

## ***Estuary Transit District – FINAL DRAFT***

Dear Estuary Transit District Employee:

On behalf of your colleagues and the Board of Directors, I welcome you to the Estuary Transit District (ETD) and wish you every success here.

We believe that each employee contributes directly to the growth and success of ETD, and we hope that you will take pride in being a member of our team. We are delighted that you have joined our staff of transit professionals. By doing so you have become an integral part of the Estuary Transit District and its future.

We are an organization committed to providing safe and efficient transit services to the citizens of the nine towns that comprise the Estuary Transit District in the most professional, courteous and friendly manner possible. Your job will be to join us in our endeavor to serve the needs of our passengers by providing unsurpassed customer service. We do this by treating each other and customers with respect.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Chairperson,  
Estuary Transit District Board of Directors

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### **WHAT IS THE ESTUARY TRANSIT DISTRICT?**

The Estuary Transit District (ETD) was formed in 1981 by the nine towns of the Connecticut River Estuary Region. These nine towns include Clinton, Chester, Deep River, Essex, Killingworth, Lyme, Old Lyme, Old Saybrook and Westbrook. It now also includes the communities served by the former Middletown Transit District.

In accordance with *Connecticut General Statutes, Chapter 103a, Sections 7-273b thru Section 7-273z, Transit Districts*, the District's mission is to provide local, coordinated public transportation and the Dial-A-Ride Program services for the residents of the nine-town area.

The affairs of the District are managed by a Board of Directors made up of one representative from each town. The Directors serve in a voluntary capacity to adopt by laws and rules for the conduct of the affairs of the District. The Chair and Vice Chairpersons are designated to handle the agencies human resource affairs and the Treasurer and Secretary are designated to handle the agencies operational and financial affairs.

ETD operates two distinct programs:

- Public transportation program designed to meet specific needs of its passengers, including more able seniors and persons with disabilities. This program is built up with three distinct services: 1) Route shuttle service with timed stops, 2) Off-route or flex route service, up to a mile off the shuttle route, south of I-95 and on the Riverside route paralleling the Connecticut River, and 3) Transit-on-Call. Seniors (age 60 and above) and persons with disabilities who can ride on these bus services are encouraged to use the public transportation program.
- Dial-A-Ride program designed to provide personalized transportation services that meet the needs of the elderly seniors ((age 60 and above) and persons with disabilities who need these services are encouraged to use the Dial-A-Ride program. ETD provides this service with dedicated buses and specially trained Drivers.

It is the goal of ETD to increase public awareness of the programs offered by the District and to provide additional flex-route services as needed.

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## **INTRODUCTORY STATEMENT**

This employee handbook is designed to acquaint you with ETD and provide you with important information about working conditions, employee benefits and policies affecting your employment. The policies in the handbook explain many of the benefits of working here. The handbook also explains what we expect of you and advises of many of our rules.

However, this employee handbook is not a contract and cannot cover every situation or answer every question about policies and benefits at ETD. Also, sometimes we may need to change the handbook. ETD has the right to interpret, add new policies, change policies, or cancel policies at any time. The employment-at-will policy allows you or ETD to terminate your employment at any time for any reason. The employment-at-will policy is further described in the policy titled Nature of Employment.

This handbook was written by a human resource professional and has been reviewed by ETD's legal counsel.

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### **EMPLOYEE ACKNOWLEDGEMENT FORM**

The employee handbook describes important information about ETD. I understand that I should consult the Executive Director or the Human Resources Manager if I have any questions that are not answered in the handbook.

I became an employee at ETD voluntarily. I understand and acknowledge that there is no specified length to my employment at ETD and that my employment is at will. I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that "at will" means that ETD may terminate my employment at any time, with or without cause or advance notice, if they do not violate federal or state laws.

I understand and acknowledge that there may be changes to the information, policies, and benefits in the handbook. I understand that ETD may interpret, add new policies to the handbook as well as replace, change, or cancel existing policies

I understand and acknowledge that this handbook is not a contract of employment or a legal document. I have received the handbook and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_

DATE: \_\_\_\_\_

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### **CUSTOMER RELATIONS**

Our customers are our organization's most valuable assets. Every employee represents ETD to customers and the public. Our customers judge all of us by how we treat them and how well we meet their needs. One of the highest priorities at ETD is to help any customer or potential customer. Nothing is more important than being courteous, friendly, prompt, and helpful to customers.

Your contacts with the public, your telephone manners, and any communications you send to customers reflect not just on you but also on the professionalism of ETD.

We will provide customer relations and services training to all employees who have frequent customer contact. If a customer wants to make a specific comment or a complaint, you should direct them to the Operations Manager for appropriate action. Good customer relations can build greater customer loyalty and increased ridership.

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### **101 Nature of Employment**

Effective Date: 3/1/2008

Revision

Date: 7/27/2022

You became an employee at ETD voluntarily and your employment is at will. "At will" means that you may terminate your employment at any time, with or without cause or advance notice. Likewise, "at will" means that ETD may terminate your employment at will at any time, with or without cause or advance notice, if we do not violate federal or state laws.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations or enforceable promises of any kind or a contract of employment between ETD and any of its employees. Neither may any statements made by company personnel be so construed. **Please note that the policies in this handbook apply to all employees including those covered by a collective bargaining agreement or other contractual arrangement in which case the terms of the handbook will apply except to the extent they may be inconsistent with those in the contract, in which case the contract terms will govern.**

Sometimes we may need to change, add, or cancel policies or benefits. We want you to know that this could happen and that ETD has the right to make changes. The only exception is that we will not change our employment-at-will policy. The provisions of this handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at ETD's sole discretion.

This handbook gives a general understanding of the personnel policies of ETD. It should help answer many common questions. You should review all the policies in the handbook and become familiar with them.

Any questions regarding this handbook or the policies within the handbook should be directed towards the Human Resources Manager.

## ***Estuary Transit District – FINAL DRAFT***

### **102 Employee Relations**

Effective Date: 3/1/2008

Revision Date:

ETD believes that the working conditions, wages, and benefits we offer to ETD employees are competitive in this industry. If you have concerns about working conditions or compensation, we strongly encourage you to express these concerns openly and directly to the Human Resources Manager or the Executive Director.

Our experience has shown that when employees deal openly and directly with management, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that ETD fully demonstrates its commitment to employees by responding effectively to employee concerns.

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### **103 Equal Employment Opportunity**

Effective Date: 3/1/2008

Revision

Date: 7/27/2022

To give equal employment and advancement opportunities to all people, we make employment decisions at ETD based on each person's performance, qualifications, and abilities. ETD does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

We will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship to ETD.

Our Equal Employment Opportunity policy covers all employment practices, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

If you have a question about any type of discrimination at work, talk with the Human Resources Manager or the Executive Director. Should ETD determine that anyone was illegally discriminating, that person will be subject to disciplinary action, up to and including termination of employment.



## ***Estuary Transit District – FINAL DRAFT***

### **104 Business Ethics and Conduct**

Effective Date: 3/1/2008

Revision Date:

All persons providing ETD's public transportation services shall comply with ***Section 1-79 thru Section 1-89 of the Connecticut General Statutes, as amended, entitled Code of Ethics for Public Officials***. Copies are available for review in The Districts Office.

The continued success of ETD is dependent on the public's trust and we are dedicated to preserving that trust. Employees owe a duty to ETD and our customers to act in ways that will earn the continued trust and confidence of the public. ETD requires employees to carefully follow all laws and regulations and have the highest standards of conduct and personal integrity.

As an organization, ETD will comply with all applicable laws and regulations. We expect all directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to not do anything that is illegal, dishonest, unethical or that has the appearance of impropriety.

In general, the use of good judgement, based on high ethical principles, will guide you with respect to acceptable conduct. However, if you are not sure if an action is ethical or proper, you should discuss the matter openly with the Human Resources Manager or Executive Director.

It is the responsibility of every ETD employee to comply with our policy of business ethics and conduct. Employees who ignore or do not comply with this standard of business ethics and conduct may be subject to disciplinary action, up to and including possible termination of employment.

## ***Estuary Transit District – FINAL DRAFT***

### **105 Personal Relationships in the Workplace**

Effective Date: 3/1/2008

Revision

Date: 7/27/2022

#### **Objective**

ETD strongly believes that a work environment where employees maintain clear boundaries between employee personal and business interactions is necessary for effective business operations. Although this policy does not prevent the development of friendships or other personal relationships between co-workers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment. This policy is not intended to interfere with rights under the Connecticut Municipal Employee Relations Act (“MERA”).

Individuals in supervisory or managerial roles and those with authority over others' terms and conditions of employment are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information, and their ability to affect the terms and conditions of employment of individuals in subordinate positions.

#### **Procedures**

1. During working time and in working areas, employees are expected to conduct themselves in an appropriate workplace manner that does not interfere with others or with overall productivity.
2. During nonworking time, such as lunches, breaks, and before and after work periods, employees engaging in personal exchanges in nonwork areas should observe an appropriate workplace manner to avoid offending other workers or putting others in an uncomfortable position.
3. Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate in the workplace by a reasonable person while anywhere on company premises, whether during working hours or not.
4. Employees who allow personal relationships with co-workers to adversely affect the work environment will be subject to ETD's disciplinary policy, including counseling for minor problems. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.
5. Employee off-duty conduct is generally regarded as private if such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors and subordinates.
6. Any supervisor, manager, executive or other company official must disclose the existence of a romantic or sexual relationship with another co-worker. Disclosure may be made to the individual's immediate supervisor or the Manager of Human Resources. ETD will review the circumstances to determine whether any conflict of interest exists.

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7. When a conflict-of-interest or potential risk is identified due to a company official's relationship with a co-worker, ETD will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure the parties no longer work together on matters where one is able to influence the other or act for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions and financial transactions are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage. In some cases, other measures may be necessary, such as transfer of one or both parties to other positions and departments.
8. Failure to disclose such a relationship or to cooperate with ETD to resolve a conflict or problem caused by a romantic or sexual relationship between co-workers or among managers, supervisors or others in positions of authority in a mutually agreeable fashion may be deemed a voluntary resignation or insubordination and result in disciplinary action up to and including termination.
9. The provisions of this policy apply regardless of the marital status, gender or sexual orientation of the parties involved.
10. Where doubts exist as to the specific meaning of the terms used above, employees should make judgments based on the overall spirit and intent of this policy.
11. Any concerns about the administration of this policy should be addressed to the Manager of Human Resources.

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### **106 Employee Medical Examinations**

Effective Date: 3/1/2008

Revision

Date: 7/27/2022

The State of Connecticut and ETD require that Public Service Drivers have a medical examination to help ensure you can perform your duties.

