

**CENTRAL CONNECTICUT  
REGIONAL PLANNING AGENCY**

**PERSONNEL POLICIES**

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I. PREFACE - These policies are intended to cover the most common situations. The Agency's supervisors and employees shall use their respective best judgment in responding to situations not specifically covered. Employment with the Agency is at-will and nothing in these policies should be construed as establishing a contractual relationship between the employees and the Agency.

II. POSITIONS

A. Classes

1. Durational - employees working full-time, funded by grants for one year or less ~~than one year~~, who may receive regular employee benefits at the discretion of the PFP.
  2. **Regular** Full-time ~~(FTE)~~ - employees working a full 35 hour week with all benefits; are not funded by a specific grant, nor working with a specific project funding termination date, nor in any other way temporary or part-time.
  3. Part-time - ~~employees includes those~~ who work fewer than 35 hours a week and receive no employee benefits, other than vacation, sick, and holiday time on a pro-rated basis; **except that, such employees** who work 32 hours or more a week, may be granted full employee benefits at the discretion of the PFP.
  4. **Probationary - Regular full-time employees who have been promoted to a position but have not yet fully qualified for the new position.**
  5. **Training and Evaluation Probationary - potential** employees **who are granted** with full employment benefits, but without grievance or employment rights, who work for the Agency for up to 18 months during which time **they are trained and** their suitability for regular full-time employment with the Agency is evaluated.
  6. ~~Temporary and Intern~~ - individuals who work for the Agency for fewer than 1,820 hours five months, who may be recruited ~~outside the Agency's under a simplified~~ Affirmative Action Plan, and who are not eligible for sick or vacation leave, holidays, swap or compensatory time, or personal insurance benefits.
- B. Creation - Except as otherwise provided herein, the Personnel, Finance and Program Committee (PFP) has final authority regarding the employment of all staff, except that, the Executive Director has the authority to employ, review, and discipline ~~temporary staff and interns~~ subject to review, as may be required, by the PFP.
- C. Elimination - The PFP may consider and recommend the elimination of a staff position to the full Agency Board when such a change is justified by financial considerations and/or program activity changes. The full Agency Board has authority to eliminate a position.
- D. Supervision - The PFP supervises the Executive Director. The Executive Director, or in an absence, the Deputy Director, supervises and directs staff. The Executive Director may assign supervisory responsibilities to certain staff members.

III. BENEFITS

- A. Health Insurance -The Agency pays ninety-five percent (95%) of the cost of physician, hospitalization (semi-private), major medical, and dental insurance for ~~an~~ individual employees as provided by a company selected by the Agency, with the other five percent (5%) being paid by the employee. The Agency will pay ninety percent (90%) of the additional cost of doctor, dentist, and hospitalization insurance for employees who choose an employee-plus-spouse, or a family plan, with the other ten percent (10%) being paid by the employee. Employees who have coverage thru a spouse, and who choose not to enroll in the Agency sponsored health insurance program, may be given an allowance of up to \$2,000 per year (for savings that accrue to the Agency as a result of their non-participation) to be awarded proportionally with the issuance of each paycheck, but not considered 'salary' in relation to annual salary increases. Employees and dependents who elect coverage thru Medicare will be provided coverage under a Medicare

supplemental plan, and will be held harmless by the Agency up to \$2,000 each annually for out-of-pocket medical expenses which would have been covered by the Agency's regular employee health insurance policy but are not covered by Medicare, nor by their Medicare supplements coverage.

B. Holidays - Each regular full-time employee shall be entitled to the following eleven (11) annual holidays:

New Year's Day	One-half day before Christmas
Martin Luther King Day	Christmas Day
President's Day	One-half day before New Year's Day
Memorial Day	
Independence Day	
Labor Day	Alternative Holiday (each employee may elect
Columbus Day	either Veteran's Day / Friday after
Thanksgiving Day	Thanksgiving

When a holiday occurs on a Saturday, the preceding Friday shall be taken as the holiday. When a holiday occurs on a Sunday, the following Monday shall be taken as the holiday.

