town Officers shall contain sufficient information to enable all persons signing such purchase orders to determine that there has been compliance with the Town Code of Ethics.

PROCEDURES

1. A copy of the Town Code of Ethics is attached.
2. When a purchase order is presented for a payment to a Town Officer as defined in the ordinance establishing the Code of Ethics, there shall be sufficient information attached to the purchase order to enable all persons who are required to sign the purchase order to verify that there has been compliance with the Code of Ethics.
3. For example, a payment to a member of a commission from the commission's budget should, at the minimum, contain a certification that there has been compliance with Sections 3 and 4 of the Code of Ethics.
4. Purchase orders which do not contain appropriate information or appropriate certification will be returned without signature.

WJK/ajf

EFF. 07-24-00

CODE OF ETHICS

1. There shall continue to be a Code of Ethics established in order to acquaint the public with a desired level of ethics in local government; to set suitable ethical standards for all public officials and employees; to set forth general principles of conduct to guide such officials and employees; and to prohibit acts or actions of such officials and employees which are incompatible with the discharge of proper public duties.
2. As used in this herein: "Town Officer" shall include any official, employee, agent, consultant or member, elected or appointed, of any Board, Department, Commission, Committee, Legislative Body or other Agency of the Town of Easton, paid or unpaid with the exception of employees and agents of the Board of Education who shall be governed by Regulations of said Board and the General Statutes; "Financial Interest" shall mean any financial interest, direct or indirect, which is more than nominal and which is not common to the interest of other citizens of the Town; and "Indirect Interests" shall include but is not limited to the interest of any subcontractor in any contract with the Town and the interest of any person or his immediate family in any corporation, firm or partnership, which has a direct or indirect interest in any transaction with the Town; "Transaction" shall include the offer, sale or furnishing of any real or personal property, material, supplies or services by any persons directly or indirectly, as vendor, prime contractor, subcontractor or otherwise, for the use and benefit of the Town for a valuable consideration excepting the services of any person as a Town Officer; "Confidential" as used herein shall mean personal matters and financial matters which, if disclosed, would be of detrimental interest to the Town and a violation of the trust placed in that person; words if the masculine gender shall include the feminine.
3. No Town Officer shall engage in any transaction or shall have a financial interest or other personal interest which is incompatible with the proper discharge of his official duties in the public interest or would tend to impair his independence of judgment or action in the performance of his official duties.

Without limiting the nature and type of potential conflicts of the interest, the following examples of specific conflicts are hereby set forth for the guidance of all Town Officers:

- a. **INCOMPATIBLE EMPLOYEMENT** – No Town Official shall engage in or accept private employment or render services for private interest when such employment or service is incompatible with proper discharge of his official duties, or would tend to impair independence of judgment or action in the performance of his official duties.
- b. **USE OF TOWN FACILITIES** – (1) No Town Officer shall request or permit the use of Town-Owned vehicles, equipment, materials or property for personal convenience or profit except when such are available to the public generally or are provided as Town policy for the use of such Town Officer in the interest of the Town. (2) No Town Officer shall grant any special consideration, treatment, favor or advantage to any person beyond that which is generally available to residents and taxpayers of the Town.
- c. **GIFTS AND FAVORS** – No Town Officer or his immediate family "shall accept any valuable gifts, things, favor, loans or promises which might tend to" influence the performance or nonperformance of his official duties.

- d. DISCLOSURE OF CONFIDENTIAL INFORMATION - No Town Official shall, without proper authorization, disclose confidential information concerning the property, government or affairs of the Town. Nor shall he use such information to advance the financial or private interest of himself or others.
 - e. APPEARANCE BEFORE TOWN AGENCIES – No Town Officer shall appear in behalf of private interest before any Board, Agency, Committee or Commission of the Town; nor shall he represent private interest in any action or proceeding against the interest of the Town in any litigation to which the Town is a party. Nothing herein shall prohibit a Town Officer from appearing before any such Board, Agency, Committee or Commission on his own behalf.
4. Any Town Officer having a financial interest in any transaction with the Town, or in any action to be taken by the Town, shall first divulge and disclose such interest in writing to the Committee, Board or Agency involved, and if no such Committee, Board or Agency is involved, to the Board of Selectmen; and shall further refrain from using his office to exert his influence or vote on such transaction or action.
5. There shall continue to be a Board of Ethics in and for the Town which shall be charged with the administration of the Code of Ethics and which shall consist of (5) members. Not more than three of said members shall be of the same political party, and none of whom shall hold any of the elected or appoint Town offices, to be a Town employee, or be a member of the Town Committee of any political party.
- a. Members of the Board of Ethics shall be appointed for tow (2) year terms. No elector may serve more than six (6) consecutive years.
 - b. The Board shall promulgate and adopt reasonable rules and regulations for the administration of its proceedings. The rules and regulations so promulgated and all amendments thereto shall be made available at the office of the Town Clerk to any elector of the Town.
 - c. The Board shall receive all complaints, in writing, of violation of this Code, shall investigate the same and, after giving the Town Officer concerned an opportunity to be heard, shall, within thirty-five (35) calendar days make such findings and recommendations as it may deem appropriate in each case to the Board of Selectmen. The Board of Selectmen shall, thereupon, take such action as it may deem appropriate.
 - d. Upon written request of any Town Officer, said Board shall render an advisory opinion in writing to such Town Officer with respect to this Code.



Town of Easton

TOWN HALL - 225 CENTER ROAD, P.O. BOX 61
EASTON, CONNECTICUT 06612

TELEPHONE (203) 268-6291
FAX (203) 268-4928

DRAFT

Policy: **Purchase Orders**

POLICY

Purchase orders for Town purchases will be submitted in advance except where otherwise permitted under the procedures of this policy.

