



Thames Valley Council for Community Action, Inc.

Personnel Policies

Reviewed and Approved by TVCCA's Legal Counsel, Jeffrey F. Buebendorf, Esq. of Brown Jacobson P.C., on 12/6/2022. Reviewed and Approved by TVCCA's Board of Trustees on 12/6/ 2022

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Changes from the Previous Agency Personnel Policies Manual (6/29/20)

Revision Date	Revision Notes	Page
12/6/22	Introductory Statement and throughout the Policies: Vehicle Use for Agency Business: Change references to CEO from Executive Director	7
Section I. Orientation, Philosophy and Workplace Issues:		
12/6/22	F. Non-Discrimination Changed language to “TVCCA does not tolerate or engage in discrimination with respect to decisions relation to the hiring and firing; terms, conditions, and privileges of employment (including compensation); and/or treatment (including harassment, intimidation, violence and bullying) because of the individuals.... Added paragraph: Claims of discrimination will be promptly and thoroughly investigated in an impartial manner. Investigations may be conducted by an independent third party.	9-10
12/6/22	G. Harassment, including Sexual Harassment Clarified language to read: ...including harassment of any kind based upon any protected class (as listed in 1.F. above) which includes sexual harassment, violence and intimidation. Added language under investigation to indicated complaints will beinvestigated promptly and thoroughly by Human Resources or an independent person such as an attorney.	10-11
12/6/22	J. Whistleblower Whistleblower Policy rewritten to clarify Reporting Responsibility clarification, Investigation details more clearly outlined; Questions About Reporting; Accounting and Auditing Matters clarified per Attorney recommendations and DSS recommendations.	13-15
Section II. Employment and Hours of Work:		
12/6/22	J. Pay for Performance Changed language to: TVCCA will provide all regular employees with periodic written performance (usually annually).....	20
Section IV: Employee Benefits, Leaves, Services:		
12/6/22	G. Paid Sick Leave Updated language to be in accordance with the Connecticut Paid Sick Leave Law; CT FMLA and CT Paid Leave Act as well as the federal FMLA laws.	28-29
12/6/22	H. Family and Medical Leave Added two sections for staff clarification: Connecticut FMLA Act and information and federal FMLA Act and information.	29-32
Section VI. General Guidelines:		
12/6/22	B. Electronic Communication Device Use Added language: “At the time of medical leave, layoff for more than two weeks, or termination, the employee’s agency cell phone, iPad, laptop and other agency-issued devices must be turned in to their immediate supervisor for return to the IT Department.”	40-41

12/6/22	C. Reporting of Client Abuse or Neglect Added language that clarifies in addition to the mandated reporting requirements of the law, TVCCA requires all employees who witness abuse or neglect to report such abuse to the appropriate authority.	41-42
12/6/22	E. Head Start Employment Changed the Head Start Policy council language to reflect the new name of the Council- Head Start Ambassador Council.	43

To all TVCCA employees:

The Personnel Policy manual has been created to assist employees, both as a source of information for employees who are just beginning their employment and as a guide to employees continuing their employment with TVCCA.

Our employees are vital to the operation of TVCCA, and we place great pride in the caliber and quality of our staff. TVCCA makes every effort to work with employees to create and maintain a positive working environment. An Employee Relations Committee was formed with the specific purpose to serve as a liaison between Administration and other general staff. We encourage you to make use of this Committee.

If you have any questions regarding your employment with TVCCA or the expectation of the Agency with respect to your position, please consult with your supervisor and/or the Human Resources department. Your questions will be dealt with in a professional manner, and, to the extent reasonably possible, confidentially where appropriate.

Please note that management has the right to change organizational procedures at any time and the right to change organizational and personnel policies upon review and approval of the Board of Trustees.

We hope you enjoy working at TVCCA and find the experience rewarding.

Introductory Statement

This manual provides basic information about the policies, procedures and benefits of the Thames Valley Council for Community Action, Inc. (TVCCA). Each employee is required to read the manual in order to learn about his/her responsibilities as a TVCCA employee as well as to obtain an understanding of the programs that are in place for his/her benefit.

This manual does not attempt to address all possible policy, procedure or benefit matters, but rather is designed to acquaint employees with some of the more important and frequently raised matters concerning employment with TVCCA. In addition to the TVCCA Personnel Policies, each program may create additional policies and procedures so as to conform to specific funding guidelines. If an employee has questions or concerns, which are not covered in these Personnel Policies, he/she should schedule a meeting with his/her supervisor or Human Resources in order to discuss such issues.

Employment with TVCCA is “at-will” employment. Employees have the right to end their employment relationship with TVCCA at any time and for any or no reason. Similarly, TVCCA, at its sole discretion, can terminate any employee’s employment at any time and for any or no reason. It should also be understood that no TVCCA employee, supervisor, or other individual has any authority to enter into an agreement, or otherwise make a promise, so as to restrict the ability of TVCCA to terminate an employee’s employment as set forth above. In order to be enforceable, any employment agreement between an employee and TVCCA that is contrary to at-will employment must be in writing signed by the CEO.

Changes to these personnel policies will be communicated to all staff through electronic means (email, employee portal), hard copy, or both, once policies have been approved by the Board of Trustees.

Mission Statement

TVCCA provides services and partners with other organizations to address the social determinants of health -- housing, food security, employment needs, education, and basic needs -- of low-income and vulnerable households in Eastern Connecticut, with a focus on building the community’s self-sufficiency and resiliency.

Section I. Orientation, Philosophy and Workplace Issues

A. Code of Ethics

The Thames Valley Council for Community Action, Inc. (hereinafter referred to as “TVCCA” or the “Agency”) has developed a separate Code of Ethics regarding the professional conduct of all employees in the Agency, which should be reviewed and understood by all employees. (Copies will be distributed to all employees and additional copies may be obtained from Human Resources.) Employees of TVCCA are bound by and expected to be committed to ensuring that this code governs the actions and conduct of all employees when interacting with co-workers, clients, and the community at large. All employees shall respect the privacy of clients and hold in confidence all information obtained in the course of providing service.

B. Confidentiality/Privacy Protection

TVCCA is committed to protect the privacy of our clients, volunteers and employees. To achieve that, we commit to:

1. Respect the privacy of clients and hold in confidence all information obtained in the course of providing service. Therefore, we will not disclose client confidences to anyone, except: (1) as mandated by law; (2) to prevent a clear and immediate danger to a person or persons; (3) where we are defendants in a civil, criminal, or disciplinary action arising from the therapy/counseling, in which case client confidences may only be disclosed in the course of the action; (4) if there is a waiver previously obtained in writing, and then such information may only be revealed in accordance with the terms of the waiver; (5) as necessary and appropriate by and between TVCCA employees who have a need to know in order to fully and proficiently perform the sought after services for client. We recognize that confidentiality and privacy requirements apply also to co-workers.
2. Be responsible to store and dispose of client and employee records in ways that maintain confidentiality. All client and employee personal information will be safeguarded and kept confidential and secure.
3. Possess a professional attitude which upholds confidentiality toward clients, co-workers, applicants, and any sensitive situations arising within the Agency.
4. Upon termination, maintain client and co-worker confidentiality and hold confidential information about sensitive situations within TVCCA, Inc.

This policy applies to current and former employees and volunteers of TVCCA.

C. Philosophy about Unions

TVCCA has a continuous history of operations in the absence of any collective bargaining agreement with Unions. We have made diligent effort in the past and are dedicated to continued effort in future aimed at providing fair and equitable terms and conditions of employment. We believe we can better solve our problems by working together as a team without an outside party.

D. Open Door Policy

TVCCA prides itself on having an open-door policy. Employees are encouraged to discuss problems with their supervisors. Solutions to problems will be sought that balance the best interest of the employee, the supervisor, the program, the Agency, and the population we serve. Every effort will be made to address issues and complaints raised by employees and to maintain a work environment that is rewarding for all.

E. Employment at Will

TVCCA follows a policy of employment at will. This means that the employee or TVCCA may terminate employment at any time with or without cause. Neither the contents of these policies nor any other documents or papers connected with your employment constitute a contract of permanent employment. Nothing contained in these policies or any other documents should be construed as a guarantee of continued employment or benefits.

F. Non Discrimination

TVCCA does not tolerate or engage in discrimination with respect to decisions relating to hiring and firing; terms, conditions, and privileges of employment (including compensation); and/or treatment (including harassment, intimidation, violence, and bullying) because of the individual's race, color, religious creed, age, sex (including pregnancy, sexual orientation and gender expression), marital status, national origin, ancestry, present or past history of mental disability, learning disability, physical disability or genetic information, and/or any other protected class.

TVCCA will apply the above principles with respect to its treatment of clients and volunteers of the Agency.