C. Leave

1. Bereavement - The Executive Director may grant an employee up to three bereavement days for the death of an immediate family member. The timing of bereavement leave days shall be granted relative to the staff member's family responsibilities. The term "~~immediate family member~~" ~~is defined as a spouse, child, step-child, parent, step-parent, sibling, in-law, grandparent, grandchild, or any member of the household.~~ means an individual with any of the following relationships to the employee: (1) Spouse, and parents thereof; (2) Sons and daughters, and spouses thereof; (3) Parents, and spouses thereof; (4) Brothers and sisters, and spouses thereof; (5) Grandparents and grandchildren, and spouses thereof; (6) Domestic partner and parents thereof, including domestic partners of any individual as defined in parts 2) through (5) of this definition; and (7) Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship. One day per fiscal year may be granted, for all other funerals; "fiscal year" is defined as the period beginning July 1 and ending June 30 of the succeeding year.
2. Conference - The Executive Director may approve conference leave for a period covering the duration of a conference, workshop, training course, or special seminar, which an employee asks to attend, and which is undertaken for the enhancement of on-the-job skills or in service to the Agency and its member municipalities. Employees attending such conferences will be paid as though they were working normal hours. No swap, comp, or overtime may be authorized in relation to such activities. Employee expenses for evening or weekend time participating in such activities will be reimbursed, however no swap, comp, or overtime shall be granted for evening or weekend participation in such events.
3. Earned Personal Days - An employee earns a personal day for taking no sick time for three consecutive months. Earned personal days accrue to vacation time.
4. Jury Duty - An employee should serve when called for jury duty as a matter of good citizenship, unless there are pressing reasons which make it necessary to be excused. The difference between the employee's salary and the jury fees will be paid by the Agency if prior approval is obtained from the Executive Director.
5. Military Training - An employee who is a member of the National Guard, or organized military reserves of the United States, and who is ordered to attend a period of active duty training shall be allowed two (2) calendar weeks' leave for such purpose. During such leave, employees shall be paid the difference between

their regular pay and their military base and longevity pay, if any, so that they will continue to take home the same in pay that they would if they were not on military training leave. Such military leave shall not be deducted from vacation leave or in any other way result in loss of privileges or compensation. All such leaves shall be reported to the Executive Director ~~and justified~~ in advance. No military leave shall exceed two (2) weeks' duration.

6. Sickness - Sick leave begins to accrue at the rate of 3.25 hours per pay period the first full pay period after 30 days from the date of a new employee's start date, and employees may accrue up to a maximum of 490 hours. An employee may use sick leave for illness, or the ~~family needs of a child, spouse, parent or grandchild~~ family member. A doctor's ~~notification~~ recommendation is required after an employee has used more than a third consecutive full day of sick leave. The Executive Director shall authorize the taking of sick leave when an employee must be absent due to illness. Accumulated days of sick leave are cancelled with the termination of employment. -The Executive Director has the authority to send any ill employee home.
7. Unpaid Absence - It is the intent of the Agency to fully comply with State Law, 31-51cc C.G.S. regarding Family and Medical Leaves and the Federal Family and Medical Leave Act as they apply to agencies of the size of the CCRPA. Full-time Employees may be granted unpaid leaves of absence of up to sixteen (~~16-24~~) weeks within any two year period for the following family and medical leave events: the employee's serious illness, the birth or adoption of a child; an illness of the employee's child, spouse, parent or grandchild. During such leave, the Agency shall pay the employee's ~~proportionate of the employee's~~ health insurance premium and ~~shall maintain the employee's~~ life insurance premium coverage. For unpaid leaves which do not fall under the FLA., the Executive Director may grant a leave of absence without pay for up to ten (10) working days; leaves in excess of ten (10) working days may only be approved by the PFP.
8. Vacation - Annual vacation begins to accrue at the rate of 3.51 hours per pay period the first full pay period after 30 days from the date of a new employee's start date. Employees with five (5) years, but less than ten (10) years, continuous full-time employment accrue vacation time at the rate of 5.11 hours per pay period commencing at the pay period closest to the employee's fifth (5) anniversary date. Employees with more than ten (10) years of continuous full-time employment accrue annual vacation at the rate of 5.80 hours per pay period commencing at the pay period closest to their tenth (10) anniversary. ~~Earned personal days accrue to vacation time.~~  
Up to 179 hours of vacation time may be accrued, except that the Executive Director may accrue up to 214 hours. Vacation time shall be taken as approved by the Executive Director to meet, as equitably as possible, each employee's preference, and maintenance of the office work schedule; the Executive Director may not take more than three consecutive weeks of vacation without approval of the Chairman of the Agency Board.