PROCEDURES

1. All purchases shall conform to the ordinance on purchases and competitive bidding. A copy of the ordinance is attached.
2. In the past, purchases were made by the individual departments and a purchase order which was more in the nature of a confirmation of the purchase was submitted after the purchase. From the promulgation of this policy and procedures forward, except in an emergency, prior to committing to a purchase, a purchase order shall be submitted to the Comptroller's Office for approval by that office and the First Selectman in advance of the purchase. As a result, no order for an item or a service, or contract for an item or service, may be placed or entered into prior to the approval of a purchase order for such item.
3. Emergency purchases which must be made in advance of approval of the purchase order may be made and will be approved in the case of emergencies requiring a purchase prior to advance approval of the purchase order. The necessity of the emergency purchase shall be described on the purchase order. The department head or person making the purchase bears the burden of demonstrating that an emergency existed. A check by telephone prior to the expenditure might be wise. .
4. Continuing purchases, such as for utilities, need not be approved in advance. Continuing purchase, such as for bottled water, shall be approved in advance for the first purchase but need not be approved in advance for subsequent purchases under a continuing contract under which the price does not change or changes with quantity used up to a 10% plus or minus variation, or pursuant to a fixed method by which the price at any time can be determined, (i.e. a 3% increase for the second year of the contract).
5. The purchase order system will be integrated with the Comptroller's computer system in the future, at which time electronic purchase orders will be used. Until that time, the present hard copy forms will continue in use.

B. PURCHASING AUTHORITY AND COMPETITIVE BIDDING

1. The Board of Selectmen shall be the general Purchasing Authority of the Town. All supplies, materials, equipment, other commodities and work or services required by any Department, Office, Agency, Board or Commission of the Town, including the Board of Education, shall be purchased by the Purchasing Authority on requisition, in such form as the Selectmen may prescribe, signed by the head of the Department, Office, Agency or Chair of the Board or Commission. No contract or requisition for any purchase shall be valid until it has been also signed by the First Selectman and the Treasurer or by an Officer or Officers of the Town designated for such purpose by the Purchasing Authority to act in place of either or both such Officers and unless there are sufficient unencumbered funds to make payment. A copy of each requisition and supporting contract or other supporting information shall be submitted to the First Selectman and the Treasurer. The First Selectman shall administer purchasing and bidding for the Purchasing Authority unless the Board of Selectmen prescribes otherwise. The Superintendent of the Schools shall administer purchasing and bidding for the Board of Education for the Purchasing Authority unless the Board of Selectmen prescribes otherwise.
2. Purchases of two thousand five hundred dollars (\$2,500.00) or less shall be made pursuant to policies and procedures established by the Purchasing Authority.

3. Before any purchase is made involving an expected expenditure of more than two thousand five hundred dollars (\$2,500.00) but less than ten thousand dollars (\$10,000.00), the Requisitioner shall procure proposals from at least three sources which are reasonably expected to be competitive, and such proposals may be provided by any vendor who shall conform to the regulations which may be imposed by the Purchasing Authority when the proposals are requested. The requirements of this section may be waived with the written approval of the Department Head, or with respect to purchases for the Board of Education with the written approval of the Superintendent of the Schools, in any case in which compliance with this section shall be deemed to be impractical or not in the best interests of the Town. Each waiver of this section shall contain a statement of the reasons for such waiver and shall be kept on file in the office of the Purchasing Authority with the requisition where it shall be open to public inspection.
4. If any purchase involves an expected expenditure of ~~ten~~ ten thousand dollars (\$10,000.00) or more, the Purchasing Authority shall invite sealed bids or proposals giving at least ten (10) days' notice by at least one (1) publication in a newspaper having a substantial circulation in the Town and such other notice; if any, as the Purchasing Authority deems appropriate. The Purchasing Authority shall make the purchase from the lowest responsible bidder meeting the specifications, or if there be two or more such responsible bidders who submit bids which are equal and lowest, to one of the lowest responsible bidders, or shall reject all bids or proposals. If the Purchasing Authority

rejects a bidder as not responsible, the Purchasing Authority shall state its reasons for such determination which shall be kept on file in the Office of the Purchasing Authority where it shall be open for public inspection. Any advertisement for bids shall contain a statement reserving the right to reject all bids. The requirements of this section may be waived with the written approval of the Board of Selectmen in any case in which compliance with this section shall be deemed to be impractical or not in the best interests of the Town. Each waiver of this section shall contain a statement of the reasons for such waiver and shall be kept on file in the office of the Purchasing Authority where it shall be open to public inspection.

5. No purchase shall be made nor shall any services be obtained from any Town Officer or from any partnership, corporation or other legal entity of which a Town Officer is a partner, officer, director or holder of an interest of more than five percent unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the Board of Selectmen, which writing shall be posted on a public bulletin board in the Town Hall for at least five (5) days before the purchase is made or the services obtained. The provisions of this section shall not apply to any contract awarded to a lowest responsible bidder after public advertisement as provided in Section 4.

6. No requisition or contract for any purchase shall be valid unless it bears the endorsement of the Town Treasurer. The Town Treasurer shall endorse a requisition or contract only after he or she has examined the same and found it conforms to the requirements of this ordinance and that there is or will be a sufficient unencumbered balance of an applicable appropriation to pay the same. The Town Treasurer shall record the amount of the requisition or of any approved contract as an encumbrance against the appropriation from which it is to be paid, and if by making any requisition for purchase or by execution of any contract, the budget allowance of the Office, Department, Commission or Board requesting the same shall be exceeded, the Treasurer or the Purchasing Authority shall bring the request to the attention of the Office, Department, Commission, or Board which shall request action by the Board of Finance and secure its approval before the purchase or execution of the contract is made.
7. No voucher, claim or charge against the Town shall be paid until it has been approved by the Purchasing Authority and the Town Treasurer for correctness and legality. Appropriate checks shall be drawn by the Town Treasurer for approved claims or charges and the same shall be signed by the Treasurer and one Selectmen unless the Board of Selectmen shall prescribe otherwise. If more than one Selectman signs, signature by one of the Selectmen may be by facsimile, but signature by the other Selectman shall not be by facsimile. Payroll checks may bear up to two facsimile signatures but shall always have at least one non-facsimile signature.