After we make a job offer to an applicant for certain types of jobs, we may require a medical examination. We will choose the health professional and pay for the examination. The job offer is contingent on whether the applicant satisfactorily completes the exam.

At management's discretion, we may require current employees to take medical examinations that are job-related and consistent with business necessity. An example would be if there is reasonable suspicion that an employee's performance is being impacted by substance use. If we ask you to take an exam, we will schedule it for a reasonable time and frequency and will cover the cost. Drivers shall submit to and satisfactorily pass all pre-employment and subsequent annual physical examinations as a condition of continued employment and may be required to take a physical exam to determine fitness for duty.

Medical records, including information on medical conditions or medical history will be kept separate from other employee information and maintained confidentially. Access to these records will be limited to only those who have a legitimate business need to know, currently the Human Resources Manager.

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### **107 Immigration Law Compliance**

Effective Date: 3/1/2008

Revision Date:

ETD will employ those who are authorized to work in the United States. We do not discriminate based on a person's citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, every new employee at ETD is required to complete the Employment Eligibility Verification Form I-9 form and show documents that prove identity and employment eligibility.

If you leave ETD and are rehired, you must complete another Form I-9 if the previous I-9 with ETD is more than three years old, or if the original I-9 is no longer accurate, or if the original I-9 is not available.

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### **108 Conflicts of Interest**

Effective Date: 3/1/2008

Revision Date:

ETD has guidelines to avoid real or potential conflicts of interest. It is your duty as an employee of ETD to follow the following guidelines about conflicts of interest. If this is not clear to you or if you have questions about conflicts of interest, contact the Executive Director.

For this purpose, an actual or potential conflict of interest is when you can influence a decision or have business dealings on behalf of ETD that might result in a personal gain for you or for one of your relatives.

For conflicts of interest, a relative is any person who is related to you by blood or marriage, or whose relationship with you is like being a relative even though they are not related by blood or marriage. The possibility for personal gain is not limited to situations where you or your relative has a significant ownership in a firm with which ETD conducts business. Personal gains can also result from situations where you or your relative receives a kickback, bribe, substantial gift, or special consideration because of a transaction or business dealing involving ETD.

We do not automatically assume that there is a conflict of interest if you have a relationship with another company. However, if you have any influence on transactions involving purchases, contracts, or leases, you report this to the Human Resources Manager and Executive Director as soon as possible. By telling us that there is the possibility of an actual or potential conflict of interest, we can set up safeguards to protect everyone involved.

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### **110 Outside Employment**

Effective Date: 3/1/2008

Revision Date:

You may hold an outside job if you can satisfactorily perform your ETD job and the job does not interfere with our scheduling requirements.

We hold all employees to the same performance standards and scheduling expectations regardless of if they have other jobs. To remain employed at ETD, ETD may ask you to terminate an outside job if we determine that it is impacting your performance or your ability to meet our requirements, which may change over time.

If your outside employment has an undesirable impact on ETD, we will consider that it is a conflict of interest.

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### **112 Non-Disclosure**

Effective Date: 3/1/2008

Revision Date:

It is very important to ETD and its employees, that we protect our confidential personal and business information. Confidential information includes, but is not limited to, the following examples:

- \* customer medical information
- \* customer lists
- \* customer preferences
- \* operational and financial information
- \* personal identifiable information of other employees without their consent

If you improperly use or disclose confidential personal or business information, you will be subject to disciplinary action, up to and including termination of employment. (**See Section 716 Progressive Discipline**) This applies even if you do not get any benefit from releasing the information.



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### **114 Disability Accommodation**

Effective Date: 3/1/2008

Revision Date:

It is the policy of ETD to provide fair and equitable employment related opportunities to qualified persons with disabilities and, upon request by such person, reasonable accommodation(s), unless accommodation would impose an undue hardship. To this policy the term “**disability**” means a physical or mental impairment, whether permanent or temporary, that substantially limits one or more major life activity. A “**disabled person**” means any person who: 1) has a disability; 2) has a record of a disability; or 3) is regarded as having a disability. The term “**otherwise qualified disabled person**” means a disabled person who, with or without reasonable accommodation, can perform the essential functions of the employment position that such person holds or desires.

Drug use is not considered a disability and the use of alcohol which adversely affects job performance or conduct may result in disciplinary action.

ETD will follow any state or local law that provides individuals with disabilities greater protection than the Americans with Disabilities Act (ADA).

This policy is neither exhaustive nor exclusive. ETD is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

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### **116 Job Posting**

Effective Date: 3/1/2008

Revision

Date: 7/27/2022

Our job posting program gives you the opportunity to show your interest in open jobs and to advance within the organization according to your skills and experience. In general, we post all regular full time and part-time job openings, although ETD reserves its right to not post a particular opening.

Normally, job openings will be posted on the employee bulletin board and normally remain open for ten (10) business days. However, ETD reserves the right to adjust this practice based on current business needs. Each job posting notice will include the dates of the posting period, job title, department, location, grade level, job summary, essential duties, and qualifications (required knowledge, skills and abilities).

Any employee with satisfactory job performance in their current position may apply for a posted job. However, if you have been an employee for fewer than 180 days, you will be considered on the same basis as external candidates. You are not eligible to apply for a posted job if you have a written warning on file or are on probation or suspension. **(See Section 716, Progressive Discipline)**. You may only apply for posted jobs for which you possess the required qualifications including knowledge, skills, and abilities.

To apply for an open position, submit a job posting application to the Human Resources Manager or the Executive Director. List your job-related skills and accomplishments on the application. Also explain how your education and your work experience at ETD or prior employers makes you qualified for the posted role.

We encourage and support your efforts to gain experience and advance within ETD and encourage you to talk with the Human Resources Manager or Executive Director about your career plans.

After you apply for a job, your supervisor may be contacted for information about your performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a possible transfer may also be discussed. For example, you may be qualified to post for a role but if your supervisor is unable to release you from your current job, the transfer may be denied or delayed to avoid a disruption in ETD service levels.

Job posting is a way to inform you of open jobs. It is also a way for the leadership team to find out about qualified and interested applicants. In addition to posting, ETD may use other recruiting sources to fill open jobs.

## ***Estuary Transit District – FINAL DRAFT***

### **201 Employment Categories**

Effective Date: 3/1/2008

Revision Date: 2/18/2011

It is the intent of ETD to clarify the definitions of the employment classifications so that you can understand your employment status and benefits eligibility. These employment classifications do not guarantee employment with ETD for any specific period. Accordingly, the right to terminate the employment relationship at will at any time is retained by both ETD and you.

#### **Employee Classifications**

A. Full Time Employee -- You are a Regular Full-Time employee if you are not assigned to a temporary or introductory status, ***and*** you are regularly scheduled to work ETD's full-time schedule of *40 hours* per week. In most cases, regular full-time employees are eligible for all ETD benefit programs, subject to the terms, conditions, and limitations of each benefit program.

B. Part-time Employee -- You are a Regular Part-time employee if you are not assigned to a temporary or introductory status, ***and*** you are regularly scheduled to work less than *40 hours* per week. Part-time employees receive all legally mandated benefits, such as Social Security and workers' compensation insurance. Part-time employees ***may*** be eligible for other ETD benefit programs as outlined in **Section 301 --**

#### **EMPLOYEE BENEFITS.**

C. Introductory Employee -- A Full Time or Part-Time employee who is serving a introductory period of employment.

#### **Employee Categories**

ETD is subject to and complies with the Fair Labor Standards Act (FLSA) as amended. As such, all employees are categorized as either exempt or non-exempt from the FLSA provisions. These categories determine eligibility for overtime pay.

- A. An EXEMPT employee is paid a set salary, regardless of the time required to complete the job, and is not eligible for overtime pay. Usually, this category includes employees who act in an Administrative, Executive or Professional capacity.
- B. A NON-EXEMPT employee is entitled to overtime pay under the specific provisions of federal and state laws. A Non-Exempt employee at ETD when working more than 40 hours per week, will be compensated at the rate of time and one half their regular rate of pay.

## ***Estuary Transit District – FINAL DRAFT***

### **202 Access to Personnel Files**

Effective Date: 3/1/2008

Revision Date:

ETD maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, performance documentation, appraisals and salary history, and other employment records.

Personnel files are the property of ETD and access to this information is restricted. At ETD, the Human Resources Manager and Executive Director have access to personnel files of those employees reporting to them.

If you wish to review your own file, contact the Human Resources Manager. You will need to give advance notice if you wish to see your file. You may review your file only when a representative of ETD is also present. ETD will comply with state and federal laws regarding personnel files.

## ***Estuary Transit District – FINAL DRAFT***

### **203 Employment Reference Checks**

Effective Date: 3/1/2008

Revision Date:

To ensure that individuals who join ETD are well qualified and have a strong potential to be productive and successful, it is the policy of ETD to check the employment references of all applicants.

ETD will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and positions held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

## ***Estuary Transit District – FINAL DRAFT***

### **204 Personnel Data Changes**

Effective Date: 3/1/2008

Revision Date:

It is important that ETD have certain personal information about you in our records. You need to tell us as soon as there is a change to your mailing address, email address, telephone and cell phone numbers, marital status, dependent information, educational accomplishments, and other related information. We also need to have information about who to contact in case of an emergency. To change your personal information or if you have questions about what information is required, contact the Human Resources Manager.

## *Estuary Transit District – FINAL DRAFT*

### **205 Introductory Period**

Effective Date: 3/1/2008

Revision

Date: 7/27/2022

ETD has a introductory period for new employees. During this period, we will evaluate your work habits and abilities to make sure that you can perform your job satisfactorily. The introductory period also gives you time to decide if the new job meets your expectations.

Since your employment with ETD is voluntary and at will, you may terminate your employment at any time during or after the introductory period, with or without cause or advance notice. Likewise, ETD also may terminate your employment at any time during or after the introductory period, with or without cause or advance notice.

The introductory period for all new and rehired non-exempt employees is 90 calendar days after their hire date.

As deemed appropriate by management, ETD may conduct an introductory period performance review for any newly hired or rehired employee. The purpose of these reviews is to determine whether you are progressing satisfactorily and whether to extend your introductory period to allow for additional training.

If you are absent for a significant amount of time during your introductory period, the length of the absence will automatically extend the introductory period. We may also extend the introductory period if we decide it was not long enough to evaluate your performance. This could happen either during or at the end of the introductory period.