An employee whose employment terminates shall accrue vacation time to the last day of the preceding full pay period. Accrued vacation, not to exceed the allowable accrued time, shall be paid upon termination of employment, except as provided in the paragraph entitled "Resignation."

- D. Life Insurance - The Agency will provide life insurance for full-time employees in an amount based on their fiscal year salary, not to exceed \$50,000, in such amount as the PFP

shall determine from time to time Employees become eligible for coverage on the first day of the month following the satisfactory completion of their training and evaluation period probation.

E. Overtime

1. Swap time - ~~Administrative and secretarial staff the Office and Finance Administrator~~ may earn and use swap time with approval of the Executive Director. Swap time will be granted as time off, or paid overtime, at time and-a-half. Swap time earned must be paid out or used within 30 days of accrual; and no more than 35 hours may be accrued at any time.
2. Compensatory ("comp") time - Professional staff (excluding the Executive Director, Office and Finance Administrator ~~Manager/Bookkeeper, and secretarial staff~~) may accrue comp time for work undertaken, and for meetings attended, outside of regular working hours. Comp time will be granted as time off on an hour for hour basis. Except for comp time earned during attendance at a meeting in which a staff member is required to directly participate, comp time may only be earned, or used, with the prior approval of the Executive Director. In making decisions on requests for the use of comp time, the Executive Director will consider maintenance of the office work schedule and each employee's preference. No more than 35 hours of comp time may be accrued at any time.

F. Retirement - The PFP may recommend, and the Agency may, from time to time, adopt and/or change the employees' Retirement Program.

G. Salaries and Wages - Salaries and wages will be determined annually as part of the budget process. Salaries and wages for new hires, promotions, and changes in work hours may be determined during the year. Unless specifically otherwise approved, all salary changes will be effective the first pay period in July.

Salaries shall be paid on alternate Thursdays. When a payday falls during an employee's vacation, holiday, swap or compensatory time off, upon request, the employee's paycheck may be issued on the last working day preceding the beginning of that individual's non-work day. Employees working on an hourly basis will be paid on a regular payday for the actual hours worked as shown on their time sheets approved by the Executive Director.

H. Travel and Conference Expense Reimbursements (also see "Conference" leave above) - All travel and conference expenses must be supported by appropriate documentation, and shall be presented in an itemized manner on the Agency travel reimbursement form.

~~When required to be out of town overnight on Agency business the traveling staff or Agency Board Member may request an advance of expense money. If the sum of money advanced to the individual exceeds actual reimbursement expenses, the excess shall be returned to the Agency; if the amount advanced was not sufficient to cover reimbursable expenses, the Agency shall reimburse the difference. The requirement for utilizing Agency forms and documenting expenses applies both to advance payment and retroactive payment.~~

1. Conference Costs - Agency staff and Board members may be reimbursed for expenses associated with attendance at conferences. Reimbursable expenses for conferences and meetings include reasonable lodging charges, meals and related living expenses. Estimated conference expenses must be approved in advance in writing by the Executive Director before conference attendance. The PFP may approve reimbursement of actual expenses if they exceed the estimated expenses by more than 10%.
2. Meals - An employee who is required to attend a meeting or to perform other Agency duties outside regular working hours may be reimbursed for meals - excluding alcoholic beverages - by providing appropriate receipts. The Executive

Director will determine appropriate amounts for such reimbursements (see also "Conference" leave).