8. This purchasing ordinance shall apply whenever a Town check is to be issued, and thus, covers purchases even if made under grants, from special funds, or any other source.
9. In circumstances where compliance with this ordinance for continuing purchases would be impractical or not in the best interests of the Town, the Board of Selectmen may waive by written approval, compliance with this ordinance for up to a maximum period of one year. Such waivers may be renewed for additional one year periods. Each waiver shall contain a statement of the reasons for such waiver and shall be kept on file in the Office of the Purchasing Authority where it shall be open to public inspection.
10. In an emergency, the First Selectman or his or her designee may waive compliance with this ordinance; provided that the waiver and the nature of the emergency shall be brought to the Board of Selectmen for ratification as soon as reasonably practical.
11. For purposes of Section 5, "Town Officer" shall be defined as in the Town Code of Ethics and shall also include the spouse, children, parents, and siblings of the Town officer.

The following purchases shall not be subject to the requirements of this ordinance: Services by Town employees, whether full-time, part-time, or temporary; purchases where there is reasonably only a single source to purchase from, such as, service contracts for a specific piece of equipment properly purchased under this ordinance; purchases where as

a practical matter, purchasing should be from a single source, as for example, utilities, or publication in newspapers; and requests for proposals for a purchase which is of a unique nature such as for a computer system or program or insurance. A record of any purchase claimed to fall within the exceptions of this section shall be kept on file in the Office of the Purchasing Authority where it shall be open for public inspection. No specifications for any purchase by bid shall be written in such manner that only a single supplier can meet the specifications. The Board of Selectmen may, from time to time, in policies and procedures adopted pursuant to this ordinance, specify purchases or classes of purchases which shall not be subject to the provisions of this ordinance. If there is any question that any purchase may be exempt pursuant to this section, it should be submitted to the Board of Selectmen for confirmation that it is exempt.

12. For services of a recurring nature but without a definite scope of work, such as plumbing or electrical repairs, bids may be solicited on an annual basis for unit rates for labor and the basis for pricing of materials. Orders for services covered by the bid may then be placed with the low bidder based on those rates without further bidding.

WJK/ajf

Passed at Special Town Meeting July 20, 2005



Town of Easton

*Adam Dunsby
First Selectman*

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www.eastonct.gov

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FAX 203-268-4928
adunsby@eastonct.gov

July 22, 2016

Dear Department Heads:

Based on comments from the Town's auditors and the Finance Department Review Subcommittee, the Board of Selectmen, the Town's Purchasing Authority, is reviewing aspects of the Town's purchasing processes.

As you know, the Town has a payment order process in which a member of a department initiates the payment process for goods or services by signing a payment order and forwarding it to the First Selectman's Office (for further review and signature by the First Selectman and Treasurer).

Heretofore, the Town has not been precise as to who can sign payment orders on behalf of a department. We would like to now change that. The purpose is to make sure that only someone with authority to make or oversee a purchase initiates the payment process.

To that end, please review the attached list of departments and approved signatories. If you believe any changes are needed to your department, please contact me to discuss the matter prior to August 31st. As a rule, the number of authorized signatories should be small and should be limited to individuals who have authority to make or oversee purchases—in essence take responsibility for a purchase. If a member of a board or commission is to be a signatory, it shall only be the chair of that board or commission. The final determination will be made by the First Selectman pursuant to the Town's Purchasing Ordinance.

Please note that this applies only to the payment process. The underlying purchase may be subject to other requirements such as competitive bidding, Board of Selectmen approval for multiyear contracts, etc.

Thank you for your attention to this matter.

Best regards,

Adam Dunsby
First Selectman

AD/jfh

DEPARTMENT	Approved Signatories		
Animal Control	Chief of Police	Captain of Police	Chair of Police Commission
Assessor	Assessor		
Auditors	Chair of Board of Finance	First Selectman	
Board of Assessment Appeals	Chair of Board of Assessment Appeals		
Board of Finance	Chair of Board of Finance		
Building Department	Building Official		
Cemetery (G.F. Budget)	Chair of Cemetery Commission		
Commission for the Aging	Municipal Agent for the Aging		
Communications Dispatchers	Chief of Police	Captain of Police	Chair of Police Commission
Conservation Commission	Chair of Conservation Commission		
Emergency Management	Emergency Management Director	First Selectman	
EMS Commission	Chief of EMS	Chair of EMS Commission	Assistant Chief of EMS
Fire Commission	Fire Chief	Chair of Fire Commission	
Fire Marshal	Fire Marshal		
Firehouse Rent	First Selectman		
First Selectman	First Selectman		
Fringe Benefits	Chair of Pension and Benefits Commission	First Selectman	
Health Department	Health Officer	Director of Health	
Public Works (Highway) Dept.	Director of Public Works	Deputy Director of Public Works	
Insurance Commission	Chair of Insurance Commission	First Selectman	
Library	Director of Library	Deputy Director of Library	Chair of Library Board
660 Morehouse Rd.	Director of Public Works	Deputy Director of Public Works	
Park & Recreation Commission	Director of Parks and Recreation Dept.	Programmer	Chair of Park and Rec Comm.
Pension/Employee Benefits	Chair of Pension and Benefits Commission	First Selectman	
Planning & Zoning	Chair of Planning and Zoning Commission		
Police Commission	Chief of Police	Captain of Police	Chair of Police Commission
Probate Court	First Selectman		
Professional Services	First Selectman	Director of Public Works	Deputy Director of Public Works
Public Welfare	Social Services Director		
Recycling	Director of Public Works		
Registrar of Voters	Registrars of Voters		
Senior Center	Director of Senior Center	Assistant Director of Senior Center	
Street Lights	Director of Public Works	Deputy Director of Public Works	
Tax Collector	Tax Collector		
Technology	First Selectman		
Town Attorney	First Selectman		
Town Clerk/Vital Statistics	Town Clerk		
Town Hall	First Selectman		
Treasurer	Treasurer	Director of Finance	
Tree Warden	Director of Public Works	Deputy Director of Public Works	Tree Warden
Zoning Board of Appeals	Chair of Zoning Board of Appeals		

POLICY: PUBLIC RIGHTS-OF-WAY MANAGEMENT

POLICY

The Town of Easton shall manage public rights-of-way with respect to telecommunications providers through the Office of the First Selectman.