When employees satisfactorily complete the introductory period, they are assigned to the "regular" employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law, such as Social Security and workers' compensation insurance. After becoming regular employees, they may also be eligible for other ETD benefit programs, subject to the terms and conditions of each benefit program. Be sure to review the information for each benefits program to see the exact requirements. **(See Section 300 -- Employee Benefit Programs). Benefits eligibility may vary if you are covered by a collective bargaining agreement or other contractual arrangement.**

## ***Estuary Transit District – FINAL DRAFT***

### **208 Employment Applications**

Effective Date: 3/1/2008

Revision Date:

ETD relies on the accuracy of information contained in your employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.



## ***Estuary Transit District – FINAL DRAFT***

### **209 Performance Evaluation**

Effective Date: 3/1/2008

Revision

Date: 7/27/2022

We encourage you and your supervisor to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations scheduled annually if practicable, consist of the following elements: 1) a discussion of your specific job responsibilities, 2) performance standards for the position, 3) performance requirements, 4) identification of and plan to correct any areas for improvement, and, 5) to highlight and build on your strengths.

- Performance evaluations should be viewed as an opportunity to develop a clear understanding of the job requirements contained in the Position Description and your role and responsibilities in the organization.
- Job requirements will be evaluated during the annual performance appraisal process, which may include input from others including our funding sources and customers.
- The review will be discussed with you and you will be given an opportunity to add to or respond to the appraisal.
- The completed reviews will be signed by both the employee and the supervisor.

The employee's signature is solely for the purpose of acknowledging that the evaluation has been performed and shall not be interpreted as agreement or disagreement with the content of the evaluation.

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### **210 Job Descriptions**

Effective Date: 3/1/2008

Revision Date:

ETD has accurate job descriptions for all ETD jobs. A job description includes the following sections: job information; job summary (gives a general overview of the job's purpose); essential duties and responsibilities; supervisory responsibilities; qualifications, including education and/or experience.

We use the job descriptions to help new employees understand their jobs and their responsibilities. We also use job descriptions to identify the requirements of a job, set up the hiring criteria, set standards for employee performance evaluations, and establish a basis for making reasonable accommodations for individuals with disabilities.

When a new job is created, the Executive Director and/or the Human Resources Manager will prepare a job description that will be reviewed by designated members of the Board of Directors. We review existing job descriptions and change them when a job changes. You can help by making sure that your job description is accurate and describes your job duties.

Your job description does not necessarily cover every task or duty that you might be assigned. You may be assigned additional responsibilities as necessary. If you have questions or concerns about your job description, you should speak with the Human Resources Manager or Executive Director.

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### **212 Salary Administration**

Effective Date: 3/1/2008

Revision Date: 7/27/2022

The salary administration process helps us maintain consistent pay practices, comply with federal and state laws, support our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market.

We are committed to paying equitable wages that are based on the requirements and responsibilities of each job. We also try to pay wages that are comparable to the wages paid to employees in similar jobs in other organizations in the area.

Compensation for each job is based on several factors which include the essential duties and responsibilities of the job, and other pertinent data. We periodically review our salary administration program and revise as necessary.

We may give merit-based pay adjustments to some employees to recognize superior employee performance. These adjustments are based on several factors including the information documented by the formal performance evaluations.

In addition, certain incentives and minimums exist to meet our operational needs. This includes:

- A minimum of two hours pay for any run. This does not include non-driving runs, such as stand-by, wash, etc. Only hours worked will be included for overtime purposes.
- Bus operators working as a dispatcher will receive an additional one dollar per hour for all dispatch hours, which is in addition to any Saturday pay incentive.
- An additional one dollar per hour for bus operators while training a new bus operator.
- Other incentives will be determined by the Executive Director and available funding.

If you have any questions about ETD's salary administration policy, you can discuss them with the Human Resources Manager, the Operations Manager, or the Executive Director.

## ***Estuary Transit District – FINAL DRAFT***

### **216 Social security number policy**

Effective Date: 3/1/2008

Revision Date:

To protect your personal information, ETD will not use your Social Security number to identify you. That means we will not:

- Publicly post or publicly display your Social Security number.
- Print your Social Security number on any card you need to access our products or services.
- Require you to send your Social Security number over the Internet, unless the connection is secure or the Social Security number is encrypted.
- Require you to use your Social Security number to access an Internet web site, unless a password or unique personal identification number or another authentication device is also required to access the Internet web site.
- Print your Social Security number on any materials that are mailed to you, unless state or federal law requires the Social Security number to be on the document that is mailed.

ETD will continue to collect, use, or release Social Security numbers as required by state or federal law, and may use Social Security numbers for our own identification or authorization purposes.

If you have questions about this policy or feel your Social Security number has been misused by ETD, contact the Human Resources Manager.

## ***Estuary Transit District – FINAL DRAFT***

### **301 Employee Benefits**

Effective Date: 3/1/2008

Revision Date:

ETD provides eligible employees many benefits. Some benefits are required by law and cover all employees.

There are several factors that decide if you are eligible for a benefit. One important factor is your employment classification. See your supervisor to find out which benefit programs you are eligible for.

This Employee Handbook contains policies describing many of the benefit programs. Sometimes a policy will tell you that there is more information in another place such as the Summary Plan Document. Complete details, terms, and conditions are contained in applicable Plan Documents and Group Contracts. The specific language of the Plan Documents and Group Contracts will govern in every respect and instance.

The following benefit programs are available to eligible employees:

- Vacation and Personal Days
- Holidays
- Worker's Compensation
- Paid Sick Leave
- Bereavement Leave
- Jury Duty Leave
- Witness Duty Leave
- Health Insurance
- Dental Insurance
- Retirement Savings Plan 401(a)
- Deferred Compensation Plan 457(b)
- Personal Leaves of Absence
- Auto Mileage
- Benefit Conversion at Termination
- Free Parking

While ETD fully pays for many benefits, some require you to pay part or all the cost.

ETD reserves the right to change or end a benefit program for any reason at any time.

## ***Estuary Transit District – FINAL DRAFT***

### **303 Vacation and Personal Day Benefits**

Effective Date: 3/1/2008  
Revision Date: 08/31/2022

ETD offers vacation and personal time off with pay to eligible employees.

#### **VACATION**

ETD offers vacation time off with pay to eligible employees. Employees in the following employment classifications are eligible for paid vacation time:

- \* Regular full-time employees
- \* Part-time employees meeting certain criteria

The amount of paid vacation time you receive each year depends on how long you have been working and your employment classification or as stated in writing by the Executive Director. This is the schedule for accruing vacation:

#### **Full-Time Employees**

- When you complete your introductory period, the employee will accrue vacation time at the rate of 3.08 hours per month up to a maximum of eighty (80) vacation hours each year.
- Employees will accrue vacation time at the rate of 4.62 hours per pay period up to a maximum of one hundred twenty (120) vacation hours each year after five (5) years of full-time employment.
- Employees will accrue vacation time at the rate of 6.16 hours per pay period up to a maximum of one hundred sixty (160) vacation hours each year after ten (10) years of full-time employment.

Vacation hours will be accrued for each full pay period of service in which the employee works at least eight hours.

#### **Part-Time Employees**

Part-time employees' accrual (which begins after you have completed your introductory period) is based upon the average hours worked, which will be calculated annually on June 30<sup>th</sup>. Vacation day hours will be based on the average hours scheduled per day in the next run bid.

- Part-time employees working an average of at least twenty (20) hours but less than twenty-five (25) hours per week will accrue one (1) vacation day each year.
- Part-time employees working an average of at least twenty-five (25) but no less than thirty (30) hours per week will accrue two (2) vacation days each year.
- Part-time employees working an average of thirty (30) or more hours per week will accrue four (4) vacation days each year.

## ***Estuary Transit District – FINAL DRAFT***

Once you enter an eligible employment classification, you begin to earn paid vacation time according to the schedule in this policy. However, before you can use vacation time, you must complete a waiting period of 90 calendar days. After the waiting period, you can request to use your earned vacation time, including the vacation time that accrued during the waiting period. Vacation must be taken in full day increments, no less than eight hours of vacation at a time. To schedule your vacation time, you must submit your written request to the Operations Manager or the Executive Director at least four weeks in advance of the week(s) you are requesting. Each request will be reviewed based on several factors, including our business needs and staffing requirements. Management may require a bid process for bus operators.

You will be paid for vacation time off at your base pay rate as of the time of the vacation. Vacation pay does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

A vacation benefit year begins on your anniversary date. Employees on the payroll as of the end of each fiscal year (June 30) will be paid for their remaining accrued and unused vacation time at the employee's current hourly rate. The employee may choose to carry over up to 40 hours of accrued unused vacation time for use in the following fiscal year.

At the discretion of the Executive Director, vacation may be advanced up to 40 hours provided the employee will accrue at least the requested amount of vacation time in the remainder of the current fiscal year. Employees seeking an advance of vacation time must sign a form allowing for deduction from the final paycheck of any advanced amount not yet accrued in the event employment terminates before the end of the fiscal year.

Upon termination of employment, employees will be compensated for any amount of accrued but unused vacation only if the employee: (1) has returned all ETD property and any ETD-issued equipment in proper working order; and (2) has resigned and provided at least two weeks' notice of resignation and works through the notice period as required; or (3) was not involuntarily discharged for what the Executive Director deems in his/her sole discretion to be "for cause." A termination "for cause" for purposes of determining vacation pay upon termination includes (without limitation) misconduct or performance-based terminations. A termination "for cause" does not include a layoff due to lack of work/restructuring or a retirement. Paid vacation will not be granted during the two weeks' notice period.

## ***Estuary Transit District – FINAL DRAFT***

### **PERSONAL TIME**

ETD offers paid personal time off with pay to eligible employees. Employees in the following employment classifications are eligible for paid personal time:

- \* Regular full-time employees

Following completion of the Introductory Period, regular full-time employees are entitled to up to sixteen (16) hours of personal time, or thirty-two (32) hours for regular full-time employees hired prior to July 1, 2016, each fiscal year (July 1 through June 30). All hours will be granted on July 1 of each year.

The first year's amount will be pro-rated based on the number of months remaining in the fiscal year at the time the Introductory Period is completed. For example, if the Introductory Period is completed in December, six months remain in the fiscal year, and two (2) Personal Days will be credited for the remainder of the fiscal year.

To utilize Personal Time, a Time Off Request Form must be submitted to the Operations Manager or the Executive Director at least two (2) days before the first day of the requested time off, except in the case of emergency. Personal Time can be taken in increments of no less than two (2) hours.

Personal time does not accrue. Unused days cannot be carried over to the next fiscal year. Paid vacation and Personal time off are not considered hours worked in the computation of overtime. You will not be paid for unused personal leave days when your employment terminates.

Should an employee choose not to use one or more personal days during the fiscal year, any unused personal time as of June 30 shall be paid to the employee by ETD at the employee's then current hourly rate if they remain employed at ETD.