Supervisory employees are required to avoid engaging in any personal interaction or relationship with a subordinate employee that would leave the supervisor's actions open to charges of favoritism or unequal or unfair treatment concerning employment decisions, including but not limited to work assignments, transfer opportunities, time-off privileges, training and development opportunities, performance evaluations, promotions, demotions, disciplinary actions, and discharge from employment.

Any employee who believes that s/he has been the subject of illegal discrimination should advise a member of management, Human Resources, or the CEO.

Claims of discrimination will be promptly and thoroughly investigated in an impartial manner. Investigations may be conducted by an independent third party.

G. Harassment, including Sexual Harassment

TVCCA endeavors to maintain a working environment free from all forms of harassment, including harassment of any kind based upon any protected class (as listed in I.F. above), which includes sexual harassment, violence and intimidation. Sexual harassment, like all forms of prohibited discrimination, will not be tolerated, whether committed by supervisory or non-supervisory personnel or by vendors, clients, volunteers, or other non-employees. Examples of sexual harassment include (but are not limited to): unwelcome sexual advances; suggestive or lewd remarks; unwanted hugs, touches, kisses, requests for sexual favors; retaliation for complaining about sexual harassment; and derogatory, sexually suggestive, or pornographic posters, cartoons or drawings. All of the foregoing constitute serious violations of this policy and will not be condoned or permitted. TVCCA does not tolerate acts of harassment, discrimination, or retaliation, and persons found to have engaged in such activity will face disciplinary action up to and including termination of employment. This policy applies to all employees and volunteers of TVCCA.

Sexual Harassment - "Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature" are illegal where:

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

Conduct in the workplace affects all who work here. Every employee has a responsibility not only to him/herself but also to others to ensure that each individual's work performance is free of interference.

Types of Sexual Harassment:

1. **Verbal** – Includes (but is not limited to) sexual innuendoes, suggestive comments, repeated requests for dates, jokes of a sexual nature, sexual proposition, threats, or graphic comments.
2. **Non-Verbal** – Includes (but is not limited to) suggestive objects or pictures, suggestive or insulting sounds, leering, whistling, or obscene gestures.
3. **Physical** – Includes (but is not limited to) unwanted physical contact, including touching, pinching, brushing the body, coerced sexual intercourse, and assault.

If unwanted behavior has been directed toward an employee, s/he should take the following action:

- If the employee believes that the harasser may be unaware that his/her behavior is unwelcome or offensive, the employee should speak to the offender about his/her behavior, if comfortable doing so, state firmly that it is unwelcome, and report the incident to a supervisor or HR.
- The employee should record in writing the incident(s) of sexual harassment, including what happened, where and when it happened, and who was present at the time.

Anyone may be considered a harasser if the behavior towards another becomes unwanted, offensive, hostile, or creates an offensive and disruptive work environment.

No employee should assume that his/her behavior is acceptable to everyone. Whether intended or not, an employee may be accused of harassment if s/he indulges in actions including, but not limited to, the following:

- Making comments (sexual or otherwise) about a person's clothing, body or private life;
- Telling sexual jokes/ using sexual innuendoes;
- Touching, hugging, patting, and/or kissing;
- Repeated unwanted overtures of a sexual nature;
- Displaying lewd or offensive pictures or objects;
- Using lewd or offensive gestures;
- Repeated unwanted invitations for dates.

In general, all employees should be aware of how people respond to what they do and say. If an individual objects to certain behavior(s), the employee(s) involved should listen to and heed the objections. What is acceptable behavior to some people is not always acceptable behavior to others.

A complaint of sexual harassment can result in a lawsuit being filed against TVCCA and/or the harasser.

All complaints of sexual harassment will be treated confidentially to the extent possible and will be investigated promptly and thoroughly by Human Resources or an independent person such as an attorney. TVCCA will not tolerate any retaliation by a manager, supervisor, or employee against complaining employees or cooperating witnesses.

Upon completion of the investigation, Human Resources will discuss the report with the CEO and suggest appropriate discipline and/or action to prevent recurrences.

If an investigation reveals that the complaint is valid, prompt action will be taken to stop the harassment and prevent its recurrence. Violation of this policy will not be permitted and may result in discipline up to and including termination.

H. Workplace Violence

The safety and security of TVCCA's employees and clients is of paramount importance to TVCCA. The provisions of this policy apply to all sites at which employees perform their job functions for TVCCA. Threats, threatening behavior, acts of violence, aggressive behavior, and/or any conduct which could reasonably be construed as such, will not be tolerated.

It is the responsibility of employees to report immediately to their supervisor, a member of TVCCA's management team, or Human Resources any and all threats, acts of intimidation, harassment, violence (physical or verbal), and/or any other similarly unacceptable behavior, whether exhibited by clients, employees, or any other individual present at a work location. All reports will be investigated. Each allegation of violence, threat of violence, or act of violence will be taken seriously. To the extent reasonably possible, attempts will be made to treat all reports in a manner so as to protect confidentiality.

In an emergency situation, employees should immediately call 911 or the local police department. Thereafter, the employee should report the matter to his/her immediate supervisor, a member of TVCCA's management team, or human resources.

Examples of unacceptable behavior include (but are in no way limited to) the following:

- Threatening telephone calls or written messages
- Vandalism of personal or company property
- Following or stalking other employees, clients, or volunteers;
- Assaults on clients, employees, or their families
- Threats of retaliation or "getting even with" a client, employee, or management
- Harassment in any form, whether verbal, written, or by way of gesture
- Pushing, fighting, shoving, or horseplay

No employee shall carry or display weapons (whether real or merely designed to look realistic) or dangerous instruments (other than as may be incidental to work – for example, scissors – unless such instrument is used or displayed in an intentionally threatening, menacing, or harmful manner) at any TVCCA site. A weapon or dangerous instrument is defined as any article that is designed to be, or to appear to be, capable of causing serious physical injury or death.

Examples of weapons or dangerous instruments include (but are not limited to) the following:

- Firearms
- Knives having a blade 4" or longer or any knife having a "double-edged" blade
- Martial arts devices
- Bows and arrows or other archery-related devices having the capacity for causing injury
- Sling shots
- Blow darts
- Blackjacks
- Stun guns
- Police-type baton or nightstick
- Electronic defense weapons
- Mace or other chemical assault repellents (except where possessed by an employee solely for personal protection and discretely maintained in a secured purse or otherwise restricted from general access).

Violations of this policy, or patently false accusations asserting a violation of same, will lead to disciplinary action, which may include disciplinary action, dismissal, arrest and/or prosecution.

Please note:

If an employee has obtained a restraining order against another individual, such employee is urged to notify his or her immediate supervisor of the relevant circumstances surrounding the restraining order such that precautions may be taken to address potential safety concerns.

I. Criminal Arrest and/or Conviction of Current Employees

In the event an employee of TVCCA is either arrested and/or convicted of a criminal offense, the employee must, as soon as possible, report such arrest and/or conviction to his/her immediate supervisor, a member of management, and/or Human Resources, prior to returning to work following the arrest and/or conviction. The CEO, in his or her sole discretion, will review whether it is appropriate for the employee to return to work and remain in his/her position, taking into consideration the nature of the offense, the position held, and its relation to the crime.

J. Whistleblower

General

In keeping with its core value, 'Integrity', TVCCA requires board members, employees, volunteers, and consultants to maintain the highest standards of ethics in the conduct of their duties and responsibilities. TVCCA will investigate complaints of suspected fraudulent or prohibited or misuse of its resources or property by board members, employees, volunteers, consultants, or clients. To maintain the highest standards of service, when deemed necessary and appropriate, TVCCA may also investigate complaints concerning its programs and services.

Board members, employees, volunteers, consultants, clients, and community members are encouraged to report pursuant to the procedures set forth below suspected fraudulent or dishonest conduct or failure to implement policy with respect to services provided. This policy supplements, and does not replace, any procedures required by law, regulation, or funding source requirements.

Reporting Responsibility

A person's concerns about possible ethical violations, fraud or prohibited use or misuse of resources or property, or failure to implement program policy, should be reported: to the Chairman of the TVCCA Board of Trustees (if the concern pertains to a board member or CEO); to the TVCCA Chief Human Resources Officer (if the concern pertains to an employee or volunteer); or to the TVCCA CEO (if the concern pertains to a senior staff member, consultant, client, or community member). If, for any reason, a person finds it difficult to report his or her concerns to such person, s/he may report the concerns directly to the TVCCA CEO and/or the Chairman of the TVCCA Board of Trustees. Alternately, to facilitate reporting of suspected violations where the reporter wishes to remain anonymous, a written statement may be submitted to one of the individuals listed above.