PROCEDURES

1. Section 253(c) of the Telecommunications Act of 1996 provides as follows:

State and Local Government Authority—Nothing in this section affects the authority of a State or local government to manage the public rights-of-way or to require fair and reasonable compensation from the telecommunications providers, on a competitively neutral and nondiscriminatory basis, for use of public rights-of-way on a nondiscriminatory basis, if the compensation required is publicly disclosed by such government.

2. The Office of the First Selectman shall manage public rights-of-way by requiring fair and reasonable compensation from telecommunications providers on a competitively neutral and nondiscriminatory basis for the use of public rights-of-way on a nondiscriminatory basis.

3. Prior to utilization of any public right-of-way, a telecommunications provider shall obtain a franchise from the Office of the First Selectman and shall pay a fee for such franchise.

4. The fee charged shall be fair and reasonable compensation for the use of the rights-of-way under Section 253 of the Federal Telecommunications Act of 1996.

5. A fair and reasonable fee will be set by the Office of the First Selectman for each franchise application. The fee shall be competitively neutral and nondiscriminatory. The fee shall be fair and reasonable based upon factors including, but not limited to the amount of use of the right-of-way contemplated, similar fees charged to other providers, reasonable rentals received by the Town from providers of similar services, such as cell towers, wireless access systems and other telecommunications devices.

6. In addition to the franchise fees, Easton shall be entitled to charge on a competitively neutral and nondiscriminatory basis, costs including but not limited to costs associated with road openings, including but not limited to repaving costs, inspector's costs, police supervision costs and similar charges. In the event that Easton shall accept less than full restoration, such as patching rather than completely repaving an opened road, such consideration may be taken into account in establishing the franchise fee.

7. In the event of a disagreement with any franchise fee established by the Office of the First Selectman, the provider may appeal to the full Board of Selectmen whose majority decision shall be final.

8. Copies of this policy shall be available in the office of the Building Department, the offices of the Land Use Department, the office of the Department of Public Works, the office of the Town Clerk and the Office of the First Selectman.

9. This policy shall be effective immediately.

WJK/ajf

EFF. 3-27-00



Town of Easton

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POLICY: QUESTIONS FROM THE PUBLIC

POLICY

The Town of Easton shall be open and responsive to questions from the public. Nevertheless, the Town recognizes that there are laws governing the disclosure of information and that a particular person's knowledge may be limited and that employees should not provide legal or policy advice.

PROCEDURE

1. Pursuant to the Connecticut Freedom of Information Act, most records or files of State and local agencies including minutes of all of their meetings are available to the public for inspection or copying. Certain records, however, are specifically exempted from disclosure by Federal law or State statute and are not available to the public. The public may inspect public records during regular office hours. A written request for a copy, printout, or transcript may be submitted to the agency holding the record. A more detailed statement of this summary is attached to this policy. If there is any question concerning its application to a particular instance, a request should be made to the employee's supervisor, department head, or if necessary, the Office of the First Selectman who, if necessary, will obtain a legal opinion. Employees should note that there are time limits involved and questions should be raised promptly. ·
2. The public often asks questions which are within the knowledge of the employee and can and should be answered. Employees, however, should not give legal opinions or advice on policy of the agency or the Town. Employees should not guess at information which they do not know, but either take the caller's name and telephone number and respond after the information has been obtained or refer the caller to a person appropriate to answer the question.
3. Supervisors should assist employees as to the manner in which various inquiries should be handled. A possible script for many inquiries is as follows:

EFF. 11-30-98

"My reaction to your question is _____. You may wish to look at _____."

On the other hand, your question involves a legal interpretation which you or your attorney should make."

Or,

"On the other hand, your question involves a policy determination and you should speak to _____."

Department heads may wish to revise this generic response for use by their employees.

WJK/ajf



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POLICY: RECORDING OF PUBLIC PROCEEDINGS

POLICY

The Town shall allow proceedings of any public agency to be recorded (by audio or video modes), photographed, broadcast, or recorded for broadcast subject to these procedures.

PROCEDURES

1. Any person photographing, broadcasting, or recording, whether by video or audio equipment and whether for public or private use ("video or audio recording") shall do so as inconspicuously as possible, and in no event, shall such video or audio recording disrupt the meeting.
2. If more than one person desires to conduct video or audio recording, such persons shall cooperate with each other so as to remain as inconspicuous as possible and so as not to disrupt the meeting.
3. If any video or audio recording is disruptive of the meeting, any member of the public agency or the chair of the public agency may recess the meeting to attempt to arrange for such disruption to cease and if that is not possible, the person or persons causing the disruption shall be required to cease video or audio recording.
4. Except for video or audio recordings made on Town equipment, such video or audio recordings shall be the property of the person or the employer of the person making such video or audio recording and disposition of such video or audio recording will lie with the person or the employer of the person who makes the recording.
5. The Town has or will adopt policies and procedures for video recordings made on Town equipment which may be subject to broadcast on the public access Cablevision channel and such regulations shall control such videorecordings.
6. The public agency is under no requirement to assist or cooperate with any person in video or audio recording. For example, the public agency may, but is not required, to supply electrical outlets, special arrangement of the room, special lighting, or allow recording devices on the public agency's work area.
7. Video or audio recording shall not take place during any exempt portion of any meeting. For example, video or audio recording may not take place during an executive session.

WJK/ajf

RISK MANAGEMENT POLICY

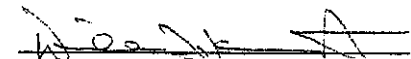
Revised 4/20/07

It is the policy of the Town of Easton to manage risks. A copy of the Risk Management Policy is as follows.

Easton is committed to maintaining a safe and healthy working environment for all employees. It is the intent of Easton to comply with all local, state and federal regulations governing workplace safety and to develop a safety program that conforms to the best management practices available to minimize hazards and reduce the likelihood of employee injury.