## ***Estuary Transit District – FINAL DRAFT***

### **305 Holidays**

Effective Date: 8/19/2013

Revision Date: 7/27/2022

ETD celebrates the following holidays:

#### **Major (ETD office and transportation closed)**

- |  |   |
|--|---|
| * New Year's Day (January 1)                     | * Labor Day (first Monday in September) |
| * Memorial Day (last Monday in May)              | * Independence Day (July 4)             |
| * Thanksgiving (fourth Thursday in 25) November) | * Christmas (December                   |

#### **Minor (Only ETD office closed)**

- |                               |                   |
|-------------------------------|-------------------|
| * Martin Luther King Birthday | * President's Day |
| * Juneteenth                  | * Good Friday     |
| * Columbus Day                | * Veterans day    |
| * Day after Thanksgiving      |                   |

Regular full-time exempt employees are eligible for holiday time off with pay once they have completed 90 calendar days of service. Non-exempt employees who are in the process of completing their Introductory Period are not eligible for paid holidays during that period. All other eligible employees must also work both the last scheduled workday immediately before the holiday and the first scheduled day immediately after the holiday to be eligible for any form of holiday pay provided for in this section. Properly approved vacation or personal days as well as sick days accompanied by a doctor's note confirming treatment during the period shall be considered a day worked solely for the purposes of determining holiday eligibility.

During the **Minor** holidays, ETD maintains a normal schedule of transportation services, and those employees (full and part-time) who are scheduled to work will be paid at the rate of time and one-half for the hours worked on the holiday. Other full-time employees scheduled off for those holidays will be paid for the holiday at their regular rate of pay.

During the **Major** holidays, regular full-time employees will be paid for holiday time off. The holiday pay for eligible employees will be calculated at their regular straight-time hourly rate as of that holiday, multiplied by the number of hours you would normally have worked that day. Employees (full and part-time) scheduled to work will be paid at the rate of two times pay for the hours worked on the holiday.

If a recognized holiday falls on a Saturday, the ETD administrative office will observe it on the Friday before the holiday. If a recognized holiday falls on a Sunday, ETD administrative office will observe it on the Monday after the holiday. If a recognized major holiday falls on a full-time employees regularly scheduled off day, the holiday will be observed on the employee's first regularly scheduled workday immediately preceding or following the holiday as determined by management.

Holiday paid time off is not counted as hours worked when calculating overtime.

## ***Estuary Transit District – FINAL DRAFT***

### **306 Workers' Compensation Insurance**

Effective Date: 3/1/2008

Revision Date:

ETD provides a comprehensive workers' compensation insurance program according to Connecticut Worker's Compensation regulations at no cost to our employees.

The workers' compensation program covers injuries or illnesses that might happen during your employment that require medical, surgical, or hospital treatment. Subject to legal requirements, workers' compensation insurance begins after a short waiting period, or if you are hospitalized, the benefits begin immediately.

It is very important that you tell the Operations Manager or Executive Director immediately about any work-related injury or illness, regardless of how minor it might seem at the time. Prompt completion of a First report of Injury form helps to make sure that you qualify for coverage as quickly as possible and allows us to investigate the matter promptly.

Workers' compensation covers only work-related injuries and illnesses. Neither ETD nor its insurance carrier will pay workers' compensation benefits for injuries that might happen if you voluntarily participate in an off-duty recreational, social, or athletic activity that we might sponsor.

## ***Estuary Transit District – FINAL DRAFT***

### **307 Sick Leave Benefits**

Effective Date: 3/1/2008

Revision Date: 08/19/2016

ETD provides paid sick leave benefits to eligible employees who are temporarily absent due to illness, injury or health condition. Refer to the *PSL- CGS 31-57r- 31-57w* time is earned and may be used as set forth in the statute.

Regular full-time employees accrue sick leave benefits at the rate of 80 hours per year. Sick leave benefits accrue at a rate of 3.08 hours for every full pay period of service, unless grandfathered for a different sick leave accrual (employees hired before 1/1/16). You must work at least eight hours of a pay period to accrue leave.

Regular part time employees (less than 30 hour per week on average) accrue sick leave benefits at the rate of 1 hour per 40 hours worked. Sick pay does not accrue on hours such as vacation, personal time, or other non-working paid hours.

Sick leave benefits are calculated based on a "benefit year." A "benefit year" is the 12-month period that begins when you start earning sick leave, normally your hire date as a regular (full or part time) employee. You can request to use paid sick leave after you complete your introductory employment period (refer to section 205) (unless your manager approves an exception).

You may not take less than 4 hours of sick leave. You may use sick leave benefits to be absent because you are ill or injured. You may also use sick leave benefits to be absent for the serious injury or illness of a spouse, son, daughter, parent, or next of kin to the employee, or other FMLA qualifying reasons as documented by a doctor. Sick leave will be paid based on your regular work schedule for the day.

If you cannot report to work because of an illness or injury, you must notify the Operations Manager and Dispatcher on duty before the scheduled start of your workday. If you are absent on subsequent days, you must notify the Operations Manager or Executive Director on each additional day of absence.

If you are absent for three or more consecutive days due to illness or injury, you must give us a doctor's statement that states you have been ill or injured, when it began, and when you should be able to return to work. We may also request a similar statement for other sick leave absences of less than three days. Before you can return to work after a sick leave absence of three days or more, you must give us a doctor's statement that you may safely return to work.

Your sick leave benefits will be calculated based on your base pay rate at the time of your absence. Sick leave benefits do not include overtime or any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

For regular full-time employees, unused sick leave benefits will be allowed to accumulate until you have accrued 120 hours of sick leave and for regular part time employees until you accrue 40

## ***Estuary Transit District – FINAL DRAFT***

hours If your unused sick leave reaches this maximum, you will temporarily stop accruing sick leave. When you start using sick leave again and the total accrued sick leave falls below 120 hours (40 hours for regular part time), you will start accruing sick leave again.

Sick leave benefits are meant to provide income protection in the case you are ill or injured. Abuse of the sick leave policy may result in discipline, up to and including termination. They may not be used for any other absence. Abuse or excessive use of sick time may result in disciplinary action, up to and including termination of employment.

You will not be paid for unused sick leave benefits while you are employed and you will also not be paid for unused sick leave benefits when your employment terminates. You may not use sick leave benefits during the last two weeks of your employment if you resign.

## ***Estuary Transit District – FINAL DRAFT***

### **309 Bereavement Leave**

Effective Date: 3/1/2008

Revision

Date: 7/27/2022

ETD provides bereavement leave to employees who need to take time off due to the death of an immediate family member. For bereavement leave, "immediate family" means your spouse, parent, child, brother, or sister, your spouse's parent, child, brother, or sister. To ask for bereavement leave, see the Human Resources Manager, Operations Manager, or the Executive Director.

Employees in the following employment classifications are eligible for up to four (4) days of bereavement leave with pay:

- \* Regular full-time employees

While you are on a paid bereavement leave, you will get your base pay rate but you will not get any special forms of pay, such as incentives, commissions, bonuses, or shift differentials. Bereavement pay is not considered as time worked in the computation of overtime.

We normally will grant you bereavement leave unless there are business reasons that require you be at work. With your supervisor's approval, you can use any available paid leave benefits you have, such as vacation, if you need more time off.

## ***Estuary Transit District – FINAL DRAFT***

### **311 Jury Duty**

Effective Date: 3/1/2008

Revision Date: 7/27/2022

ETD encourages you to fulfill your civic responsibilities by serving jury duty if you get a summons. Employees in an eligible classification may request up to one week of paid jury duty leave over any three-year period. *See CGS51-247 for reference.*

If you are eligible for jury duty, you will be paid at your base rate of pay for the number of hours you would normally have worked that day. Employees in the following classifications are eligible for paid jury duty leave:

- \* Regular full-time employees
- \* Regular part-time employees

If you stay on jury duty longer than paid jury duty allows, you may use any available paid time off benefits you have, such as vacation, to be paid for the unpaid jury duty leave.

If you get a jury duty summons, show it to the Human Resources Manager, Operations Manager, or Executive Director as soon as possible. This will help us plan for your possible absence from work. We expect you to come to work whenever the court schedule permits.

Either you or ETD may ask the court to excuse you from jury duty if necessary. We may ask that you be relieved from going on jury duty if we think that your absence would cause serious operational problems for ETD.

Subject to the terms, conditions, and limitations of the applicable plans, ETD will continue to provide health insurance benefits for a maximum period of thirty calendar days after unpaid jury duty leave begins. At that time, you will be responsible for the full cost of those benefits for your coverage to continue. When you return from unpaid jury duty leave, ETD will again provide those benefits according to the applicable plans.

## ***Estuary Transit District – FINAL DRAFT***

### **312 Witness Duty**

Effective Date: 3/1/2008

Revision

Date: 7/27/2022

If you get a subpoena to testify in court, ETD will give you time off to be a witness. If you are summoned to be a witness for ETD or if we ask you to testify, we will give you time off with pay.

If you need to get time off to be a witness, show your subpoena to the Human Resources Manager, Operations Manager, or the Executive Director as soon as it is received. We expect you to report for work whenever you are not needed in court.

## ***Estuary Transit District – FINAL DRAFT***

### **316 Health Insurance**

Effective Date: 3/1/2008

Revision Date: 3/20/2009

Our health insurance plan offers medical benefits to eligible employees and their dependents. Employees working more than 30 hours per week are eligible to enroll in the health insurance plan, subject to the terms and conditions of the agreement between ETD and its insurance carrier.

There are more details about our health insurance plan and the required cost sharing of premiums in the Summary Plan Description (SPD) and other plan documents which control in every respect and instance. When you become eligible for health insurance, you will receive an SPD and rate information. If you have questions about our health insurance plan, contact the Human Resources Manager for more information.

If a regular full-time employee participating in the ETD health insurance plan becomes eligible for health insurance through Medicare or Medicaid, he/she should consult with the Human Resources Manager about their insurance options. There can also be situations where an employee is better served by securing their health insurance through a spouse's coverage or another available alternative. In those instances, ETD will provide a subsidy (not to exceed \$200.00/month) to help cover the cost of your insurance through your spouse's coverage or other alternative source.

ETD reserves the right to change or end a plan for any reason, at any time.



## ***Estuary Transit District – FINAL DRAFT***

### **317 Dental Insurance**

Effective Date: 7/1/2012

Revision Date: 11/28/12

Our dental insurance plan offers dental benefits to eligible employees and their dependents. Employees in the following employment classifications are eligible to enroll in the health insurance plan:

- \* Regular full-time employees
- \* Regular Part-time employees regularly scheduled for at least 30 hours per week

The eligible employees can enroll in the dental insurance plan subject to the terms and conditions of the agreement between ETD and its insurance carrier.