3. Travel/Mileage - Travel costs incurred by Agency Board or staff members on approved Agency business will be reimbursed at the IRS allowed travel reimbursement rate, as adjusted from time to time, plus parking charges and highway tolls. Reimbursement requests shall be submitted no more often than monthly. Such travel costs may include, but are not limited to: (1) automobile travel during regular working hours from the Agency office to meetings, data collection sites, field inspection areas, etc., and return travel to the Agency office; (2) automobile travel outside regular working hours from an employee's home to a meeting, etc., and return to home; (3) commercial transportation (bus, train, air, etc.) as necessary in conjunction with approved meetings, conferences, workshops, etc.
- I. Tuition Reimbursement - Subject to a recommendation by the Executive Director with approval by the PFP the Agency may reimburse employees for relevant academic training which is not eligible for travel reimbursement, comp time or other reimbursement under the following conditions: a) the staff member attains a grade of at least "B" or higher per course; b) the total course amount payable by the Agency, shall be 60% of the tuition cost, and shall not exceed \$500; c) the reimbursement will not be made until 60 days after the course grade is received by the Agency, provided the ~~staff~~ employee is still employed by the Agency at the end of the 60 day period; and, d) each staff member is restricted to one course per semester or two courses per school year. Employees are discouraged from taking courses during normal working hours.
- J. Voluntary Pre-Tax Investment Plan - the Agency will provide its regular full-time and regular part-time staff an opportunity to voluntarily contribute to a pre-tax investment plan which will provide for deferral of payment of a portion of their current compensation until death, retirement, termination of employment, or other event, in accordance with the provisions of Section 457(b) of the Internal Revenue Code of 1986, with other applicable provisions of such code, and in accordance with the General Statutes of the State of Connecticut. The Agency will not make matching contributions to this plan. Plans may be entered January 1 to July 1 following the satisfactory completion of the training and evaluation period ~~probation~~.

#### IV. REGULATIONS

##### A. Alcohol and Drug Possession, Use and Testing

1. Alcohol & Drug Free Workplace - Substance abuse (alcohol and drugs) poses safety and health risks not only to the abusers, but to all employees who work with abusers and to Agency property, equipment, operations, and reputation. It is the intent of the Agency to maintain a safe and healthy work environment for all its employees and to operate an efficient workplace and protect Agency property, equipment, operations, and its reputation.

This policy applies to all employees of the Agency while on the job and in situations where an employee's off-the-job or off-the-premises conduct impairs work performance or undermines the public confidence in the Agency's reputation. It is also intended to apply to employees of firms doing business with the Agency on the Agency's premises.

2. Guidelines - All prospective employees must have a pre-employment drug screen

prior to employment. Prospective employees who refuse to be tested, or who test positive, will not be considered for employment. Urine samples will be required and such samples will be split for potential additional analyses. At least the "DOT 10" screening for common street drugs will be done. The Agency may also request the use of a "10 panel test" by the laboratory (i.e., chromatography/mass spectrometry analysis) specifically to identify substances provided by prescription versus "street" drugs. If these are found to be positive regarding substances other than prescriptions, the prospective employee has the right to review the laboratory findings with a medical doctor and/or pharmacist. The prospective employee may challenge the tests, and the Agency may choose to utilize a second unannounced pre-employment test.