It is the responsibility of all board members, employees, volunteers, and consultants to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

Investigation

The individual receiving the complaint (as identified in the above Reporting Responsibility) or an appropriate designee is responsible for reasonably investigating and resolving all reported complaints and allegations concerning violations and, at his/her discretion, advising the Board and/or the CEO. Such individual has direct access to the Board of Trustees and is required to report the results of investigations undertaken. In the event the individual receiving the complaint is the subject of any complaint or is reasonably deemed to have a conflict of interest that precludes his/her fair investigation of the issues raised, all duties and responsibilities described herein shall be assigned to an appropriate designee. The investigations may be conducted by independent third parties such as auditors and/or attorneys at the discretion of the TVCCA's CEO or the Chairperson of the TVCCA Board of Trustees (if the investigation involves a Board member).

No Retaliation

TVCCA strictly prohibits and will refrain from engaging in any form of harassment, retaliation, or adverse employment consequence aimed at any Board member, employee, or consultant who in good faith reports an ethics violation or participates in the investigation of a complaint. An employee who retaliates against someone who has in good faith reported a violation or participated in an investigation will be subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within TVCCA prior to seeking resolution outside TVCCA.

Questions about Reporting

TVCCA has an open-door policy and suggests that employees having questions about reporting and/or reporting responsibility share their questions, concerns, or suggestions, with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address questions and concerns. However, if employees are not comfortable speaking with their supervisor or are not satisfied with their supervisor's response, employees are encouraged to speak with someone in the Human Resources Department or anyone in management with whom they are comfortable.

Accounting and Auditing Matters

The Board of Trustees shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. Upon receiving a reported concern or complaint, the Compliance Officer shall immediately notify the Chairman of any such complaint and work with the Board until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and that were made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation and meet appropriate reporting obligations.

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation. All reports will be reviewed with legal counsel and, if determined to raise legitimate concerns, promptly investigated and appropriate corrective action will be taken if deemed warranted by the Agency and a vote of the Board following the investigation. **PLEASE MARK ALL CORRESPONDENCE CONFIDENTIAL.**

TVCCA Compliance Officer:

Chairman of the Board

c/o Jeffrey Buebendorf, Esq. OR
Brown Jacobson
22 Courthouse Square
P.O. Box 391
Norwich, CT 06360

First Vice-Chairman

c/o Jeffrey Buebendorf, Esq.
Brown Jacobson
22 Courthouse Square
P.O. Box 391
Norwich, CT 06360

K. Employee Membership in Organizations

Membership in any organization whose objectives include the overthrow of the government of the United States by force and violence is inconsistent with employment in a community action program. Therefore, TVCCA will not employ or retain persons who are or become members of such organizations.

L. Background Checks

As a condition of employment, all potential employees are required to sign a release permitting TVCCA to conduct a criminal and National Sex Offender Registry check. Nutrition Services employees will also be checked on the Office of the Inspector General Exclusions Database before hire. Other background checks may be completed as needed.

M. Access to Personnel Files

It is TVCCA's policy to respect individual privacy and to maintain in confidence, all information and records pertaining to its employees to the extent possible in keeping with TVCCA's interest and legal requirements.

No private information or personal data about an employee will be shared inside TVCCA without the employee's consent except with those employees maintaining the data or members of management having a legitimate business need to be aware of it.

In general, no personal information about employees will be provided to persons outside TVCCA without the prior consent of the employee, usually in writing, unless legally required. Information, which will be provided to an outside party on request, is limited to whether or not a particular person works for TVCCA, his or her job title, and dates of hiring and termination.

Employees will have access to their personnel file in accordance with state statute. Connecticut law permits employees to inspect and/or obtain a copy of their personnel file within seven (7) business days of receipt of a written request. Further, an employee who disagrees with any information contained in such file may request the removal or correction of the information and, if the request is declined, may submit a written statement explaining his/her position that will then be included in the personnel file. Former employees must request access to and/or copies of their personnel files in writing. TVCCA shall provide disclosure/copies of files within ten (10) business dates of receipt of the written request.

It is TVCCA's policy to cooperate with Federal or State agencies performing investigatory functions, including if and when appropriate, by disclosing requested personnel information.

N. Supervision and Orientation

All employees will be assigned to and will directly report to at least one supervisor, manager, or other management level employee. Employees are held accountable by the assigned individual(s) for compliance with their work schedule, position responsibilities, and other job-related functions.

New employees will attend Agency orientation within 60 days of employment.

Section II. Employment and Hours of Work

A. Regular, Part Time, Temporary, and Special Employment

Regular Full-Time Employees

Regular full-time employees are those hired in a position scheduled to work for thirty-five (35) hours or more per week for an unspecified period of time. Regular full-time employees receive the following benefits (as more fully described in these policies), subject to available funding (and subject to change at any time):

- a. Insurance benefits for the employee and dependents, subject to the required contribution.
- b. Vacation and sick time granted in accordance with the provisions of these Personnel Policies.
- c. Floating holidays as set forth in these Personnel Policies.
- d. Holidays as set forth in these Personnel Policies.
- e. Other benefits as described in these Personnel Policies.

Regular, Part Time Employees

Regular part-time employees are those hired for an unspecified period in a position scheduled to work less than thirty-five (35) hours per week. Regular part-time employees receive the following benefits (as more fully described in these policies), subject to available funding (and subject to change at any time):

- a. An employee in a position scheduled to work twenty (20) hours per week or more but less than thirty-five (35) hours per week (less than 30 for benefit eligibility) hours receives:
 - (1) Insurance benefits for the employee, subject to the required employee contribution. (Family coverage may be obtained at full cost to the employee.)
 - (2) Vacation and sick time granted in accordance with the provisions of these Personnel Policies
 - (3) Floating Holidays as granted in these Personnel Policies; and
 - (4) Agency holidays: The pay the employee will receive will be determined based on the employee's standard hours (example: an employee is scheduled for 30 hours bi-weekly. They will be paid 3 hours per day for each holiday).
- b. An employee in a position scheduled to work less than twenty (20) hours per week receives:
 - (1) Vacation time as granted in these Personnel Policies, not to exceed 10 workdays;
 - (2) Sick time as granted in these Personnel Policies, not to exceed 40 hours;
 - (3) Floating Holidays as granted in these Personnel Policies; and
 - (4) Agency holidays. The pay the employee will receive will be determined based on the employee's standard hours (example: an employee is scheduled for 30 hours bi-weekly. They will be paid 3 hours per day for each holiday).

Temporary Employees, Full Time and Part Time

Temporary employees are those hired on a temporary basis, for a period not to exceed one (1) year, and are not eligible for benefits. Temporary employees will not receive any holiday pay.

Substitute and Per Diem Employees

Substitute and per diem employees are not considered regular employees and do not receive any benefits.

Special TVCCA Program Employees

Specified program employees who are employed for less than one (1) full year due to the program's cycle of operations, but who are not subject to rehire on an annual basis, shall earn vacation and sick time at the same rate as regular full-time employees during those months in which they are employed and actually working. In addition, such employees, while actually working at TVCCA, receive the same health insurance benefits as regular full-time employees and may participate in the pension program (to the extent that such insurance and pension programs allow). During those months when such employees are not employed, no health insurance benefits or pension benefits shall be paid by TVCCA. Other arrangements may be made by contacting Human Resources for details.

B. Re-employment

1. An employee who voluntarily terminates his/her employment with TVCCA and is rehired by TVCCA will be rehired to the current benefit package being offered at that time to all new employees. Prior years of service will not be considered as a condition of rehiring and will not be added to the employee's years of service. Applicability of insurance coverage will be determined in accordance with the provisions of the then-existing insurance policy, as determined by the insurance provider.
2. Any employee who is terminated as a result of funding reductions or discontinuation of funding, if rehired within six (6) months from the date of termination, may be credited with his/her period of prior employment for the purpose of determining the employee's years of service and benefit eligibility. Applicability of insurance coverage will be determined in accordance with the provisions of the then-existing insurance policy, as determined by the insurance provider.

C. Exempt / Non-Exempt Employees

Exempt employees are those employees who fall within the definitions as set forth in the Fair Labor Standards Act (FLSA). Exempt employees are not eligible for overtime pay.

Non-Exempt employees are those employees who are normally paid on an hourly basis and are eligible pursuant to the FLSA for overtime pay.

D. Transfer, Temporary, Substitute or Per Diem to Regular Employment

In the event a temporary, substitute, or per diem employee who was not formerly eligible for TVCCA benefits transfers to a regular position, vacation and sick time shall begin to accrue from the date of transfer. Applicability of insurance coverage will be determined in the accordance with the provisions of the current insurance policy, as determined by the insurance provider.

E. Transfer between Programs

Employees who wish to transfer between Programs who had been eligible for vacation and sick leave benefits are required to accept payment for any vacation time accrued prior to the date of transfer. Accrued sick time shall not be lost as a result of such transfers.

Employees who transfer between TVCCA programs shall be required to give ten (10) working days written notice prior to the date of transfer. Program directors and supervisory personnel must give twenty (20) working days written notice. This notice may be waived with the agreement of the program directors and/or senior management.