Easton understands that to have an effective safety program, safety must be integrated into the daily activities of every employee. Safety is the responsibility of every employee and it is our practice to hold all employees accountable for workplace behaviors that affect their own personal safety and health as well as the safety of others.

To achieve this goal, Easton has made a commitment to allocate the necessary manpower and resources to develop and implement the elements of a Risk Management program. To facilitate this process, Easton has identified Robert Cocivi as the chair of the Easton Safety and Health Committee who will work directly with the insurance provider to coordinate development and implementation of elements outlined in the Risk Management program. Other members of management will also participate. Within budgetary constraints, full management support will be given to the Safety and Health Committee chair to ensure that personnel and resources are made available to this process. Requests for funding for necessary support not otherwise budgeted will be made through the budget process.



Wilham J. Kupmse, Jr., First Selectman

RiskManagementPolicy/revised 4/20/07



Town of Easton

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POLICY: SALES AND USE TAX EXEMPTION

POLICY

The Town shall utilize its exemption from the Connecticut Sales and Use Tax for purchases.

PROCEDURES

1. The Town of Easton is a qualifying governmental agency which is entitled to a sales and use tax exemption for purchases for the Town. This exemption should be claimed. A copy of the State regulations pertaining to the exemption is attached.
2. The exemption shall not be used for any purchase other than for the Town.
3. Employees shall call the exemption to the attention of any vendor charging a sales tax and shall request that the sales tax be removed in connection with any purchase.
4. States other than Connecticut may not recognize the sales tax exemption granted Connecticut municipalities although a sales tax probably should not be charged anyway in most instances on an out of state purchase because such purchases are subject to a Connecticut Use Tax when the item is brought into the State. The Town is also exempt from the Connecticut Use Tax. It is possible, however, that the Town will have to pay another state's sales tax on an out of state purchase. The employee making the purchase should attempt to obtain an exemption from the tax and should consider the impact of any tax when making significant purchases outside of the State which could be made within the State and thus, not subject to the tax.
5. Sometimes vendors will request a Certificate of Exemption. A copy of the Certificate of Exemption is attached to this policy and procedure memo. The First Selectman or his designee is the only person authorized to sign the declaration. A certificate supplied by the vendor which meets this policy is acceptable.
6. The Certificate of Exemption may not be used to purchase meals and lodging. Pre-approval for such purposes or blanket approval is required. See attached regulations.
7. Please note that there are important restrictions on purchases by individual employees. See attached regulations.
 - a. Purchases made by individual employees who will be reimbursed by a qualifying government agency do not qualify for exemption under any circumstances even if the purchases are made in the employee's official capacity.

- b. If an employee is going to make purchases for the Town, that employee must be appointed an agent of the Town for that purpose. As the agent, the employee must complete and sign the Sales Tax Exemption Certificate as the purchaser, attach a copy of a document from the Town that expressly designates the person as the agent for purchasing the type of goods or services being purchased and claim an exemption only on the purchases of goods or services that are used exclusively by the qualifying governmental agency.
- c. In order to implement this procedure, an authorization must be obtained from the Town for the purchases. A copy of a fom1authorization is attached.
- d. The Town can only pay for exempt purchases with a check drawn on its own account or with a credit card issued in its own name (and not in the name of any of its members or officers).

WJK/ajf

Attch.

EFF. 12-04-00

Preview and download forms and publications from the DRS Web site:
www.drs.state.ct.us



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AUTHORIZATION

This is to authorize _____ to purchase, as an agent of the
Town of Easton, the following types of goods or services:

This authorization constitutes a certificate for one purchase only/a blanket certificate for
purchases which shall remain in effect for one year from its date unless revoked in writing
before the expiration of the one year period.

By the Town of Easton by the First Selectman

WJK/ajf



Town of Easton

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EASTON, CONNECTICUT 06612

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December 6, 2000

TO: All Personnel Involved in the Purchasing Process

FROM: William J. Kupinse, Jr. - First Selectman

You have recently received a policy and procedures on the application of the sales tax and the Town's exemption from the tax under certain circumstances.

In signing purchase orders, I have noted several occurrences which appear to run contrary to the policy. At this point, I have signed the purchase orders, but I will not be willing to sign purchase orders which run contrary to the procedures in the future. The areas of concern which I noted are as follows:

1. Sometimes when items are purchased from a vendor, there appears to be a specific item which has been purchased for personal use and a reimbursement check either directly to the vendor or to the Town is enclosed and the request for the Town check to pay the vendor is reduced. Personal items should not be purchased on purchases by the Town even if reimbursement is made.
2. Sometimes an employee will make a purchase apparently on their own account or credit card of items which are for the Town and for personal use and seek reimbursement from the Town for the items which are for Town use. Again, this procedure should not be followed under the sales tax procedures recently distributed.

Please watch these areas and any other areas which might run afoul of the State sales tax requirements and our procedures governing them.

WJK/ajf

POLICY: SEXUAL HARASSMENT

TOWN OF EASTON

SEXUAL HARASSMENT POLICY

The Town is committed to maintaining a professional work environment that is free of sexual harassment involving heterosexual or homosexual interactions. It is the duty of each employee to contribute to the respectful working environment of others, free of harassment.

Sexual harassment situations can include supervisors or employees engaged in misconduct, as well as incidents where non-employees victimize an employee.

Sexual Harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

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

Sexual harassment also includes the creation of a hostile work environment. The following are examples of conduct or communications that may be offensive and therefore create a hostile work environment:

A. Verbal:

1. sexual comments, innuendoes, or suggestions about one's clothing, body or sexual activity; or
2. turning of work discussions to sexual topics, such as sexual practices or preferences; or
3. telling of sexual jokes or stories; or
4. using obscene or sexual words or phrases to describe a person.

B. Nonverbal:

1. displaying sexually explicit pictures or objects in the work area; or
2. inappropriate giving of personal gifts of any nature; or
3. making inappropriate visits, telephone calls, text messages or use of social media of a personal nature to an employee; or
4. inappropriate kissing, touching, patting, pinching or brushing against a person's body or;
5. inappropriate sexual contact of any kind.