There are more details about our dental insurance plan and the required cost sharing of premiums in the Summary Plan Description (SPD). ETD may provide different premium cost sharing for full and part-time employees. When you become eligible for dental insurance, you will receive an SPD and rate information. If you have questions about our health insurance plan, contact the Human Resources Manager for more information.

Complete details, terms, and conditions for Health and Dental Plans are contained in Plan Documents and Group Contracts. The specific language of the Plan Documents and Group Contracts will govern in every respect and instance. ETD reserves the right to change or end plan for any reason at any time.

## ***Estuary Transit District – FINAL DRAFT***

### **318 Other Insurance**

Effective Date: 7/1/2012

Revision Date: 11/28/2012

In addition to health and dental insurance, ETD offers other insurance policies to eligible employees and their dependents. Eligibility for such insurance varies as specified below.

#### Vision Insurance

Employees in the following employment classifications are eligible to enroll in ETD's vision insurance plan:

- \* Regular full-time employees
- \* Regular part-time employees regularly schedule for at least 30 hours per week

Eligible employees can enroll in the vision insurance plan subject to the terms and conditions of the agreement between ETD and its insurance carrier.

There are more details about our vision insurance plan and the required premiums in the Summary Plan Description (SPD). When you become eligible for vision insurance, you will receive an SPD and rate information. If you have questions about our vision insurance plan, contact the Finance Manager for more information.

#### Voluntary Benefits

ETD offers voluntary benefits to employees in all classifications. There are more details about our voluntary benefits and the required premiums in the Summary Plan Description (SPD). All premiums for these programs are 100% employee paid. If you have questions about our voluntary benefits, contact the Finance Manager for more information.

#### Miscellaneous Benefits

ETD may also provide additional employer paid benefits to employees in the following employment classification:

- \* Regular full-time employees

There are more details about our additional benefits in the Summary Plan Description (SPD). All eligible employees are automatically enrolled in the additional employer paid benefits. These may include life insurance, short-term disability or other benefits as determined by the Executive Director and/or Board of Directors. If you have questions about our additional benefits, contact the Human Resources Manager for more information.

Complete details, terms, and conditions are contained in Plan Documents and Group Contracts. The specific language of the Plan Documents and Group Contracts will govern in every respect and instance. ETD reserves the right to change or end a plan for any reason, at any time.

## ***Estuary Transit District – FINAL DRAFT***

### **320 Retirement Plan**

Effective Date: 3/1/2008  
Revision Date: 7/27/2022

ETD offers a Retirement Savings Plan to help eligible employees save for the future and their retirement years. The plan type and plan manager will be selected by the Executive Director.

When you are eligible, full-time employees will be enrolled in the Plan. ETD funds on your behalf at 6% of your gross base salary. In addition, you can choose to contribute additional salary amounts to the Retirement Savings Plan. You also will choose how your plan account should be invested. The employer contribution will be deposited on a quarterly basis.

You must be employed for five years following your enrollment date to be fully vested in the ETD funded portion of your Retirement Savings Plan. If you leave the full-time employment of ETD prior to being vested in the plan, you will receive a portion of the ETD contributions based on the number of years of service completed per the table below. You are always 100% vested in any self-funded contribution.

Completed Years of Full-time Service	% Vesting
0	0
1	20
2	40
3	60
4	80
5	100

Your Retirement Savings Plan contribution is taken from your pay before the federal and state taxes are calculated for your paycheck. That means that you will pay lower taxes when you are contributing to the Plan. Your Retirement Savings Plan account will be taxed when you take money out of it in the future.

In addition, all employees are eligible to voluntarily participate in the Deferred Compensation Plan.

There are more details about our Retirement Savings Plan in the Summary Plan Description. Complete details, terms, and conditions are contained in Plan Documents and Group Contracts. The specific language of the Plan Documents and Group Contracts will govern in every respect and instance. If you have questions about the Plan, contact the Human Resources Manager for more information.

ETD reserves the right to change or end a plan for any reason, at any time.

## ***Estuary Transit District – FINAL DRAFT***

### **330 Free Transportation**

Effective Date: 4/15/2011

Revision Date: 6/17/2011

We encourage employees to utilize the public transit services we offer throughout the shoreline area. As such, all active employees are eligible for free transportation on ETD fixed routes. Free transportation will only apply to on-route trips. Free transportation is provided during any time of day and for any trip purpose, however no transfer will be issued. For Off-route or demand response trips, the fare will be discounted by the on-route adult fare price.

## ***Estuary Transit District – FINAL DRAFT***

### **401 Timekeeping**

Effective Date: 3/1/2008

Revision Date:

The law requires ETD to keep accurate records of "time worked" of all employees to correctly calculate employee pay and benefits and to fulfill the reporting requirements of funding sources.

#### **NON-EXEMPT EMPLOYEES**

- "Time worked" means all the time that non-exempt employees spend performing their assigned work.
- You must accurately record the time you start and stop work, when you start and end any meal periods or split shifts, and when you leave the workplace for personal reasons.
- Before you work any overtime, you must always get advance approval from the Operations Manager or the Executive Director.

#### **EXEMPT EMPLOYEES**

- Must complete weekly time sheets to satisfy State of Connecticut and Federal Transportation Administration requirements.

Falsifying time records is a serious matter. You may not change time after it is already recorded without prior authorization, enter a false time on purpose, tamper with time records, or record other employees' time for them. If you do any of these actions, you may be subject to disciplinary action, up to and including termination

All employees must record their time in the Time Simplicity application. By submitting their recorded time, employees confirm their hours are accurate. Each supervisor will review and approve the time record before submitting it for payroll processing.

## ***Estuary Transit District – FINAL DRAFT***

### **403 Paydays**

Effective Date: 3/1/2008

Revision Date: 10/18/2013

All employees are paid bi-weekly every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. The pay period for all employees shall be fourteen (14) days, beginning on Monday and ending at midnight on the following Sunday.

If a regularly scheduled payday falls on day off such as a holiday or a bank closure day, you will be paid on the preceding Thursday.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to ETD. Employees will be notified when automatic payroll deposits begin. You will receive an electronic itemized statement explaining how much you were paid and all the other details normally found with your paycheck.

# *Estuary Transit District – FINAL DRAFT*

## *Estuary Transit District*

### **404 Expense Reimbursement Policy**

Effective Date: 7/28/2022

Revision Date:

Estuary Transit District reimburses employees for all necessary work-related expenses incurred.

#### **Eligibility**

This policy applies to all employees.

#### **Covered Expenses**

Necessary work-related expenses may include, but are not limited to:

- Use of an employee's personal vehicle for business purposes.
- Business travel expenses such as meals and lodging.
- After the introductory period, tools and equipment (Mechanics) required to perform the employee's job with manager approval and receipts up to a maximum of \$ 250.00 per fiscal year.
- After the introductory period, any Maintenance Employee is eligible for safety footwear up to a maximum of \$150 with receipt per fiscal year.

#### **Procedures**

Employees who incur work-related expenses are required to submit those expenses for reimbursement as follows:

- Employees must [complete the appropriate company form/submit the appropriate reimbursement request via Concur or other program], along with appropriate supporting documentation such as original receipts, for all work-related expenses.
- Employees are expected to submit reimbursement requests for approval as soon as practicable, no later than 10 business days after the expense is incurred.

Employees who believe that the amount they have been reimbursed does not represent a complete reimbursement should immediately contact the Human Resources Manager.

## *Estuary Transit District – FINAL DRAFT*

### **405 Employment Termination**

Effective Date: 3/1/2008

Revision Date:

There can be many reasons why employment may terminate. The following are some of the most common reasons for termination of employment:

- **Resignation** - voluntary employment termination initiated by an employee. (An absence for three or more consecutive scheduled workdays without notification will be considered job abandonment and treated as a voluntary resignation without notice.) **See Section 708 resignation.**
- **Retirement** - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.
- **Layoff** - an involuntary separation through no fault of the employee and without adverse effect on his/her eligibility for future reinstatement by the organization for non-disciplinary reasons.
- **Suspension** - a temporary, involuntary separation for disciplinary purposes.
- **Discharge** - involuntary employment termination initiated by the organization.

We will usually schedule an exit interview if you terminate. At the exit interview, we can go over such topics as your benefits, benefits conversion rights, repayment of any outstanding debt to ETD, or completing the return of ETD-owned property. You may also make suggestions or complaints and ask questions at the exit interview.

When you terminate, you will receive your final pay in accordance with applicable state law.



***Estuary Transit District – FINAL DRAFT***

**408 Pay Advances**

Effective Date: 3/1/2008

Revision Date:

ETD does not give pay advances on unearned wages to employees.

## ***Estuary Transit District – FINAL DRAFT***

### **409 Administrative Pay Corrections**

Effective Date: 3/1/2008

Revision Date:

ETD tries to make sure that you are paid correctly and on scheduled paydays. In case you find a mistake in your pay, tell the Finance Manager immediately so that the error can be corrected as quickly as possible.

## ***Estuary Transit District – FINAL DRAFT***

### **410 Pay Deductions and Setoffs**

Effective Date: 3/1/2008

Revision Date:

Laws require ETD to take deductions from your pay. Deductions are money taken from your pay for certain things such as federal, state, and local taxes. The law also requires us to deduct Social Security taxes from your pay. We must deduct up to a certain amount called the Social Security "wage base." We also contribute to your Social Security. We pay the same amount of Social Security tax to the government as we deduct from your pay.

ETD also offers programs and benefits to eligible employees that are not required by law. You may ask us to deduct money from your pay to cover your payment for these programs.

We may have to take a "pay setoff" from your paycheck. Pay setoffs mean that ETD must deduct money from your paycheck to pay off a debt you owe us or someone else, such as court ordered wage garnishments, child support, health insurance premiums, etc.

If you want to know why money was deducted from your paycheck or how your pay is calculated, see the Finance Manager.

## ***Estuary Transit District – FINAL DRAFT***

### **501 Safety**

Effective Date: 3/1/2008

Revision Date:

Our workplace safety program is a top priority at ETD. We want ETD to be a safe and healthy place for employees, customers, and visitors. The Operations Manager is responsible for implementing, administering, monitoring, and evaluating the safety program. A successful safety program depends on everyone being alert and committed to safety.

We regularly communicate in different ways with employees about workplace safety and health issues. These communications may include supervisor-employee meetings, bulletin board postings, memos, or other written communications.