3. Procedures

- a. If a supervisor or an Agency Board member has a good faith reason to suspect that an employee is under the influence of alcohol or drugs, or in any way appears impaired, that person should attempt to get another supervisor (if available) to confirm this suspicion. The time, date, and name of the employee and observable facts should be documented and signed by the observing supervisor(s).
- b. If an employee is suspected of being under the influence as in (1) above, the employee will be referred to an Agency-approved testing facility for an evaluation, including an alcohol and drug screen. During normal office hours, the Employee Assistance Program (EA.) Director (i.e., the Agency Executive Director or the PFP [regarding the Executive Director]) should be contacted to coordinate and facilitate the evaluation. The employee will be asked to sign a "consent to testing form". Arrangements will be made by the supervisor(s) to have the employee transported to the facility for the evaluation.
- c. If the employee refuses to go to an Agency-approved facility or refuses to sign the consent to testing form, this behavior will be treated as insubordination. The employee will be suspended for up to 3 days without pay, pending further investigation. The employee's return to work will be contingent upon passing an alcohol and drug screening test and achieving a favorable EA. evaluation. Management will arrange transportation to the employee's home, preferably through a family member.
- d. Short of physical restraint, the employee should not be allowed to leave the Agency office without transportation assistance. If the employee insists on leaving the office with the intent of driving a vehicle, the supervisor should notify the local police to warn them of the employee's suspected condition and refusal of assistance. This should be done before the employee leaves the Agency, whenever possible.
- e. If said testing facility determines that the employee is not under the influence of alcohol or drugs, then the employee will be able to return to work.
- f. If said testing facility determines that the employee is under the influence of alcohol, drugs or both and is, therefore, impaired and unfit for work, then the employee will, at least, be suspended for up to 3 days without pay and may face additional disciplinary action(s), up to, and including, termination. The employee's return to work will be contingent on passing an EA. evaluation which shall, at a minimum, include successfully passing alcohol and drug detection tests of blood and urine samples, and a



thorough evaluation by a qualified medical doctor, or employee assistance program counselor, who determines the extent of all past and present substance abuse(s), treatment program(s) and potential suitability for return to work.

- g. Confidentiality: drug/alcohol test results will be confidential, and reported initially to the EA. Director (i.e., the Executive Director) and the PFP Chair.

B. ~~Calendar~~

~~The office maintains a staff calendar of scheduled activities and meetings. Employees are expected to indicate their expected return time and destination so that they may be contacted, if necessary.~~

C. Disciplinary Actions and Grievances

1. Definitions - A grievance is a complaint by an employee, other than an probationary employee in a training and evaluation period, who, during the carrying out of authorized work for the Agency, alleges to have been subjected to arbitrary, capricious, discriminatory, improperly or inequitably applied policies, procedures or practices. "Employee" shall mean either an individual employee or a group of employees with the same grievance. A promoted employee may initiate a grievance during a probationary evaluation period, with the exception of grievances about being returned to a previously held position, which shall not be grievable.
2. Discipline  
An employee who violates the State Code of Ethics for Public Officials (<http://www.ct.gov/ethics/cwp/view.asp?a=2313&q=432632#part1>), or Agency Bylaws, or other Ethics rules, abuses drugs or alcohol, makes an error, who is insubordinate, or whose job performance is unsatisfactory, is subject to disciplinary action commensurate with the seriousness of the situation. The Executive Director, or any supervisor authorized by the Executive Director, may take disciplinary action ranging from verbal counseling to termination, and including written reprimands, suspensions - with, or without, pay - or any combination of the above. Disciplinary actions taken by a supervisor may be appealed to the Executive Director; those taken by the Executive Director may be appealed to the PFP whose decisions on such matters are final. The PFP may take disciplinary action against the Executive Director; appeals of such actions may be taken to the full Agency Board. Performance evaluations are not disciplinary actions and may not be appealed.
3. Grievances - An employee having a grievance shall present and discuss the grievance orally with the supervisor within ten (10) working days of the occurrence of the action which gave rise to the grievance.

If the matter is not resolved by the supervisor to the employee's satisfaction, the employee may appeal in writing to the Executive Director citing specifically the person(s), act(s) or condition(s) against whom or which the grievance is directed, and the grounds on which the written appeal is taken. The Executive Director will meet with the employee and any other person(s) deemed appropriate by the Executive Director to hear and discuss the appeal. The Executive Director, shall render decisions on such appeals in writing within ten (10) working days.

If the matter is not resolved to the employee's satisfaction by the Executive Director, the employee may appeal the Executive Director's decision within ten (10) working days to the PFP which shall meet to hear the appeal with the

employee, a representative, if any, or such other persons as the PFP Chair shall deem appropriate. The PFP shall render a decision in writing to the employee within forty (40) working days of the meeting. Such decision may include, but not be limited to, dismissal of the appeal, correction of the condition, reprimand of an employee, suspension of an employee, or ~~a recommended~~ dismissal of an employee.