F. Attendance

The schedule in each TVCCA facility, program, and/or department is designed to provide the best client service possible. Punctuality and attendance are expected of all employees. Attendance is critical to the operation of TVCCA's business and excessive attendance problems will result in discipline, up to and including termination. In the event an unexpected illness or emergency requires an employee to be absent or late for work, the employee is required (unless circumstances make it impossible) to follow established program notification policies in order that necessary work arrangements can be made.

A poor record of attendance, frequent tardiness, and/or failure to comply with the call-in procedure set forth in the applicable program policies will result in disciplinary action, up to and including termination.

G. Normal Work Week, Full Time

The normal work week for full-time TVCCA employees shall be thirty-five (35) hours (full-time schedules may vary based on funding requirements). Requests by employees to work a flexible schedule shall be left to the discretion of the Program Director and to the approval of the appropriate Senior Staff.

H. Submission of TimeSheets

Each employee of TVCCA is required to submit a bi-weekly time sheet to the payroll office, according to established guidelines.

I. Overtime for Non Exempt Employees

In instances such as where clients require services beyond regular working hours, non-exempt employees may be requested to work overtime. For emergency client-oriented services, where prior approval is not possible, no prior approval is necessary. Otherwise, for additional work beyond thirty-five (35) hours but up to forty (40) hours a week, approval of a supervisor is required. For work beyond forty (40) hours in a week, approval is needed from the Program Director. All non-exempt employees will be paid at their regular rate up to and including forty hours (40) per week. All non-exempt employees will be paid time-and-a-half for time **worked beyond forty (40) hours in a single week.**

J. Employee Evaluations

TVCCA will provide all regular employees with periodic written performance appraisal (usually annually) done by the employee's supervisor. The appraisal is an opportunity to evaluate performance and provide feedback to the employee. Evaluation criteria and ratings are provided to employees as part of the evaluation process, including the self-appraisal. Ratings from the appraisal may determine compensation, promotion, or performance improvement decisions.

The TVCCA Board of Trustees is responsible for determining whether employees will receive pay for performance adjustments.

K. Policy Against Nepotism and Conflict of Interest

Board Membership and TVCCA Employment

No existing Board Member or former Board member whose membership terminated within the previous twelve (12) months may accept employment with TVCCA.

Staff Participation on Other Boards of Directors

If an employee of TVCCA or any of its delegate agencies serves as a member of any advisory or governing board which receives fiscal resources from TVCCA, such employee shall abstain from any votes relative to fiscal matters.

TVCCA Employment and Board Membership

No current employee or any former employee whose position has terminated within the previous twelve months may serve on the Board of Trustees.

Procedures

The following restrictions apply to all job applicants/employees within TVCCA (this includes both external candidates for employment, current employees seeking a new position within the Agency, and current employees affected by the pending appointment of a family member to a Board committee seat or to a staff position within the Agency. Stipend volunteers and paid program enrollees are not considered employees when implementing these requirements). Prior to interviewing a candidate for employment, the appointing authority must obtain information from the candidate sufficient to screen the prospective candidate for prohibited nepotism relationships identified below:

- a. Employment within TVCCA is prohibited whenever the prospective employee, or a member of his or her immediate family, serves on the Board or a committee of TVCCA or a delegate agency of TVCCA and that Board or committee or delegate agency: has authority to order personnel actions affecting the prospective employee's job; and/or, either by rule or by practice, regularly nominates, recommends, or screens candidates for the Agency or programs in which he/she is to be employed.
- b. No person shall be employed in a position over which a member of his/her immediate family exercises direct supervisory authority.

- c. No person shall be employed within TVCCA if a member of his/her immediate family is in a senior management position within the Agency. For the purposes of this section, a “senior management position” is defined as a member of the Executive staff, Chief Officer, or Senior Director positions.
- d. For purposes of the foregoing, “Immediate Family,” is defined as one of the following:
 - Husband
 - Wife
 - Father (or father-in-law) (or stepfather)
 - Mother (or mother-in-law) (or stepmother)
 - Brother (or brother-in-law) (or stepbrother)
 - Sister (or sister-in-law) (or stepsister)
 - Child (or child-in-law) (or stepchild)
 - Grandparent/Grandchildren (step-grandparent/grandchildren)

L. Outside Employment

Employees of TVCCA are discouraged from holding outside employment, if, as determined by the CEO:

1. Such employment involves a conflict of interest or conflicts with the employee’s duties with TVCCA,
2. Such employment involves the performance of duties which are part of the employee’s duties with TVCCA, or
3. Such employment occurs during the employee’s regular or assigned work hours.*

*With respect to provision “3”, it is recognized by TVCCA that some employees’ hours of work cannot be confined to a standard workday because they are expected to be available whenever necessary. Such employees include Chief Officers, Senior Directors, program directors, and all other employees whose responsibilities include being available for duty at various times.

Section III. Employee Activities

A. Prohibited Activities

Employees and volunteers of TVCCA are prohibited, in connection with their duties, from participating in, planning, or otherwise assisting in any unlawful picketing, protest, or other form of direct action such as marches, sit-ins, rallies, assemblies, etc.

Whether in a particular instance an employee may be considered to be acting in the capacity of a private citizen rather than an employee of TVCCA depends less on the question of whether the employee is formally on duty, than on the question of the employee's relationship to the group which is engaged in the activity. If this relationship is such that the employee is acting as an employee (for example, he or she has been working with the group as a part of his/her job), then participation in the activity is prohibited.

Employees and volunteers of TVCCA are also prohibited from using their position to plan, initiate, participate in, or otherwise aid or assist in the conduct of any unlawful civil disturbance. **Such activities will be considered grounds for termination.**

B. Restrictions on Acceptance of Gifts

All TVCCA employees and members of employees' immediate families are prohibited from accepting gifts, money, and/or gratuities in excess of fifty (50.00) dollars annually from:

- Persons receiving benefits from TVCCA;
- Any agencies or persons performing services under contract with TVCCA; or
- Persons who are otherwise in a position to benefit from the actions of any TVCCA employee.

TVCCA recognizes that such persons/agencies may occasionally present gifts of minimal monetary value to TVCCA employees. After receiving such a gift, an employee is expected to report it to his/her immediate supervisor as soon as possible. Violations of this policy will result in disciplinary action, when appropriate.

C. Smoking

TVCCA is committed to providing a safe and healthy work environment for all employees, clients, and visitors, including limiting such individuals' exposure to tobacco smoke while at TVCCA facilities.

Therefore, all TVCCA facilities have been designated as "non-smoking." Smoking includes all tobacco products, e-cigarettes, or any device that emits smoke or vapor of any kind.

D. Alcohol and Controlled Substances

In order to maintain a productive, professional and safe workplace, TVCCA is firmly committed to ensuring a drug-and alcohol-free work environment. The use, sale, purchase, possession, manufacture, distribution, or dispensing of alcohol or illegal drugs or the misuse or abuse of prescription medications while at work is strictly prohibited.

Employees who are found to be engaging in any of the above activities at work or who are found to be under the influence of alcohol, illegal drugs, or misused or abused prescription medications while at work will be subject to discipline, up to and including immediate termination.

TVCCA requires that:

- Employees, while on work time, will not have in their possession or in Agency vehicles or in their personal vehicles (if used for work purposes), illegal drugs or alcohol (regardless of whether any container(s) holding such drugs or alcohol is opened or un-opened)
- Employees will not use illegal drugs or consume alcohol during lunch and/or while on breaks
- Employees will not store or possess alcohol/illegal drugs on Agency property or at Agency facilities
- Upon suspicion that an employee is in possession of or has consumed alcohol or used illegal drugs during the work day or if an employee reports to work in a condition that appears they are under the influence, supervisors will immediately remove the employee from his/her job and contact management or HR for guidance
- Employees will report immediately to their immediate supervisor any alcohol/illegal drug items or paraphernalia found at TVCCA facilities
- Any employee required to use prescription medication which may impair the employee's ability to do their job will advise his or her supervisor of such use. Employees may only bring the medication onto TVCCA premises if maintained in original packaging clearly indicating that the prescription was intended for use by such employee and maintained in a manner that ensures the medication is not available for or susceptible to use or possession by anyone other than the employee for whom it was prescribed.

E. Prohibited Political Activities by Employees

Employees of TVCCA may not:

- Use their official position, authority, or influence as a TVCCA employee for the purpose of interfering with or affecting the result of an election or the nomination of an individual for public office;
- Directly or indirectly coerce, attempt to coerce, command, or advise another employee to pay, lend, or contribute anything of value (including personal services) to a party, committee, organization, agency, or person for political purposes;
- Use program funds for any political activity; and/or
- Permit the use of equipment or premises purchased or leased with program funds for political activity.

In addition to the above restrictions, employees of TVCCA are prohibited from holding partisan political office. It is recognized, however, that variations exist between communities as to what constitutes a partisan political office. Questions concerning whether a specific office falls within these restrictions should be referred to the CEO for review and consideration.