You are expected to obey all safety rules and be careful at work. You must immediately report any unsafe condition to the appropriate supervisor. If you violate ETD safety standards, you may be subject to disciplinary action, up to and including termination of employment. Violations include causing a hazardous or dangerous situation, not reporting a hazardous or dangerous situation, and not correcting a problem that you could have corrected.

It is very important that you tell the Operations Manager or the appropriate supervisor immediately about any accident that causes an injury, no matter how minor it might seem at the time. When you report it quickly, we can investigate the accident promptly, follow the laws, and start insurance and worker's compensation processing.

Some of the best safety improvement ideas come from employees. If you have an idea, concern, or suggestion on how to improve safety in the workplace, tell your supervisor, another supervisor, or the Operations Manager. We want you to know that you can report any concerns about workplace safety anonymously and without fear of reprisal.

You should refer to ETD's Operating Policies and Procedures section entitled "Vehicles involved in Accidents" for guidelines on completing vehicular accident reports. All accident reports will be reviewed by at least one member of the Board.

## ***Estuary Transit District – FINAL DRAFT***

### **502 Work Schedules**

Effective Date: 3/1/2008

Revision Date:

Work schedules for employees vary throughout the organization. They also vary depending on your employment category and classification. The Operations Manager will explain your work schedule.

Our staffing needs and work demands may require that we change the starting and ending times of work schedules. We may also need to change the number of work hours that are scheduled each day and week. If schedule changes become necessary, ETD will give employees as much advance notice as possible and the opportunity to discuss the change.

## ***Estuary Transit District – FINAL DRAFT***

### **504 Use of Phone**

Effective Date: 3/1/2008

Revision Date:

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner, making sure that you have confirmed the information received from the caller and hanging up only after the caller has done so.

Employees are encouraged to keep personal phone calls while on duty to a minimum. Personal long-distance calls, collect calls and any other personal calls that incur any monetary charge to ETD are prohibited.

Employees may have access to a cell phone while in company vehicles and should remember that their primary responsibility is driving safely and obeying the rules of the road. Employees are prohibited from using cell phones while driving and should safely pull off the road and come to a complete stop before dialing or talking on the phone.

## ***Estuary Transit District – FINAL DRAFT***

### **505 Smoking**

Effective Date: 3/1/2008

Revision Date:

In accordance with Connecticut regulations, public health, comfort and the environment must be protected by restricting smoking in public places. *See CGS 31-40q.*

In keeping with ETD's intent to provide a safe and healthful work environment, smoking in the workplace is prohibited except in those locations that have been specifically designated as smoking areas. Smoking is always prohibited on company buses. Bus Drivers, when on break during their route, are required to refrain from smoking within proximity of open doors to their vehicle and to properly dispose of cigarette butts in appropriate containers.

This policy applies equally to all employees as well as to our customers and visitors.

## ***Estuary Transit District – FINAL DRAFT***

### **506 Breaks and Meal Periods**

Effective Date: 3/1/2008

Revision

Date: 7/27/2022

ETD complies with state and federal regulations concerning breaks and meal periods. If you are a full-time employee, you are entitled to a thirty (30) minute unpaid meal period per shift on shifts exceeding 7 ½ hours. The meal period requirement may not apply if the employee receives a total of thirty minutes of paid meal or break time throughout the day or if other exceptions apply under statute. Your manager will tell you when you can take this meal period. You must not be absent from your workstation longer than the rest period allows. Any breaks exceeding 20 minutes are unpaid.



## ***Estuary Transit District – FINAL DRAFT***

### **507 Overtime**

Effective Date: 3/1/2008

Revision Date:

Consistent with the Fair Labor Standards Act (FLSA), non-exempt employees shall receive monetary compensation at the rate of one and one-half times their regular hourly rate for all hours worked more than 40 hours in the workweek. Exempt employees are not eligible for overtime.

It is our policy that no overtime can be worked without the approval and authorization of the supervisor. We try to distribute overtime assignments fairly among all employees who are qualified to perform the required work.

#### ***Definitions:***

- **Overtime** - any hours worked more than 40 hours within ETD's designated work week.
- **Hours Worked** - time spent in actual performance of assigned duties at the employee's assigned work location. This includes but is not limited to the following: minimum guarantees (actual hours worked are included), holidays, sick leave, vacation leave, military leave, bereavement leave and paid workers' compensation time.

If you do not work scheduled overtime or if you work overtime without first getting your supervisor's approval, you may be subject to disciplinary action, up to and including possible termination of employment.

## ***Estuary Transit District – FINAL DRAFT***

### **508 Use of Vehicles**

Effective Date: 3/1/2008

Revision Date:

Vehicles are essential in accomplishing your job duties are expensive and may be difficult to replace. When you use ETD property, you should be careful, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Tell your supervisor if any vehicle appears to be damaged, defective, or in need of repair. When you promptly report damages, defects, and the need for repairs, you can prevent deterioration of equipment and possible injury to employees or other people.

Bus Drivers have specific vehicle use requirements that are contained in ETD's Operating Policies and Procedures. The Operations Manager will help with any questions you may have about your responsibility for the maintenance and care of the vehicles you use on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment.

## ***Estuary Transit District – FINAL DRAFT***

### **510 Emergency Closings**

Effective Date: 3/1/2008

Revision Date:

There may be times when emergencies, such as severe weather, fires, or power failures disrupt normal business operations at ETD. We may even have to close a work facility. If we decide to close during non-working hours, we will ask local radio and/or television stations to announce that we will be closed.

If we decide to close **AFTER** the workday has already started, the Operations Manager will officially notify you. Full and part-time employees will be paid for their full scheduled shift.

If we decide to close **BEFORE** the workday starts, you will not be paid for the time off. However, full time employees may request to use any available paid time off they have accrued, such as vacation or personal time.

If an emergency closing is not authorized and you do not report for work, you will not be paid for the time off.

There may also be some times when we ask employees in essential operations to work on a day when we are officially closed due to an emergency. If we ask you to work on a day when we are officially closed, we will pay you your regular pay.

## ***Estuary Transit District – FINAL DRAFT***

### **512 Business Travel Expenses**

Effective Date: 3/1/2008

Revision Date: 8/15/14

Travel may periodically be required as part of an employee's job responsibilities. The Finance Manager will assist with all travel and lodging arrangements. Though not always possible, advance notice of all travel plans is requested to obtain the lowest fares and travel expenses.

ETD has a travel reimbursement policy, which details travel regulations and reimbursable expenses.

If you are involved in an accident while on business travel, immediately report the accident to the Operations Manager. If you use a vehicle owned, leased, or rented by ETD, you may not use that vehicle for personal reasons.

It is a very serious matter if you record false or misleading information on your expense report. You may not request reimbursement for expenses that you did not have or that were not business-related. Employees who do not follow this business travel policy could be subject to disciplinary action, up to and including termination of employment.

## ***Estuary Transit District – FINAL DRAFT***

### **514 Visitors in the Workplace**

Effective Date: 3/1/2008

Revision Date:

Only visitors who are properly authorized (which includes members of the public who may have a need to obtain information or services from ETD) may be on ETD premises. Family and friends who may wish to visiting ETD employees at the worksite should be discouraged from doing so.

This helps to maintain safety standards, safeguard employee and customer welfare, protect our property and facilities, guard confidential information against theft, and reduce potential distractions and disturbances.

Because of safety and security reasons, we ask that you discourage family and friends from visiting you at work. If you do have a visitor, we will ask you to meet that person outside of your work area.

All visitors should enter ETD at the reception area. If you have visitors, you are responsible for their conduct and to watch out for their safety.

If you see an unauthorized person at work, notify the Operations Manager or Executive Director immediately.

## ***Estuary Transit District – FINAL DRAFT***

### **516 Computer, Email and Internet Usage**

Effective Date: 3/1/2008

Revision Date:

ETD may provide you with computer access to help you do your job. This policy explains our guidelines for using the computer, email and the Internet. Computer usage is intended for job-related activities but short, occasional personal use is allowed if you keep it within reasonable limits.

All data that is written, sent, or received through our computer systems is part of official ETD records. That means that we can be legally required to show that information to law enforcement or other parties. Therefore, you should always make sure that the business information contained in Internet, email messages and other transmissions is accurate, appropriate, ethical, and legal.

The equipment, services, and technology that you use for email and access to the Internet are the property of ETD. Therefore, we reserve the right to monitor how you use the equipment. We also reserve the right to find and read any data that you write, send, or receive through our online connections or is stored in our computer systems.

You may not write, send, read, or receive data via email or the Internet that contains content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or unreasonably disruptive to any employee or other person.

Examples of unacceptable content include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone based on race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

You may not use email to ask other people to contribute to or to tell them about businesses outside of ETD, religious or political causes, outside organizations, or any other nonbusiness matters.

ETD does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet. As a rule, if you did not create the material, do not own the rights to it, or have not received authorization for its use, you may not put the material on the Internet. You are also responsible for making sure that anyone who sends you material over the Internet has the appropriate distribution rights.

Before you download or copy a file from the Internet, it must be checked for viruses. All compressed files must be checked for viruses both before and after decompression.

If you use the Internet in a way that violates the law or ETD policies, you will be subject to disciplinary action, up to and including termination of employment. You may also be held personally liable for violating this policy.

## ***Estuary Transit District – FINAL DRAFT***

The following are some examples of prohibited activities that violate this Internet policy:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous email messages
- Engaging in any other illegal activities

If you know about any violations to this policy, notify the Human Resources Manager or Executive Director.

Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

## ***Estuary Transit District – FINAL DRAFT***

### **518 Workplace Monitoring**

Effective Date: 3/1/2008

Revision Date:

ETD may conduct workplace monitoring to help ensure quality control, employee safety, security, and customer satisfaction.

Employees who regularly communicate with customers may have their telephone conversations monitored or recorded. Telephone monitoring helps us to identify training needs and performance problems.

All computer equipment, services, or technology that we furnish you are the property of ETD. We reserve the right to monitor computer activities and data that is stored in our computer systems. We also reserve the right to find and read any data that you write, send, or receive by computer.

We may perform video surveillance of non-private workplace areas. We use video monitoring to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage and prevent harassment and workplace violence.

Because we are sensitive to employees' legitimate privacy rights, we will make every effort to guarantee that workplace monitoring is always done ethically and with respect.



## ***Estuary Transit District – FINAL DRAFT***

### **520 Telecommuting**

Effective Date: 3/1/2008

Revision

Date 7/27/2022:

ETD may offer telecommuting to some employees when ETD believes it would benefit both the organization and the employee. Telecommuting is the practice of working at home or at a place closer to home instead of physically traveling to a central workplace. This policy outlines our policy related to telecommuting arrangements.