An employee filing or appealing under these grievance procedures shall have the burden of proof that such grievance has cause for redress, and shall document such cause, including actions or inactions by the Executive Director, in writing.

If the grievance alleges acts or conditions initiated by the Executive Director, the employee shall communicate with the Chair of the PFP in writing or verbally without the presence of the Executive Director within ten (10) working days of the occurrence of the action which gave rise to the grievance.

Any decision or action taken by the PFP shall be final for the Agency.

The Office ~~and Finance Administrator~~ ~~Manager/Bookkeeper~~, as an Equal Employment Opportunity Officer, will take the necessary steps to ensure the confidentiality of all Federal Civil Rights Act of 1964 Title VII complaint records and of any counseling done in the course of the complaint procedure.

D. Employment, Probation and Resignation

1. Employee Evaluation - The PFP shall conduct an annual evaluation of the Executive Director. The Executive Director will evaluate each supervisor's performance, and each supervisor will evaluate the performance of each employee they supervise with the concurrence of the Executive Director, using the Agency Employee Evaluation Procedure approved by the PFP. Performance evaluations will be done at least annually in April, and more frequently when deemed necessary. A written record of ~~this~~ each evaluation shall be placed in the employee's personnel file.
2. Employment Notice - Each prospective Agency employee shall receive notice of an offer of employment in writing together with a copy of these "Personnel Policies". The written notice shall include information pertaining to remuneration and other specific conditions of employment. Upon receipt the prospective staff member must reply in writing, accepting the position and the personnel policies governing employment within five working days.
3. Probationary Evaluation Period (applicable only to promoted employees) - The conditions that apply to new hires during their training and evaluation ~~probationary~~ period also apply to promoted employees during their Probationary period with the following exceptions:
  - a. The Probationary period shall be six (6) months and may be extended an additional six (6) months by the Executive Director;
  - b. Three (3) months after the beginning of a Probationary period, the Executive Director will complete a performance evaluation of a promoted employee.
  - c. During the Probationary period, a promoted employee may be returned to a previous position, or terminated, by the Executive Director.
  - d. A promoted employee who is returned to a previously held position during the Probationary period shall also be returned to the previous

salary; although such employee shall be eligible for applicable merit and/or cost of living salary increases which have been granted during the period of probation

4. Exit Interview - After submission of a resignation, but prior to an employee's final working day, an exit interview shall be conducted by the PFP Chair and/or a designee. The Executive Director may be present, if requested by the PFP Chair, or a designee. Statements presented by the employee at the exit interview shall be reported by the exit interview team to the Agency Board.
  5. ~~Training and Evaluation Probation~~ - The first twelve months of service by an individual constitutes that individual's ~~Training and Evaluation probationary~~ period. This period may be extended an additional six (6) months by the Executive Director. During this period, the Executive Director shall review the individual's work and determine eligibility for regular employment. After the conclusion of this period the Executive Director shall advise the individual regarding suitability for regular employment. During this period, employment may be terminated by the Executive Director at any time.
  6. Resignation - An employee wishing to terminate service with the Agency shall submit a written resignation to the Executive Director or the PFP. Such written notice shall be included in the employee's service records. Failure to give at least ten (10) working days notice before the final working day will result in the forfeiture of accrued leaves, except under extenuating circumstances accepted by the PFP Committee.
- E. Energy Conservation - ~~The Agency's office Staff~~ shall cooperate by reducing electricity consumption when requested by power generating utilities. Whenever possible, telephone calls and other communication methods will substitute for travel. To the extent possible, multi-purpose visits should be made when travel is necessary.
- F. Equipment Usage - In the conduct of daily business, staff utilizes a variety of Agency-owned equipment including pocket PCs, laptops, cell phones, portable video projectors and DVD recorders. The Agency has an interest in the staff's ability to efficiently and effectively utilize such equipment. Staff is encouraged to become as familiar as possible with the functioning of this equipment during regular working hours. Furthermore, where Agency staff training-related purposes can be achieved, the Executive Director may authorize temporary use of such equipment for private personal use.
- G. Ethics - Employees are expected to familiarize themselves with and abide by Chapter 10 of the General Statutes of Connecticut, "Code of Ethics." Code, including Part I, the Code of Ethics for Public Officials, and, for employees whose duties involve the disposition of State contracts, Part IV, Ethical Considerations Concerning Bidding and State Contracts. Failure to abide by the Code shall result in action pursuant to the Code and may result in disciplinary action in accordance with these personnel policies.
- H. Inclement Weather - Agency staff members shall be provided inclement weather leave, with pay, for time during which the Governor closes state offices and excuses state workers. Staff members will be called, if weather conditions are sufficiently severe to warrant an inclement weather leave, or they may rely upon television or radio announcements during significant storm conditions. During lesser inclement weather conditions, staff members shall make every effort to reach the office at the earliest possible time. Each employee shall make personal decisions regarding travel in these conditions, those individual decisions shall give proper recognition to the individual's personal safety. The office shall be staffed to the maximum extent feasible during inclement weather. Employees shall call the office to provide an estimated time of arrival, if they expect to arrive later than their regular schedule requires. The Executive Director, or the next most senior employee in the office during an inclement weather condition, may advise other