Sexual Harassment Training:

All employees are required to attend sexual harassment prevention training.

Violations of the Sexual Harassment Policy:

Any employee who believes that he or she has been sexually harassed should report the incident to our First Selectman, whose functions include personnel administration, or if conflicted, to another Selectman. A prompt and confidential investigation of the incident(s) will be conducted. No retaliation of any kind will be taken against an employee who brings a harassment issue before management.

Supervisors are responsible for keeping the workplace free of sexual harassment, monitoring working conditions to detect and stop sexual harassment and reporting complaints to the Office of the First Selectman, or if conflicted, to another Selectman. Supervisors who fail to monitor and report instances of sexual harassment are themselves subject to disciplinary action.

Investigation and Corrective Action:

1. The Office of the First Selectman will promptly investigate all reports or alleged incidents of sexual harassment.
2. All employees shall cooperate fully in all such investigations.
3. Any employee suspected of violating this policy may be placed immediately on administrative leave pending the results of the investigation.
4. If the claims of prohibited conduct are substantiated, the employee will receive appropriate discipline, up to and including termination.
5. If warranted, the Town will request that the appropriate law enforcement agencies become involved in the investigation, and the Town may seek prosecution of any conduct which violates federal or state law.
6. Any employee who makes a report that is determined to be knowingly false, may be subject to disciplinary action.

APPROVED BOS 3.1.18



Town of Easton

TOWN HALL - 225 CENTER ROAD, P.O. BOX 61
EASTON, CONNECTICUT 06612

TELEPHONE (203) 268-6291

FAX (203) 268-4928

POLICY: SUBMISSION OF RECORDS TO PAYROLL DEPARTMENT

POLICY

The Town pays its employees based on records submitted to the Payroll Department.

PROCEDURES

1. Non-union hourly employees are required to submit a time sheet signed by the employee and approved by an appropriate supervisor no later than noon on Monday of the bi-weekly payroll week. Failure to submit a timely, signed, approved payroll sheet may result in a delay until the next payroll period in issuing a payroll check.
2. Except as noted in these procedures, non-union, non-hourly, benefited employees are required to submit a record sheet, signed by the employee and approved by an appropriate supervisor no later than noon on Monday of the bi-weekly payroll week showing all time off for vacations, holidays, sick leaves, etc. during the pay period. Failure to submit a timely, signed, approved record sheet may result in a delay in issuing a payroll check.
3. Time sheets, records, or cards for union employees are kept by the department heads and submitted to the payroll department on a bi-weekly basis for union employees.
4. Payroll record sheets for department heads are also to be submitted on a bi-weekly basis.
5. The Payroll Department may request, at any time, information from a department head or other supervisor or an employee to enable the Payroll Department to discharge its payroll duties.

WJK/ajf

EFF. 05-24-99



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POLICY: TELEPHONE CALLS

POLICY

Town employees shall return phone calls which they receive promptly.

PROCEDURES

1. An employee who receives a telephone call when the employee is not available to take the call shall use his or her best efforts to return the call within twenty-four (24) hours.
2. If there is a reason that the call cannot be returned within twenty-four hours, the employee shall have a secretary or other person return the call and indicate when the employee will be able to get back to the caller.

WJK/ajf

EFF. 04-15-99



Town of Easton

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TELEPHONE (203) 268-6291
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POLICY: TEMPORARY OR SPECIAL EMPLOYMENT

I, the undersigned, have received an offer of "temporary" or "special" employment with the Town of Easton. The nature of the temporary or special employment is as follows [specify the nature of the assignment, e.g. special filing project, training, etc. and the expected duration, e.g. ninety (90) days].

I, the undersigned, recognize that such temporary or special employment will not result in my receiving benefits even if I am already employed as a regular employee with the Town and such temporary or special employment would result in my working twenty (20) or more hours per week between my regular employment and my temporary or special employment. The benefits which I will not receive as a temporary or special employee are:

1. Participation in the Town's retirement plan.
2. Health insurance coverage.
3. Life insurance coverage.
4. Coverage under the Town's disability insurance plan.

a

Employee's Signature

Date

Department Head's Signature

Date

WJK/ajf



Town of Easton

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POLICY: TERMINATION OF EMPLOYEES OR INDEPENDENT CONTRACTORS

POLICY

The termination of employees or independent contractors who have been employed to perform work for the Town shall be in accordance with the procedures of this policy.

PROCEDURES

1. The termination of employees is controlled by collective bargaining agreements, statutes, and case law.
2. In most instances, except for the most egregious cases, there should be no termination of an employee who has not subject to progressive discipline including verbal warnings, written warnings, and suspensions.
3. When a department head or other supervisor considers termination of an employee, that fact should be brought to the attention of the Office of the First Selectman and payroll before any action is taken with the employee. A course of action will then be discussed, developed and implemented.
4. No contract of an independent contractor shall be terminated prior to its conclusion except as allowed by the contract or for cause, or by mutual agreement. When early termination of a contract with an independent contractor is contemplated, the situation shall be brought to the attention of the Office of the First Selectman and payroll for discussion, implementation and execution of the process.

WJK/ajf

Eff. 03-19-07



Town of Easton

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POLICY: TRANSFERS OF EQUIPMENT BETWEEN DEPARTMENTS; use of another department's resources; and payments for such transfers or use

POLICY

Town departments shall cooperate in the transfer of property where appropriate and in the use of resources of other departments.