If you think that telecommuting would improve your ability to get your job done, submit a written request to your supervisor and the Human Resources Manager. The request should explain how you think telecommuting would be good for both ETD and you. Your request should explain how you would be accountable and responsible, what equipment is necessary, and how communication barriers would be overcome.

When we decide if we will approve a telecommuting request, we look at factors such as position and job duties, performance history, related work skills, and the impact on the organization.

Your compensation, benefits, work status, work responsibilities, and the amount of time you are expected to work each day or each pay period will stay the same as before you started telecommuting (unless changes are agreed upon in writing).

You and your supervisor must agree upon your schedule. If there is no written agreement about your schedule, you will work the same schedule as you did before you started telecommuting. You cannot change your schedule until your supervisor approves the change.

Telecommuting is an alternative method for meeting the business needs of ETD. It is not a universal employee benefit. We have the right to refuse to make telecommuting available to an employee. We also may terminate an existing telecommuting arrangement at any time.

## ***Estuary Transit District – FINAL DRAFT***

### **522 Workplace Violence Prevention**

Effective Date: 3/1/2008

Revision Date:

We are committed to preventing workplace violence and making ETD a safe place to work. This policy explains our guidelines for dealing with intimidation, harassment, violent acts, or threats of violence that might occur during business hours or on our premises at any time.

You are expected to treat your co-workers, including supervisors and temporary employees, with courtesy and respect always. You should not fight, play tricks on others, or behave in any way that might be dangerous to other people. We do not allow firearms, weapons, and other dangerous or hazardous devices and substances on the premises of ETD without proper authorization.

ETD does not allow behavior at any time that threatens, intimidates, bullies, or coerces another employee, a customer, or a member of the public. This includes off-duty periods. We do not permit any act of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

You should immediately report a threat of violence or an act of violence by anyone to the Operations Manager, Executive Director or another member of management. If you report a threat of violence, give every detail you can. Be sure to immediately report any suspicious person or activities to a supervisor. Do not place yourself in danger. If you see or hear trouble or a disturbance near your work area, do not try to see what is happening or try to stop it.

We will promptly and completely investigate all reports of violent acts or threats of violence. We will also promptly and completely investigate all suspicious people and activities. We will protect the identity of a person who makes a report when practical. Until we have investigated a report, we may suspend an employee, either with or without pay, if we think it is necessary for safety reasons or to complete the investigation.

If you commit a violent act, threaten violence, or violate these guidelines in another way, you will be subject to disciplinary action, up to and including termination of employment.

If you are having a dispute with another employee, we encourage you to talk it over with the Operations Manager or the Executive Director. ETD wants to help you work out problems before they become more serious and possibly violent. We will not discipline you for bringing these types of problems to our attention.

## ***Estuary Transit District – FINAL DRAFT***

### **526 Cell Phone Usage**

Effective Date: 3/1/2008

Revision Date:

ETD provides cell phones to Drivers for business use only.

Employees are prohibited from using cell phones for any reason while they are driving. If you are driving and need to use a cell phone, you should pull off the road and stop before you place a call or talk on the phone.

When using a cell phone, please remember to keep your conversations private and quiet.

ETD cell phones may not be used for personal calls. ETD reserves the right to check cell phone bills to make sure this policy is being followed.

## ***Estuary Transit District – FINAL DRAFT***

### **601 Family Medical Leave (FML)**

Effective Date: 3/1/2008

Revision Date: 7/27/2022

ETD provides unpaid medical leaves of absence to eligible employees who become temporarily unable to work due to a serious health condition or disability as qualified under the federal FML. Under federal FML, an employee must have been employed for at least 12 months. For federal FML, your allotment of unpaid time is 12 weeks in a 12-month period. For the purposes of calculating the 12-month period, ETD will use a 'rolling calendar year' from when you first take leave.

FML may be approved for the following types of reasons. Please note, not all reasons apply to federal guidelines.

Examples of situations in which leave may be granted include:

- The birth of a child, or placement of a child with you for adoption or foster care, and to bond with the newborn or newly placed child
- Your own serious health condition as documented by a medical professional
- You are needed to care for your family member due to a serious health condition. Family members include: Spouse, Parent (biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child), Child (age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability" at the time that FMLA leave is to commence),
- 
- A qualifying exigency arising out of the fact that your family member is on covered active duty or has been notified of an impending call or order to covered active-duty status in the armed forces. Covered family members can be, Spouse, Parent, Child of any age
- You are needed to care for your family member who is a covered servicemember with a serious injury or illness. Covered service members are: Spouse, Parent, Child of any age, Next of kin. (Up to 26 workweeks in a 12-month period).
- Employees should discuss their situation with the HR Manager who can help determine if the circumstances qualify under FML.

*The terms child and parent include in loco parentis relationships in which a person assumes the obligations of a parent to a child.*

If you become aware of the need to request FML, please contact the Human Resources Manager as soon as possible so the proper documentation can be completed. This can also be discussed with the Human Resources Manager.

We will require a health care provider's statement verifying your need to take medical leave when the leave would start and the expected end dates. You are responsible for telling us if that information changes later. After a personal injury/illness leave we will require verification from a health care provider that says you are fit to return

During medical leave, you will be required to use any available paid vacation you may have with the ability to hold back one week of paid vacation time. Unpaid medical leave will be used concurrently with any short-term disability policies.

## ***Estuary Transit District – FINAL DRAFT***

Subject to the terms, conditions, and limitations of the applicable plans, ETD will provide health insurance benefits until the end of the month in which a medical leave begins. At that time, you will be responsible for the full cost of those benefits for your coverage to continue. When you return from medical leave, ETD will again provide those benefits according to the applicable plans.

Your benefits, such as vacation, sick leave, or holiday benefits, will not accrue during a medical leave. When you return from leave, the benefits will start accruing again.

Please give us at least two weeks advance notice before you plan to return. When you return from FML, you will go back to the same or equivalent position.

If you do not come back to work promptly at the end of a FML, absent prior authorization, we will assume that you have resigned.

## ***Estuary Transit District – FINAL DRAFT***

### **603 Personal Leave**

Effective Date: 3/1/2008

Revision Date:

Eligible employees may ask for an unpaid personal leave of absence to fulfill personal obligations. Employees in the following employment classifications are eligible to request personal leave:

- \* Regular full-time employees
- \* Regular part-time employees

Eligibility for Personal Leaves is restricted to certain criteria. These include:

- Charitable service
- Humanitarian activities
- Education (such as preparing for an examination)

Eligible employees may request personal leave only after they have completed 180 calendar days of service. If you wish to take a personal leave, give a written request to the Human Resources Manager, Operations Manager, or Executive Director as far in advance as possible.

An eligible employee cannot take more than thirty (30) calendar days of personal leave every two (2) years. If this initial period of leave is not enough, we will consider your written request for one extension of no more than fifteen (15) calendar days. If your supervisor approves, you may use any available paid time off, such as vacation, as part of your personal leave period.

We may not approve every request for personal leave. We will look at each request individually. The business priorities of ETD must come first. We will make our decision based on several factors such as our business needs, workload, and staffing requirements during the requested time.

Subject to the terms, conditions, and limitations of the applicable plans, ETD will provide health insurance benefits until the end of the month in which a personal leave begins. At that time, you will be responsible for the full cost of those benefits for your coverage to continue. When you return from personal leave, ETD will again provide those benefits according to the applicable plans.

Your benefits, such as vacation, sick leave, or holiday benefits, will not accrue during a personal leave. When you return from leave, the benefits will start accruing again.

When a personal leave ends, we will make every reasonable effort to return you to the same position if it is available or to an available similar position for which you are qualified. However, ETD cannot guarantee that you will be reinstated in all cases.

If you do not come back to work promptly at the end of a personal leave, absent prior authorization, we will assume that you have resigned.

## ***Estuary Transit District – FINAL DRAFT***

### **605 Military Leave**

Effective Date: 3/1/2008

Revision Date:

ETD will grant a military leave of absence if you are absent from work because you are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). You must give the Operations Manager advance notice of upcoming military service unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

You will not be paid by ETD for military leave. However, you may use any available accrued paid time off, such as vacation or sick leave, to help pay for the leave.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which you are otherwise eligible.

Your benefits, such as vacation, sick leave, or holiday benefits, will not accrue during a military leave. When you return from leave, the benefits will start accruing again.

If you are on military leave for up to 30 days, you must return to work on the first regularly scheduled work period after your service ends (allowing for reasonable travel time). If you are on military leave for more than 30 days, you must apply for reinstatement in accordance with USERRA and applicable state laws.

When you return from military leave (depending on the length of your military service in accordance with USERRA), you will be placed either in the position you would have attained if you had stayed continuously employed or in a comparable position. For determining benefits that are based on length of service, you will be treated as if you had been continuously employed.

If you have questions about military leave, contact the Human Resources Manager for more information.

## ***Estuary Transit District – FINAL DRAFT***

### **701 Employee Conduct and Work Rules**

Effective Date: 3/1/2008

Revision Date:

We expect you to follow certain work rules and conduct yourself in ways that protect the interests and safety of all employees and ETD. **See Sections 104, Business Ethics and Conduct, and Section 108, Conflicts of Interest.**

While it is impossible to list every action that is unacceptable conduct, the following lists some examples. Employees who break work rules such as these may be subject to disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice
- Unauthorized absence from workstation during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Violation of personnel policies
- Unsatisfactory performance or conduct

Since your employment with ETD is voluntary and at will, you may terminate your employment at any time you want, with or without cause or advance notice. Likewise, ETD may terminate your employment at any time, with or without cause or advance notice.



## ***Estuary Transit District – FINAL DRAFT***

### **702 Drug and Alcohol Use**

Effective Date: 3/1/2008

Revision Date:

ETD is committed to being a drug-free, healthful, and safe workplace. You are required to come to work in a mental and physical condition that will allow you to perform your job satisfactorily.

ETD employees may not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs while on ETD premises or while conducting any business-related activity away from ETD premises. You may use legally prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering yourself or others.

If you violate this policy, it may lead to disciplinary action, up to and including immediate termination of your employment.

We have a drug-free awareness program to explain this policy to employees. The program gives information about the dangers and effects of substance abuse at work. It also explains the resources available to employees and what can happen if you violate this policy.

Under the Drug-Free Workplace Act, if you perform work for a government contract or grant, you must notify ETD if you have a criminal conviction for drug-related activity that happened at work. You must make the report within five days of the conviction.

If you have questions about this policy or issues related to drug or alcohol use at work, you can raise your concerns with the Human Resources Manager, Operations Manager or the Executive Director without fear of reprisal.