F. Permitted Political Activities by Employees

Employees of TVCCA **may** on their own time:

- Run for office as a non-partisan candidate. (Non-partisan is defined as representing a party none of whose candidates for President received votes in the preceding election),
- Be candidates for political party office even where such office is attained through election in a partisan primary election,
- Solicit or handle contributions from individuals/entities other than employees, clients, and vendors of TVCCA ,
- Solicit the sale of political fundraising tickets to individuals/entities other than employees, clients, and vendors of TVCCA ,
- Organize and/or serve as an officer in a political club or organization,
- Organize and/or conduct a political meeting or rally,
- Manage or take part in the management of a political campaign,
- Engage in any legal activity at the polls in any election,
- Write, publish, distribute, or circulate political campaign literature or petitions, including nominating petitions.

G. Employee Relations Committee

TVCCA shall maintain an Employee Relations Committee (ERC) whose purpose it will be to serve as a liaison between Administration and other general staff. One of ERC's primary goals is to promote the overall wellness of the agency while supporting a positive work environment. ERC may bring forth, to the CEO and/or the Chief Human Resources Officer, any concerns and possible solutions that align with the Agency's mission, vision and Core Values. In addition, ERC may bring relevant issues before TVCCA's Board of Trustees.

The Employee Relations Committee shall consist of up to twelve (12) members, all of whom shall be regular staff members (voting) who shall be selected by their respective program and/or department for a two (2) year term. Eligible staff is full and part time regular employees. Exempt staff will not be eligible for selection to this committee. New Employee Relations Committee members will begin their respective terms in April of each even numbered calendar year.

Selections for the Employee Relations Committee will take place in April of the even numbered calendar years. Selections from the programs shall be submitted to the Chairperson of the current Employee Relations Committee.

The two-year term will begin in June of each even numbered calendar year. In the event a vacancy occurs on the Committee during the two (2) year term, the Employee Relations Committee shall contact the affiliated program to fill the vacancy in accordance with its policies and procedures.

Employees serving on the Employee Relations Committee will be given unconditional time off to attend meetings associated with the Committee.

H. No Solicitation/No Distribution

Because our primary concern is the care of our clients, it is necessary to enforce rules that prevent the disruption of or interference with our operation. Therefore, all solicitation at TVCCA facilities must conform to our No Solicitation/No Distribution Policy.

It is TVCCA's Policy that there shall be no solicitation for funds, membership in organizations, or other purposes by employees or others at any time, in any working area of TVCCA's premises at any time. This does not apply to activities and events directly related to TVCCA benefits, programs, mission, or the assistance of TVCCA clients.

Further, there shall be no distribution of literature or other written material for such purposes in work areas at any time. Work areas include all public and non-public areas of any TVCCA premises where its business is customarily conducted. (Please also note that bulletin boards provided for purposes of disseminating information regarding state and federal labor laws and for other required postings, are reserved for that purpose only).

Non-employees are not permitted to solicit or distribute for any purpose on TVCCA's premises at any time.

I. Employee Professional Development

In alignment with TVCCA values, TVCCA encourages the continuous learning of employees.

Directors and managers should identify, with input from employees, opportunities for individuals to attend conferences, meetings, or training sessions that will result in acquiring the knowledge and skills that will help them to better perform their job and develop professionally.

Employees may also request to attend conferences, meetings, or training sessions that will further their personal career development, on their own time and at their own expense. If these events are conducted during regular work hours, approval is subject to available accrued time, program needs, and the employee accepting responsibility for all associated expenses.

Employees must receive advance approval for attendance during work hours at conferences, meetings, or training sessions from the person designated by their specific program, which includes, but is not limited to their supervisor, manager, assistant director, director, or senior staff member.

Section IV. Employee Benefits, Leaves, Services

A. Group Health and Life Insurance

Subject to the applicable waiting period(s), as set forth in the specific insurance plan and as required by applicable laws, group health insurance benefits are available to regular employees who work an average of 30 hours or more per week, and to regular part-time employees who are scheduled to work twenty (20) or more hours per week. Dependent coverage may also be available to regular employees who work an average of 30 hours or more per week at a reduced cost and at full cost to regular part-time employees working twenty (20) or more hours a week. Insurance benefits are detailed in the insurance plan documents issued by the insurance provider and may change from time to time. If the terms and/or conditions set forth in the insurance plan documents conflict with any information provided in these policies, the terms and/or conditions contained in the insurance plan documents shall control.

B. Disability Insurance

TVCCA offers short-term disability coverage at no cost to eligible employees after 1 year of employment. Employees may contact Human Resources for more information.

Once an employee has accumulated 150 sick days or has achieved 15 years of employment with TVCCA, the Human Resources Benefits Director will notify the employee of Long-Term Disability benefits for which the employee may be eligible.

C. Retirement

For information on any retirement plan opportunities offered by TVCCA, contact the Human Resources Department.

D. Holidays

The following eleven (11) days are designated as regular holidays for TVCCA employees:

- | | |
|--------------------------------------|----------------------|
| 1. New Year's Day | 7. Labor Day |
| 2. Dr. Martin Luther King's Birthday | 8. Columbus Day |
| 3. Presidents Day | 9. Veteran's Day |
| 4. Good Friday | 10. Thanksgiving Day |
| 5. Memorial Day | 11. Christmas Day |
| 6. Independence Day - July 4 | |

In addition, two (2) Floating holidays may be taken by all regular staff with the approval of their Program Director and in accordance with this policy. Floating holidays can be taken in partial or full hour increments, as permitted by the payroll system.

NOTE: You must be employed thirty (30) days to receive holiday pay. If circumstances warrant, the CEO of TVCCA may recommend that the Board approve that observance of a specific holiday be changed to a day that is more conducive to the efficient operation of the Agency.

E. Accrued Vacation / Sick Leave

Employees will be eligible for the following vacation/sick leave:

Years Employed	Amount Vacation Leave
0 – 1 Year (0-12 months)	<ul style="list-style-type: none"> • Up to 7 Vacation days annually available after 90 days of employment • Up to 7 Sick days annually (5 of which may be used for any reason) available after 90 days of employment • 2 Floating holidays after 90 days of employment
1 – 3 Years (13-35 months)	<ul style="list-style-type: none"> • Up to 10 Vacation days annually • Up to 7 Sick days annually (5 of which may be used for any reason) • 2 Floating holidays
3 – 5 Years (36-60 months)	<ul style="list-style-type: none"> • Up to 12 Vacation days annually • Up to 8 Sick days annually (5 of which may be used for any reason) • 2 Floating holidays
5 – 10 Years (61-120 months)	<ul style="list-style-type: none"> • Up to 15 Vacation days annually • Up to 10 Sick days annually (5 of which may be used for any reason) • 2 Floating holidays
10-15 years (121-180 months)	<ul style="list-style-type: none"> • Up to 20 Vacation days annually • Up to 15 Sick days annually (5 of which may be used for any reason) • 2 Floating holidays
15 or more years (181- >)	<ul style="list-style-type: none"> • Up to 25 Vacation days annually • Up to 15 Sick days annually (5 of which may be used for any reason) • 2 Floating holidays

Floating Holidays cannot be carried over from year to year.

Employees hired after November 1, 2011 and who are scheduled to work less than 20 hours per week will not accrue more than 10 vacation days and 40 hours of sick time.

Please note: sick and vacation time do not accrue if an employee is on an unpaid leave and/or medical leave.

F. Vacation Leave

Vacation schedules shall be submitted in writing to the employee's immediate supervisor a minimum of two (2) weeks prior to the actual requested time off. A three (3) month extension to this policy may be granted by the CEO when an employee has been unable to take his/her vacation leave due to circumstances beyond his/her control. Requests for such extensions should be provided in writing by the employee's Director specifying the reasons the employee has been unable to take his/her vacation. Such request should be submitted to the appropriate Senior Staff.

Employees are responsible for managing their use of vacation time with their supervisor's approval. There is a limit to the amount of vacation time that an employee can accrue.

Maximum accrual is equal to an employee's bi-weekly standard hours multiplied by two. Employees should contact Payroll with any questions.

If an employee is sick while on vacation, the time shall be charged against accrued sick leave.

G. Paid Sick Leave

In accordance with CT Paid Sick Leave Law, paid sick leave benefits are provided to eligible employees for circumstances in which they are unable to report to work due to their own illness, injury, or health condition; the medical diagnosis, care, or treatment of mental or physical illness, injury, or health condition; or preventative medical care.

Additionally, sick leave may be used for similar purposes relating to the employee's child or spouse and/or in circumstances where the employee has been the victim of family violence or sexual assault. Depending on the particular circumstances, use of sick leave also may combine with other leave or benefit policies, including FMLA, CT FMLA, CT Paid Leave Act, workers' compensation, and disability leaves. Questions regarding the interaction between sick leave and other policies should be addressed to Human Resources.