- staff members whether to attempt travel to the office.
- I. Off Duty Work - staff members shall secure approval from the PFP prior to working in the planning field during off-duty time. The PFP shall consider each request for such approval on an individual basis and act in the best interest of the Region, and provide its decision in writing to the staff member.
  - J. Office Hours - Office hours shall be 8:30 a.m. to 4:30 p.m. and staff will be allowed an unpaid lunch time. The regular work week is Monday through Friday for a total of 35 hours. Staff shall cover the office during the lunch period. The Executive Director may approve flexible working hours for individual staff members, provided the office is adequately staffed. Such flexible time may allow an employee to begin work between 7:00 a.m. and 9:30 a.m. and to depart between 3:00 p.m. and ~~65:30 p.m.~~, ~~provided the employee works the full seven hour work day.~~
  - K. Personnel Policy Revisions - The PFP Committee, will review and update these policies as appropriate, in consultation with the Executive Director. Revisions and amendments shall take effect upon approval by the PFP Committee, until they are ratified or revised by the Agency Board at its annual meeting in June, or at other times, as appropriate.
  - L. Sexual Harassment - It is Agency policy to ensure equal employment opportunity and to prevent discrimination in all practices. Sexual Harassment is a type of sex (gender) discrimination. It is prohibited by Title VII of the Civil Rights Act, as amended, and by Connecticut General Statute, as amended, 46a-60 (a)(8) as a Discriminatory Employment Practice.

Sexual Harassment is defined as: “any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decision affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.” In addition, Sexual Harassment can include crude or offensive language or jokes of a sexual nature. Sexual Harassment will not be tolerated and will be grounds for disciplinary action. Complaints of sexual harassment will be processed by the Agency’s Equal Employment Opportunity Officer through the established Affirmative Action complaint Procedure.

It is not the Agency’s intention to regulate social relationships that are freely entered into by employees, provided that such relationships are in keeping with good taste and proper decorum. However, it is ~~each employee’s~~ ~~our~~ affirmative duty to develop and maintain a workplace free of sexual harassment and intimidation. ~~We expect F~~ full support and cooperation of every employee to achieve this goal is expected.

- M. Soliciting - Soliciting of goods or services by staff members or private individuals is not permitted within the Agency’s offices.
- N. Time Accounting - Each employee shall enter an accurate accounting of time worked on a bi-weekly time sheet which shall be approved by the Executive Director. Included shall be time worked, vacation time, sick leave, holidays, bereavement leave, earned personal days, swap or compensatory time earned and taken, etc. Such time worked shall be allocated to the appropriate funding program(s) as approved by the Executive Director. It is the responsibility of each employee to assure the correctness of their time sheet; of the supervisor to verify correctness; and of the Office and Finance Administrator ~~Manager/Bookkeeper~~ and Executive Director to confirm the accuracy of each time sheet.