## ***Estuary Transit District – FINAL DRAFT***

### **703 Sexual and Other Unlawful Harassment**

Effective Date: 3/1/2008

Revision Date:

ETD is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. ETD will not tolerate any actions, words, jokes, or comments based on a person's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations
- Physical conduct that includes touching, assaulting, or impeding or blocking movements

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment at work, report it immediately to the Human Resources Manager. If the Human Resources Manager is unavailable or a subject of the concern, you should immediately contact the Executive Director or any other member of management. There will not be punishment or reprisal if you report sexual harassment or ask questions or raise concerns about it.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and the confidentiality of any witnesses and the alleged harasser will be protected against unnecessary disclosure. You will be informed when the investigation is complete. We may not be able to share the outcome or actions taken because of the investigation.

## ***Estuary Transit District – FINAL DRAFT***

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Executive Director or any member of management so it can be investigated in a timely and confidential manner. Any employee who engages in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

## ***Estuary Transit District – FINAL DRAFT***

### **704 Attendance and Punctuality**

Effective Date: 3/1/2008

Revision Date:

We expect ETD employees to be reliable and punctual. You should report for work on time and as scheduled. If you cannot come to work or you will be late for any reason, you must notify your supervisor as soon as possible.

Unplanned absences can disrupt work, inconvenience other employees, and affect productivity. Sick time is provided to ensure that an employee continues to receive pay during all or part of an absence from work due to an illness or injury. Employees who abuse sick leave are subject to disciplinary action up to and including discharge.

## ***Estuary Transit District – FINAL DRAFT***

### **705 Personal Appearance**

Effective Date: 3/1/2008

Revision Date:

Personal appearance means how you dress, how neat you are, and your personal cleanliness standards. Your personal appearance can influence what customers and visitors think about ETD. Personal appearance can also impact the morale of your co-workers.

During business hours or whenever you represent ETD, you should be clean, well groomed, and wear appropriate clothes. ETD issues uniforms for certain positions. Eligible employees are expected to always wear the company-issued uniforms while on duty.

See the Human Resource Manager if you are not sure about the correct clothing standards for your job.

Where necessary, ETD may make a reasonable accommodation to this policy for a person with a disability or for other reasons required by law.

The following examples should help you understand the ETD personal appearance guidelines:

- Shoes must provide safe, secure footing and offer protection against hazards.
- Mustaches and beards must be clean, well-trimmed, and neat.
- Clothing should not have any holes, rips or tears or excessive stains.
- Hairstyles are expected to be in good taste.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.

## ***Estuary Transit District – FINAL DRAFT***

### **706 Return of Property**

Effective Date: 3/1/2008

Revision Date:

ETD may loan you property, materials or written information to help you do your job. You are responsible for protecting and controlling any property we loan you. This property should not be shared with others.

If you stop working at ETD, you must return all ETD property no later than your last day of work.

## ***Estuary Transit District – FINAL DRAFT***

### **708 Resignation**

Effective Date: 3/1/2008

Revision Date:

Resignation means that you voluntarily terminate your employment at ETD.

If you decide to resign, we would like you to give us a written resignation in advance of the date you are leaving. If you are a nonexempt employee, please advise us at least two weeks before the date you will leave. If you are an exempt employee, please tell us at least three weeks before the date you will leave.

An absence from work for three consecutive scheduled workdays without notification will be considered job abandonment and treated as a voluntary resignation. Some additional circumstances outlined in this handbook shall also be considered voluntary resignation (i.e., failure to return from leave)

Before an employee leaves, we will schedule an exit interview. The exit interview helps us to understand why the employee is resigning. We can also talk about the changes to your benefits.

## ***Estuary Transit District – FINAL DRAFT***

### **710 Security Inspections**

Effective Date: 3/8/2008

Revision Date:

ETD wants to have a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. Under this policy marijuana/cannabis cannot be possessed on ETD property absent valid medical authorization. We prohibit the possession, transfer, sale, or use of these materials on our premises.

We may provide you with desks, lockers, and other storage devices for your convenience but these are always the sole property of ETD. Because they are our property, we may allow our representative or authorized agents to inspect them at any time, either with or without advance notice to you. We may also inspect any items that we find inside them.

**Commented [LCC1]:** Possession while on duty is protected for medical marijuana users under CT law with proper medical authorization.



## ***Estuary Transit District – FINAL DRAFT***

### **712 Solicitation & Distribution**

Effective Date: 3/1/2008

Revision Date:

ETD does not allow people who are not employees to solicit or distribute literature in the workplace at any time for any reason.

We realize that many employees participate in events and organizations outside work. However, during working time, employees may not solicit for these activities or distribute information about them. Working time does not include lunch periods, work breaks, or any time when you are not scheduled to be working.

We also limit what types of information are posted on our bulletin boards. We display information on ETD bulletin boards that we think is important to employees such as:

- Employee announcements
- State and Federally mandated information
- Internal memos
- Job openings
- Organization announcements
- Payday notices
- Workers' compensation insurance information
- State disability insurance/unemployment insurance information

If you want to post something on a bulletin board, first give it to the Executive Director for approval. If it is approved, the Executive Director will then post your message.

## ***Estuary Transit District – FINAL DRAFT***

### **714 Drug Testing**

Effective Date: 3/1/2008

Revision Date:

We are committed to making ETD a safe, efficient, and productive work environment for all employees. There can be serious safety and health risks if an employee uses or is under the influence of drugs or alcohol on the job. We may ask job applicants and employees to provide body substance samples, such as urine and/or blood. We will use the samples to check for the illegal or illicit use of drugs and alcohol. If you refuse to be tested for drugs, you may be subject to disciplinary action, up to and including termination of employment.

We will provide copies of the drug testing policy to all employees. If you have questions about our drug testing policy or its administration, contact the Operations Director, Human Resources Manager or Executive Director.

## ***Estuary Transit District – FINAL DRAFT***

### **716 Progressive Discipline**

Effective Date: 3/1/2008

Revision Date:

The purpose of this policy is to state ETD's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. We believe it is important to make sure that all employees are treated fairly and that disciplinary actions are prompt, consistent, and impartial.

Progressive discipline is designed to identify potential employment problems early on and to give the employee every opportunity to improve or change the behavior, prevent it from happening again, and prepare the employee for satisfactory performance in the future.

Disciplinary action may call for any of four steps;

- verbal warning
- written warning
- suspension (with or without pay)
- termination of employment.

ETD will look at how severe the infraction or problem is and how often it has happened when deciding which step to take. There may be circumstances when one or more steps are bypassed.

In most cases, progressive discipline means that we will normally take these steps in the following order: 1) a first offense may call for a verbal warning; 2) a next offense may be followed by a written warning; 3) another offense may lead to a suspension; and, 4) still another offense may then lead to termination of employment. If more than twelve months have passed since the last disciplinary action, the process will normally start over.

In very serious situations, some types of employee problems may justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

You should refer to **Section 701, Employee Conduct and Work Rules** in this Employee Handbook. That Section lists examples of unacceptable conduct that might result in immediate suspension or termination of employment. However, some of the examples of unsatisfactory conduct listed may result in the progressive discipline process described above instead of immediate suspension or termination.

Although your employment is based on mutual consent and both you and ETD have the right to terminate employment at will, with or without cause or advance notice, ETD may use progressive discipline at its discretion.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and ETD.

## ***Estuary Transit District – FINAL DRAFT***

### **718 Problem Resolution**

Effective Date: 3/1/2008

Revision Date:

8/17/2012 Revision

Date 7/27/2022

ETD is committed to ensure fair and honest treatment of all employees. We expect supervisors, managers, and employees to treat each other with mutual respect, and we encourage employees to give positive and constructive criticism to each other.

If you disagree with ETD rules of conduct, policies, or practices, you can state your concerns through the problem resolution procedure described in this policy. You will not be penalized, formally or informally, for making a complaint if you do it in a reasonable, business-like manner. You will also not be penalized for using this problem resolution procedure.

If a situation occurs when you believe that a condition of employment or a decision that affects you is not fair, you are encouraged to use the following problem resolution steps. You may stop the procedure at any step.

**Step 1.** You present the problem in writing to your manager within ten (10) calendar days after the incident occurs. That manager has authority to make adjustments that are determined to be appropriate to resolve the problem within ETD's adopted policies and procedures, however adjustments having a financial impact require approval of the Executive Director. The manager will respond to the problem in writing within ten (10) calendar days.

**Step 2.** If you are not satisfied with the response from your manager, you may present the problem in writing to the Human Resources Manager within ten (10) calendar days of your supervisor's response.

The Human Resources Manager may, at his/her discretion and in consultation with the Executive Director, investigate and/or conduct interviews with you or others as he/she deems necessary. The Executive Director will decide and respond, in writing, within twenty (20) calendar days. The Executive Director has full authority to make any adjustment that is determined to be appropriate to resolve the problem within ETD's adopted policies and procedures.

**Step 3.** If you believe that the Executive Director's response failed to appropriately consider any pertinent facts or evidence or was otherwise incorrect for any reason, you may submit a request for reconsideration to the Executive Director within ten (10) days of his/her initial response. The request for reconsideration must identify the facts or evidence that the Executive Director failed to appropriately consider or identify other specific reasons why the initial response is in error. The Executive Director shall respond to the request for reconsideration in writing within 10 calendar days.

The Executive Director shall advise the Personnel Committee of the Board of Directors of any employee grievances that were not resolved by the employee's manager at Step 1.

## ***Estuary Transit District – FINAL DRAFT***

### **800 Life-Threatening Illnesses in the Workplace**

Effective Date: 3/1/2008

Revision Date:

Employees with life-threatening illnesses, such as cancer and heart disease, often wish to continue their normal lives, including work, to the degree that they can. ETD wants to help these employees to work if they continue meeting acceptable performance standards.

Medical information on any employee is confidential. ETD will take reasonable precautions to protect medical information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing medical information is subject to disciplinary action, up to and including termination of employment.

## ***Estuary Transit District – FINAL DRAFT***

### **806 Suggestion Program**

Effective Date: 3/1/2008

Revision Date: 8/15/2014

All regular employees are eligible to participate in the suggestion program.

A suggestion is an idea that will help ETD solve a problem, reduce costs, improve operations or procedures, enhance customer service, eliminate waste or spoilage, or make ETD a better or safer place to work. A suggestion should not just explain the problem. A suggestion should also not be about co-workers or management either. Instead, a suggestion should include ideas for how to solve or improve the situation or a way to perform work in a better manner.

All suggestions should describe the problem or situation, explain your solution or improvement in detail, and give the reasons why your suggestion should be used. If you have questions or need advice about your suggestion ideas, see your supervisor for help. Suggestions may be submitted to the Executive Director.