If the need to use sick leave is foreseeable, an employee must provide advance notice (up to 7 days prior to the date on which the leave is anticipated to begin) or otherwise provide notice as soon as practicable.

Five days of accrued sick time may, with management approval whenever possible, also be used for any reason during the calendar year. These days are tracked by the employee's supervisor and are part of the total sick hours accrued.

Employees may use sick leave, with pay, in accordance with the Connecticut Paid Sick Leave Law.

When an employee calls out sick for a full day, they must use the same number of sick hours as scheduled for that day.

No employee will be retaliated against for requesting or using sick leave to which he/she may be legally entitled. In the event of a violation of an employee's right to request and/or use paid sick leave, an employee may file a complaint with the Labor Commissioner.

Any employee who has accumulated forty (40) or more sick days will receive five (5) days of pay upon termination as compensation for such accumulated sick days; any employee who has accumulated eighty (80) or more sick days will receive seven (7) days of pay upon termination as compensation for such accumulated sick days; and any employee who has accumulated one hundred (100) or more sick days will receive ten (10) days of pay upon termination as compensation for such accumulated sick days.

Any employee with less than ten (10) years of continuous service with TVCCA who is unable to return to work at the point that his/her legally mandated leave opportunities have been exhausted may be terminated from his/her position, irrespective of any remaining accrued sick leave subject to and in accordance with Department of Labor, FMLA, ADA, and any other legal requirements.

Any employee with ten (10) or more years of continuous service with TVCCA who is unable to return to work at the point he/she has exhausted TVCCA's short-term disability leave (twenty-six [26] weeks) will be subject to termination, irrespective of any remaining accrued sick leave, subject to and in accordance with Department of Labor, FMLA, ADA, and/or any other legal requirements. Upon exhausting TVCCA's short-term disability leave, such employees having fifteen (15) or more continuous years with TVCCA, may transition to TVCCA's long-term disability plan. Any remaining accrued sick leave at point of termination shall be paid out to all employees as described above.

In circumstances where sick leave of 3 or more consecutive days is taken, the employee may be required to submit reasonable documentation. A holiday occurring when an employee is out sick shall be paid as a holiday and not charged as sick time. A holiday occurring when an employee is out on extended medical leave shall not be paid as a holiday. This includes all medical leaves including FMLA, short-term Disability, and Worker's Compensation. Accrued sick time must be used when an employee is out on a personal medical leave.

When special time off is granted, at the discretion of the CEO, the employee out on sick/vacation leave shall be charged as sick/vacation time.

Employee sick time shall be capped at 150 days. Should sick time fall below 150 days, the employee can accumulate back up to 150 days.

H. Family and Medical Leave

Section H.1. Connecticut Family and Medical Leave Act (CTFMLA) and Connecticut Paid Leave Act (CTPL)

Leave Entitlement and Eligibility:

The CTFMLA provides eligible employees, after 3 consecutive months on the job, up to 12 weeks of unpaid, job-protected leave during a 12-month period for qualifying family or medical leave reasons. Employees are entitled to return to their same job at the end of leave. The CTPL provides income replacement benefits to eligible employees who are unable to work for the same leave reasons. These leave options may run at the same time.

Qualifying reasons for leave include:

- The birth of a child and care within the first year after birth;
- The placement of a child with employee for adoption or foster care and care for child within the first year after placement;
- To care for a family member with a serious health condition. Family includes spouse (the person to whom one is legally married), sibling, son or daughter, grandparent, grandchild or parent, or an individual related to the employee by blood or affinity;
- Because of the employee's own serious health condition;
- To serve as an organ or bone marrow donor;
- To address qualifying exigencies arising from a spouse, son, daughter or parent's active duty service in the armed forces; or
- To care or a spouse, son, daughter, parent or next of kin with a serious injury or illness incurred on active duty in the armed forces.

It also allows eligible employees to receive two extra weeks of leave (up to a total of 14 weeks) in connection with an incapacity that occurs during pregnancy. CTFMLA further allows eligible employees to take up to 26 weeks of leave in a single 12-month period to care for a covered servicemember with a serious injury or illness.

Employees may also take up to 12 days of leave to deal with the effects of family violence separate from leave time available under state or federal law. While this is not protected under CTFMLA, it is protected under the Connecticut Family Violence Leave Act and an employee can apply for CTPL in connection with these absences.

Leave does not have to be taken all at once. Employees may take leave intermittently (in separate blocks of time) or to reduce their work schedule.

CTFMLA leave is unpaid. However, an employer may require, or an employee may request to use their accrued, paid time off. An employee may choose to preserve up to 2 weeks of their accrued, paid time off. This accrued, paid time off is in addition to the income-replacement benefits available to employees under CTPL.

Applying for Income Replacement Benefits under CTPL

Wage replacement benefits under the CTPL may also be available for CTFMLA absences. More information about Connecticut's Paid Leave program and instructions for how to apply are available at <https://ctpaidleave.org/>.

Some employers have received approval from the CT Paid Leave Authority to provide CTPL benefits to their employees through an approved private plan instead of through the state's CTPL program. Employers that have approved private plans are required to notify their employees how to file claims for benefits through their private plan and who the employees can contact for answers to questions about their plan. CTPL benefits are available for up to 12 weeks in a 12-month period, with an additional two weeks available to an employee for incapacity or medical treatment during pregnancy. Benefits are limited to 12 days for leave to deal with the effects of family violence.

Employer Notification for CTFMLA Leave

Employees should provide at least 30-days advance notice to their employer of the need to take CTFMLA leave if they can. If they are unable to because they do not know they need leave, the employee must provide notice as soon as they can. An employer may require a medical certification to support a request for leave.

What is Prohibited?

The CTFMLA prohibits employers from:

- Interfering with or denying any rights provided by the CTFMLA or CTPL. Examples include, but are not limited to, improperly refusing to grant CTFMLA leave or discouraging employees from using CTFMLA leave or applying for CTPL benefits.
- Disciplining, terminating, discriminating against, or retaliating against any individual for taking CTFMLA leave or applying for CTPL benefits, for opposing or complaining about any unlawful practice, or being involved in any proceeding related to the CTFMLA.

If you believe that your CTFMLA rights have been violated, you can either file a complaint directly in Superior Court or with the Connecticut Department of Labor.

To file a CTFMLA complaint with the Connecticut Department of Labor, complete and submit the appropriate CTFMLA complaint form found on the Department's website found at THE CONNECTICUT FAMILY & MEDICAL LEAVE ACT and CT PAID LEAVE APPEALS (<https://portal.ct.gov/DOLUI/newfmlguidance>).

More information about the CTFMLA is available at <https://portal.ct.gov/DOLUI/newfmlguidance> and CTPL at <https://ctpaidleave.org/>.

Section H.2. Family and Medical Leave (Federal)

Both state and federal laws provide family and medical leave for employees. State FMLA is discussed in Section H.1., above. This policy, regarding the application of federal FMLA, will be interpreted to comply with all applicable law(s) that may apply to a particular leave.

The Leave Policy: Under the federal law ("FMLA"), an eligible employee may take up to 12 weeks of unpaid leave within a 12-month period. The policy of TVCCA is to track the amount of leave used applying a twelve-month period commencing with the first day of leave. An eligible employee who is the spouse, child, parent, or next of kin of a covered military service member who is recovering from a serious illness or injury sustained in the line of active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member.

Eligible Employees: To be eligible for FMLA leave, the employee must have worked for TVCCA for at least 12 months and worked at least 1,250 hours in the last 12 months.

Reasons for Leave: Family and Medical Leave may be used for the following situations:

- The birth of a child and to care for a newborn child (must be taken within 12 months after the birth of the child).

- The placement of a child for adoption or foster care and to care for the newly-placed child (must be taken within 12 months after the placement of the child).
- To care for a “covered relation”, which includes the employee’s spouse, child, or parent when that person has a “serious health condition.”
- To care for the employee’s own “serious health condition.”
- Because of any qualifying exigency arising out of the fact that an employee’s spouse, child or parent is on active military duty or has been notified of an impending call to active duty status, in support of a contingency operation.

If both spouses are employed by TVCCA, the combined leave cannot exceed the individual maximum. The exception to this is in the case of caring for a child or spouse with a serious health condition, or for the employee’s own serious health condition. In this case, each spouse is entitled to the full leave.

Notice of Leave: Written notification of request for FMLA leave is required by law. In addition, the employee is entitled to a written confirmation within seventy-two (72) hours of requesting the leave. The employee should give TVCCA’s Human Resources Department as much notice of the need for leave as is practicable. Where the need for leave is foreseeable, the employee should give Human Resources at least thirty (30) days advance notice of the need for the leave. Where the need for leave is not foreseeable, the employee must notify Human Resources as soon as possible, preferably within two business days after learning of the need for leave, except in extraordinary circumstances.