PROCEDURES

1. When a department determines that property which it has is no longer needed, that fact shall be made known to the Office of the First Selectman who shall make known to other departments the availability of such property.
2. If there is a transfer of property from one department to another, there shall be no transfer of funds from the receiving department to the transferring department because if the property were to be sold, for example to an outsider, the consideration would not go to the transferring department, but to the general fund of the Town.
3. If there is a cost in connection with the transfer of the property (as for example a charge by an outside agency to set up the property in the receiving department) that charge shall be paid out of funds of the receiving department.
4. When a department has a resource which will be of assistance to another department in discharging its duties for the Town, the departments shall cooperate in allowing the use of that resource without any transfer of funds from the receiving department to the department with the resource provided the use of the resource does not make a significant impact on the budget of the transferring department. For example, a department using another department's copier for a small copying job on a sporadic basis which does not interfere with the work of the department which has the copier does not require reimbursement for the paper, electricity, etc. used in connection with the copying. On the other hand, if there is a major copying project which would impact the budget of the department having the resource, an inter-department transfer should be made.
5. Please also consult the Town policy with respect to the disposal of surplus property.



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POLICY: UNPAID TIME OFF

POLICY

An employee may request and may be granted unpaid time off from work.

PROCEDURES

1. An employee may request and may upon the approval of the employee's supervisor, and in the discretion of the First Selectman, be granted unpaid time off.
2. An employee shall not be granted unpaid time off if the employee has available paid time off including vacations and personal days which can be used for the purpose of time off.
3. An employee requesting unpaid time off shall do so in writing to the employee's supervisor who may or may not recommend that such time be given. If recommended, the request shall go to the Payroll Office which shall confirm whether or not there is other available paid time off and then the request shall then go to the Office of the First Selectman for a decision which shall be made keeping in mind the needs of the employee and the Town. The decision of the First Selectman shall be in that person's sole discretion and shall be final.

WJK/ajf

EFF. 06-24-99

Town of Easton

TOWN HALL - 225 CENTER ROAD, P.O. BOX 61 EASTON, CONNECTICUT 06612

TELEPHONE (203) 268-6291

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REVISED POLICY: USE OF TELEPHONE AND TELEFAX

POLICY

The policy of the Town of Easton is that its telephones and telefaxes be used for Town business and that individual owned personal communications devices (cell phones) be utilized during working hours for only emergencies.

PROCEDURE

1. Town telephones, cell phones, and telefaxes should be used primarily for Town business although minor personal use which does not interfere with Town business is permitted.
2. We recognize that there are times when personal calls may be made or accepted. These should be kept to a bare minimum during business hours. The use of personal communications devices (e.g., cell phones) during working hours, whether paid for by the Town or by the employee, is restricted to the conduct of Town business or for personal emergency use only. The use of cell phones while operating a vehicle is prohibited.
3. If an employee has been issued a cell phone to have after business hours, the employee has been issued that phone so as to enable other Town personnel to reach the employee during non-business hours. While a Town cell phone may be used for limited personal calls during non-business hours, the employee shall exercise reason when making personal calls during non-business hours.
4. We should always attempt to have an employee speak to a caller or take a message if the caller identifies himself or herself and indicates that the call is of an emergency nature.
5. If it is necessary to make a personal long distance call or other use for which a charge will be imposed or to make a personal cell phone call for which a charge will be imposed, the employee shall reimburse the Town at the time of the next telephone bill. Please note that alternatives to charging the call to the Town are to charge it to one's home telephone number or to a calling card. With the authorization of the Department Head, an employee who lives outside the local calling area, may telephone his home to inform his or her family that he or she will be working beyond regular hours without reimbursement to the Town for the call.

6. To assist in the processing of long distance phone calls, a log is to be maintained by each employee in a department. The log shall be submitted with each bill which is submitted for payment. Town Hall department logs will be collected monthly. Bills which are not accompanied by the log, will not be processed for payment.
7. Employees should avoid, where possible, the use of such services as directory assistance and return call dialing (*69) since charges are imposed for the use of each.
8. When an employee is away from his or her regular workplace, the employee should notify the receptionist or other person taking calls so that incoming calls for the employee can be properly handled.
9. Employees should restrict conversations to the purpose for the call so as to avoid overages on allotted minutes
10. Generally contracts for cell phones and usage will be negotiated through the oversight of the Office of the First Selectman on a town-wide basis. Requests for exceptions must be made prior to making any commitment.
11. There is no expectation of privacy in the use of town phones and thus, telephone numbers may be examined and are subject to Freedom of Information requests.

WJK/ajf

EFF 1-31-06

POLICY: USE OF TOWN HALL CONFERENCE ROOM

POLICY

The primary use of the Town Hall Conference Room is to be for meetings involving Town agencies. Secondly, the room may be used by civic groups. Thirdly, to the extent that the use does not interfere with prior uses, the room may be used by Easton residents.

PROCEDURE

1. Any Town agency which wishes to use the Town Hall Conference Room for its regular meetings shall provide a schedule of such meetings to the receptionist who shall schedule the conference room for such meetings, avoiding conflicts with any other Town agencies.
2. Any Town agency or civic group wishing to use the Town Hall Conference Room for a special meeting shall notify the receptionist who shall reserve the room for such meeting if it is available.
3. Town agencies shall include boards, commissions, committees and ad hoc groups of Town employees. Civic groups shall include Town groups which are non-profit.
4. The First Selectman shall resolve any conflicts in the use of the room.
5. The dispatchers shall be made aware of scheduled use of the room so that they may open the Town Hall for meetings which are scheduled other than during regular business hours.
6. The First Selectman reserves the right to limit the use of the room by Town agencies, civic groups or others if such use would be disruptive to the operations at the Town Hall, or for other sufficient reasons.
7. No charge shall be made to Town agencies, civic groups, or residents for the use of the room.
8. The use of the room shall be in accordance with the policy on the use of Town facilities which prohibits the use for private profit-making ventures.

WJK/ajf

EFF. 02-11-99
REV.10-04-05



Town of Easton

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POLICY: USE OF TOWN FACILITIES

POLICY

Private persons and private organizations are not permitted to use Town facilities for private profit-making ventures.

PROCEDURES

1. A person or organization charging for a service is not allowed to use Town facilities for that person's or organization's private, for profit operation.
2. Persons and organizations are, of course, allowed to be compensated when running a program sponsored, as for example, by the Library or by the Parks and Recreation Department.
3. De minimus usage, such as, a onetime meeting with a customer or client on Town property is not prohibited by this policy and its procedures.
4. If it is noted that a person or organization is utilizing Town property for personal profit, this policy shall be brought to the person's or organization's attention and he or she, or it, shall be asked to cease such use.
5. **This policy does not prohibit the use of Town facilities for a service such as tutoring where the tutoring is a service provided by, and paid for by, the local or regional Board of Education without direct payment from the tutored person to the person doing the tutoring. In other words, public use of Town facilities is permitted, but use for private, profit making ventures is not.**
6. The Easton Public Library may, in its discretion, permit tutoring on its premises.

Eff. 07-15-05
REV. 10-04-05
Rev. 3-30-06
Rev. 01-03.19



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POLICY: VACATIONS

POLICY

Employees are allowed vacations in accordance with the collective bargaining agreement which covers their employment or if not represented by a union, in accordance with the Town Employee Handbook.

PROCEDURES

1. Requests for vacation should be submitted as far in advance as is reasonably possible.
2. Once submitted and approved, vacations may only be changed by request submitted in advance of the vacation approved.
3. Changes in vacations may not be approved if the Town has made arrangements with respect to the vacation to be taken. For example, if an employee is to be off on a vacation day or days and the Town has hired a replacement, the employee's approved vacation will not be changed unless the hiring of the temporary employee can be changed without dis-accommodating anyone. Again, for example, if the Town has notified the public that an office will be closed during certain hours because of a vacation, the approved vacation will not be changed unless a re-notice can be made so that the public is not dis-accommodated.
4. Employees who have an approved vacation may not change the reason for being away from their job. For example, an employee scheduled to be on vacation on a particular day may not call in to take the day as a "sick day."
5. While these procedures would generally be applied, each particular case will be considered on its own merits.
6. If there is a conflicting provision in a collective bargaining agreement or the Employee Handbook, the agreement or handbook shall control.

WJK/ajf

EFF. 03-19-07



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POLICY: WEATHER RELATED WORK ABSENCES

Policy

Employees are expected to report to work unless the First Selectman specifically closes all or part of Easton town government.

Procedures

1. Only the First Selectman may determine that all or some employees need not report to work due to severe weather.
2. Decisions to close all or some of Easton town government will be posted to the town website.
3. Employees told not to report to work will be paid as if they had reported to work.
4. On a case by case basis, the First Selectman may consider any employee's concern for personal safety and excuse an absence.
5. If Easton town government is closed due to severe weather, employees who had previously scheduled a vacation day must take a vacation day.
6. If Easton town government is closed due to severe weather, employees who took sick days before and after the closing day will be charged a sick day for the closing day.
7. When an absence is excused (in accordance with 4), the employee will take a vacation day. If an employee has no vacation days, the day will be unpaid. Employees may not "take a sick day" unless they were actually ill.
8. This policy **replaces** the Policy on Closing of Town Facilities for Weather Conditions and Other Unusual Circumstances effective January 13, 2003.

AD/ajf

EFF. 03-02-15

POLICY: POSTING TO TOWN OF EASTON WEBSITE

www.eastonct.gov

Policy

The purpose of the Town of Easton website, www.eastonct.gov, is to present town government information. Requests from outside groups to post will generally be denied however, requests should be directed to the office of the First Selectman.

Procedure

- 1) Town offices wishing to post to the website should make the request to the Town Clerk and submit the post in digital form.
- 2) The First Selectman will make final decisions on website postings.

AD/jfh

EFF: 08/17/17

ZERO TOLERANCE FOR WORKPLACE VIOLENCE

Town of Easton Policy

Zero Tolerance for Workplace Violence

The Town of Easton has a zero tolerance policy for workplace violence and recognizes the right of its employees to work in a safe and secure environment.

1. Prohibited Conduct:

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

- a. No employee or volunteer shall bring into any worksite any weapon or dangerous instrument as defined in this policy.
- b. No employee or volunteer shall use, attempt to use, or threaten to use any such weapon or dangerous instrument in any Town worksite.
- c. No employee or volunteer shall cause or threaten to cause death or physical injury to any individual in any Town worksite.
- d. All conduct, either verbal or physical, that is abusive, threatening, intimidating or demeaning is prohibited.

2. Definitions:

- a. "Weapon" includes any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocket knife), including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon.
- b. "Dangerous instrument" includes any instrument, article or substance that, under the circumstances, is capable of causing death or serious physical injury.
- c. "Worksite" includes any location where Town business is conducted.

3. Confiscation of Weapons and Dangerous Instruments:

- a. Any weapon or dangerous instrument at the worksite will be confiscated, and turned over to law enforcement authorities. There is no reasonable expectation of privacy with respect to such items in the workplace.

4. Reporting Procedures:

- a. Emergency Situations: Any employee who believes that there is a serious threat to his or her safety or the safety of others that requires immediate attention shall contact the police or call **911**. The employee must contact his or her immediate supervisor and the Office of the First Selectman.
- b. Non-emergency situations: Any employee who feels subjected to or witnesses violent, threatening, harassing, or intimidating behavior in the workplace shall immediately report the incident or statement to his or her supervisor and the Office of the First Selectman.
- c. Supervisor's Responsibilities: A supervisor who receives a report of violent, threatening, harassing or intimidating behavior shall immediately contact the Office of the First Selectman which will evaluate, investigate, and take appropriate action.
- d. Protective and/or Restraining Orders: Anyone who obtains a protective or restraining order covering Town locations must provide to the Office of the First Selectman, a copy of such order and supporting documentation.

5. Investigation and Corrective Action:

7. The Office of the First Selectman will promptly investigate all reports or alleged incidents of violent, threatening, harassing or intimidating behavior.
8. All employees shall cooperate fully in all such investigations.
9. Any employee suspected of violating this policy may be placed immediately on administrative leave pending the results of the investigation.
10. If the claims of prohibited conduct are substantiated, the employee will receive appropriate discipline, up to and including termination.
11. If warranted, the Town will request that the appropriate law enforcement agencies become involved in the investigation, and the Town may seek prosecution of any conduct which violates Federal and State law.

BOS APPROVED 1/18/2018