Medical Certification: If the employee is requesting leave because of his/her own or a covered relation’s serious health condition, the appropriate health care provider must supply medical certification concerning the nature and expected duration of the illness.

Required Use of Paid Leave: Federal Family and Medical Leave is unpaid leave. Accrued paid sick leave, short-term disability, Connecticut Paid Leave, and/or workers’ compensation will be used concurrently with unpaid Federal family and medical leave. In other words, such available paid leave will be applied to transform an employee’s unpaid medical leave into paid leave. As such, the use of paid time to provide compensation for otherwise- unpaid family and medical leave time does not extend the length of the leave provided by the law.

End of Leave: At the end of the leave, the employee will return to work to his/her former position, or one with similar pay and status in accordance with federal law. If the employee is medically unable to perform his/her original job upon the expiration of the leave entitlement, the employee may be transferred to work suitable to his/her physical condition, if such work is available. If the leave extends beyond 12 weeks per 12-month period, the employee may be returned to his/her former or a like position if one exists, however, TVCCA cannot guarantee reinstatement.

If the leave is because of the employee’s own serious health condition, the employee must provide medical certification that he/she is fit to resume work. Appropriate documentation known as a Return to Work Medical Certification form from the employee’s attending physician is required. An employee who fails to provide the Return to Work medical certification form will not be permitted to resume work until it is provided.

If, at the end of the leave, the employee does not return to work, for whatever reason, employment with TVCCA may be terminated. If the employee has any questions about TVCCA’s FMLA policy, s/he should contact Human Resources.

I. Emergency/Discretionary Leave

Since unusual leave is recognized as a necessity at times and circumstances concerning leave are varied, TVCCA personnel employed on a regular basis may be granted discretionary leave time for the following reasons:

- A death in the immediate family: Spouse; Child or Stepchild; Parent or Stepparent; Grandparent; Grandchild; Sibling or Step-Sibling; Parent-in-law; or Brother/sister-in-law
- Emergency medical reasons (those for treatment of an injury/illness which has not been scheduled in advance)
- Other emergency situations, at the discretion of the CEO of TVCCA.

The specific length of discretionary leave time allowed will depend upon the circumstances involved and the judgment of the CEO. Documentation shall be required to substantiate any request for discretionary leave. All such requests must be forwarded to Human Resources and then to the CEO. Discretionary leave will not be charged to either vacation or sick time.

J. Other Leaves of Absence

Educational Leave

Regular full-time employees employed for 6 months or more may be granted a maximum of four (4) hours per week and regular part-time employees employed for 6 months or more who work at least twenty (20) hours a week, may be granted a maximum of two (2) hours per week of paid leave for taking educational courses. Requests for educational leave must be submitted in writing to the Program Director using the Educational Leave Request Form. This request should specify the educational program to be undertaken, the relationship between the program and the employee's position at TVCCA, and the expected time frame involved. The Program Director will forward the educational leave request to the appropriate senior staff for final approval or denial. Approval of such requests will depend upon the degree to which the educational program enhances the employee's ability to perform the requirements of his or her position with TVCCA or to obtain the credentials necessary to achieve upward mobility within the Agency, and the degree of impact the employee's absence would have on ongoing program operations.

Leaves of Absence without Pay

All requests for leaves of absence must be submitted in writing to the employee's Program Director. The Program Director shall forward the request with his or her recommendation to the appropriate senior staff for approval, in conjunction with HR.

With the exception of leaves for military duty during wartime, under no circumstances shall a non- medical leave of absence exceed three (3) months.

Leave from Employment for Victims of Family Violence

Employees who are victims of domestic violence may receive up to 12 days paid or unpaid leave for circumstances not related to injury/physical or psychological health such as leave to obtain services from a victim organization, relocation due to family violence, or participation in civil or criminal proceedings related to or resulting from such family violence.

K. Other Benefits

1. Mileage Reimbursement:

When it becomes necessary for an employee to operate a privately owned vehicle on Agency business, TVCCA will reimburse the employee at the most current rate approved by the Board of Trustees. Employee will have 30 days to report mileage to Accounts Receivable.

2. Secondary Auto Insurance:

TVCCA provides secondary auto insurance for any employee who is directed to use his or her own vehicle for Agency business during normal working hours. However, in order to be covered by this insurance, employees must provide TVCCA with proof of their private auto insurance. A copy of the employee's verification of coverage should be forwarded to the Accounts Receivable office at the time of hire and upon renewal thereafter. Any change in the status of an employee's auto insurance coverage must be immediately reported to TVCCA's Accounts Receivable.

3. Employee Assistance Program (EAP):

All employees of TVCCA are eligible to use the Employee Assistance Program. TVCCA has established a service with an outside Agency to assist employees with personal problems/issues. The Employee Assistance program is a confidential, no cost, short-term counseling and referral program designed to help employees. Contact Human Resources for further information.

L. Jury Duty

An employee who is called to serve on Jury Duty shall be given the time to serve. TVCCA will pay the difference between the employee's regular salary and the amount he or she is receiving for Jury Duty for the first 5 days of jury service. Employees must submit court documentation of attendance.

M. Military Duty

Reserves

Any regular employee who is a member of the National Guard or other U.S. government-organized military reserve unit will be allowed, upon presentation of orders, a leave of absence in accordance with the requirements of Connecticut and/or federal law. For a period not to exceed thirty (30) days, TVCCA will pay the difference between the employee's regular salary and the amount he or she is receiving for military duty. For all employees hired after January 23, 2018, this 30 day pay supplement will no longer be provided.

Active Service

Any employee who is called upon for active duty will be granted an appropriate leave of absence. TVCCA will comply with all federal and state regulations in regard to hiring returning military personnel.

Section V. Discipline/Termination Process

A. Discipline

In the event an employee's performance is found not to meet standards, or an employee's conduct has been deemed to be inappropriate, one of the following measures may be taken. These procedures are suggested procedures only and are not necessarily appropriate for all circumstances. Determination of what constitutes proper disciplinary procedures for any given set of circumstances is left to the discretion of the employee's supervisor with the approval of the Human Resources department. Discipline may be initiated at any level, as deemed appropriate upon consideration of the action or conduct of the employee and the surrounding circumstances, and need not progress in any set order. All warnings must be communicated to the employee in a private, confidential manner. The original copy of all warnings will be maintained in the employee's personnel file. A copy of the warning should be provided to the employee. Employees may provide a written response to the warning, if they choose.

In any instance where employees feel they have been subject to an action that adversely affects their employment, they have the right to submit their concerns, in writing, to the Human Resources department or the Executive Office.

1. First Written Warning

For minor, first-time infractions, an employee may receive a first written warning from his/her supervisor or manager.

2. Second Written Warning

Second written warnings are ordinarily given for infractions of a more serious nature or repeated minor infractions.

3. Final Warning

Final warnings are ordinarily given for repeated, serious infractions, or extremely serious infractions that cannot be repeated.

4. Suspension

In certain circumstances, an employee may be placed on unpaid suspension.

5. Dismissal

Where circumstances warrant, an employee may be dismissed. An employee's Program Director has the authority to recommend dismissal of an employee. All dismissals will be reviewed by the appropriate senior staff member and the Human Resources department.

B. Separations from Employment

Resignations

All resignations from TVCCA are requested to be in writing. Employees are generally requested to give ten (10) working days' notice; however, Program Directors and Supervisory Personnel are requested to give twenty (20) working days' notice.

Layoffs

Employees may be separated from employment by layoff for reasons including, but not limited to, reduction or discontinuation of program funding and/or reduction in staffing. When it becomes necessary to reduce the number of program staff for the above reasons, program needs will be the overriding concern.

When a layoff becomes necessary, the affected employee will be given as much notice as possible under the specific circumstances.

Dismissal

As an at-will employer, TVCCA may dismiss employees at any time, for any reason, with or without advance notice. Dismissal also may be imposed as a form of discipline. Any employee dismissed will be paid within 24 hours for all hours worked.

Section VI. General Guidelines

Additional Policies Required by Funding Source

A. Electronic Communications

Definitions

IT Systems: All computers, networks, modems, software, hardware, peripherals, storage media and digital files, data files, and related equipment, owned, leased, or managed by TVCCA. “Software” includes, but is not limited to, any code pre-packaged, downloaded, and/or compiled to be run on a computer. “Hardware” includes, but is not limited to, attachments, upgrades, or modifications to a computer such as to memory, the processor, motherboard, and/or hard drive. “Peripheral” includes, but is not limited to, anything, whether now existing or created in the future, that interacts with a TVCCA network or computer, e.g., monitors, printers, keyboards, mice, trackballs, joysticks, disk drives, smartphones, personal digital assistants, mp3 players, USB key storage, external hard drives, digital cameras, and/or scanners.

User: Any individual who, with or without authorization, uses any IT System from any location. “User” includes, but is not limited to, employees, contractors, volunteers, partners, and third parties who perform services on TVCCA’s behalf. This policy may refer to one or more Users as “you.”

Electronic Communications: All electronic forms of communication by Users using any TVCCA or IT System, including, but not limited to, computers, email, voicemail, and the Internet.

Policy

- All IT Systems (along with any and all stored information) and Electronic Communications are the sole property of TVCCA.
- TVCCA reserves all rights, as permitted by law, to monitor, intercept, disclose, and use all IT Systems and Electronic Communications. You should have no expectation of privacy regarding your use of IT Systems or Electronic Communications.
- TVCCA’s IT Systems may be used only for their authorized purposes, i.e., to support TVCCA’s mission, programs, services, and administration. IT Systems use must be consistent with your department guidelines and needs, and with the training provided by your department or the TVCCA IT Department.
- Limited, occasional personal non-business use of IT Systems and Electronic Communications is allowed when it does not conflict with job responsibilities, work performance, productivity, or program policy. Personal use is not allowed (1) if it adversely affects IT Systems operations, (2) if it engages in political activity, or (3) if it violates any TVCCA policy or applicable law. If you make occasional personal use of IT Systems or Electronic Communications, you must make certain that it is clear that those communications are personal and not communications of TVCCA.
- You may access only those parts of IT Systems that you are authorized to access. You may not access or attempt to access data on IT Systems that you are not authorized to access.
- You may not use with or install on IT Systems any personal software, hardware, or peripherals, whether for TVCCA or non-TVCCA use.

- You may not (1) download any software or (2) purchase, lease, or install any software (including any updates to existing software already installed on a computer or on the network infrastructure), peripherals, or hardware (including hardware or peripheral drivers for or on any IT Systems) without the prior written approval of the TVCCA IT Department. Approval will be granted only (1) if the IT Department deems the purchase, lease, or download necessary for TVCCA business and/or other TVCCA purposes, and (2) if the purchase, lease, or download complies with this policy and other TVCCA policies and guidelines. The IT Department will install all approved software, hardware, and peripherals, following the guidelines of the software, hardware, or peripheral's licensing and TVCCA IT Department network and computer security policy and practices.
- You may not alter, copy, or reverse-engineer (1) any software or (2) any hardware or peripheral machine code in any manner at any time for any purpose.
- You may not knowingly launch any computer virus or other rogue program. You may not make or attempt to make any unauthorized changes to data or IT Systems.
- You may not use non-IT Systems to conduct TVCCA business without prior written IT Department approval.
- You must respect the confidentiality of other's Electronic Communications and must never attempt or permit or help others to read, "hack" into other systems or other people's logins, "crack" passwords, breach computer or network security measures, or monitor electronic files or communications of other Users or third parties. Nothing in this paragraph shall be construed to prohibit or restrict TVCCA, through its IT Department or otherwise, from monitoring, accessing, or taking action permitted by or required to enforce this policy.
- You are responsible for keeping your login, passwords, and account access information secure. Such information should never be shared with anyone else for any reason.
- You may not knowingly transmit, retrieve, or store any communication or information which is discriminatory or harassing in nature; sexually explicit, obscene, or indecent; defamatory, intimidating, or threatening in nature; illegal; against TVCCA policy; or otherwise not acceptable in TVCCA's workplace.
- All electronic information that you create and/or communicate using TVCCA IT Systems or Electronic Communications, including, but not limited to, email, word processing, utility programs, spreadsheets, voice mail, and Internet access, is the intellectual property of TVCCA. Information and access will be monitored by TVCCA.
 - The TVCCA IT Department regularly monitors and audits computers, IT Systems, and all aspects of the network for usage statistics, installation of unauthorized software, hardware, and peripherals, breaches of security, virus activity, system problems/weaknesses, and other activity as the TVCCA IT Department and/or TVCCA deems appropriate or as required by law. Any breach of policy will result in the immediate reporting to your department director and/or TVCCA Senior Administration as the TVCCA IT Department deems appropriate.
 - TVCCA routinely monitors usage patterns of Electronic Communications, for both voice and data communications, (including, but not limited to, numbers called or sites accessed, call length, and times of day). Reasons include, but are not limited to, cost analysis/allocation, management of the Internet gateway, and network and server maintenance.

- TVCCA reserves the right, at its discretion, to review and/or monitor your Electronic Communications, including electronic files or messages, and usage for reasons including, but not limited to, ensuring that electronic media and services are being used in compliance with the law and with this and other TVCCA policies. You should therefore be aware that any Electronic Communications should not be considered private communications and are the property of TVCCA.
- You may not use your TVCCA email to transmit personal messages or greetings, chain letters, virus hoaxes, or spam, nor may you send such material to other Users at their TVCCA email address.
- You may not use Social Media, IT Systems or Electronic Communications in any way in which you attempt to hide or misrepresent yourself or your connection with TVCCA. You may not use Social Media, IT Systems or Electronic Communications, or identify yourself as representing TVCCA, to obtain personal gain. Please note the following points about the use of social media and networking sites:
 - Always use good judgment and common sense. What you post on social media lasts a very long time and can be viewed by many people. When in doubt, do not send or post.
 - You are responsible for what you write. Ask questions if you are unsure about anything.
 - You may not post on social media for personal use during work time or at any time using IT Systems or Electronic Communications.
 - While you may use social media to speak on behalf of yourself, you must have prior authorization from TVCCA in order to speak on behalf of TVCCA.
 - Whether or not you are authorized to speak on behalf of TVCCA, you may be viewed by people outside TVCCA as representative of TVCCA. For example, using your TVCCA email address implies you are acting on behalf of TVCCA.
 - Information you publish using any social media must comply with TVCCA's confidentiality and disclosure of proprietary information policies.
 - Social media site activities should never interfere with work commitments.
 - Your online presence reflects TVCCA. Be aware that your actions captured via images, posts, or comments can reflect on TVCCA.
- You may not use TVCCA logos and trademarks without prior written consent. Employees may not use company logos and trademarks in any way that might infringe upon or interfere with the company's proprietary interests in its name or brand.
 - You must respect all privacy, copyright, fair use, and other applicable laws. For example, you may not copy, modify, or forward copyrighted materials except as permitted by the copyright owner.
- You may not disclose any confidential information, including but not limited to, client information, intellectual property, trade secrets, proprietary information, business information not available to the public, or violate any client's or anyone else's right to privacy.

- You may not take photographs, videos, or other images at work, and you may not make audio or visual recordings at work, unless these are for an approved, authorized business purpose using Agency devices. This includes using personal cameras, camera phones, recorders, or any other such device.
- Personal cell phones may be used at work on a limited basis, if permitted by your program. Please contact your supervisor for more information.
- If you are an employee, your access to TVCCA IT Systems and Electronic Communications is contingent on your employment. Your account access will be disabled on the date that you separate from employment with TVCCA, and all files and data generated during your employment period will remain the property of TVCCA.
- If you are a User, but not an employee, your agreement to abide by the terms of this policy is a condition of beginning and continuing your relationship with TVCCA. Your access to TVCCA IT Systems and Electronic Communications is contingent on your continued relationship with TVCCA. Your account access will be disabled on the date that you separate from TVCCA, and all files and data generated during your relationship will remain the property of TVCCA. If you violate this policy, you may be denied access to TVCCA's facilities and permission to perform services on TVCCA's behalf.
- If you learn of any misuse of IT Systems or Electronic Communications or violation of this policy, you must notify the IT Department or the Human Resources department immediately.
- Any employee who violates this policy or abuses the privilege of TVCCA-facilitated access to electronic media or services may be subject to disciplinary action or other remedial action, up to and including termination. In some cases, you may also be subject to criminal and/or civil penalties.
- This policy does not supersede, but is in addition to, any existing signed user policy agreements from TVCCA or its IT Department regarding electronic services and media, laptops, digital cameras, digital projectors, and any other relevant TVCCA policy.
- TVCCA reserves the right to revise, modify, suspend, or revoke this policy at any time and without prior notice.

B. Electronic Communication Device Use

TVCCA understands the necessity in today's society for carrying a personal cell phone and/or other similar devices (including, but not limited to, tablets, smart watches, and fitness trackers) (hereafter referred to as "Electronic Communication Devices"). However, they can, at times, be a distraction and interfere with work productivity. Therefore, unless otherwise specified by way of a particular program's policy or directive, the following parameters apply:

- Employees are allowed to carry Electronic Communication Devices at their own risk, unless program policy or corrective action specifies otherwise.
- Neither TVCCA nor its management accepts any responsibility for the loss, theft, or damage of any Electronic Communication Device or for any charges incurred because of loss, theft, and/or unauthorized use.

- Employees should use their Electronic Communication Devices only in cases of emergencies and/or during their breaks.
- At no time should an employee use an Electronic Communication Device while in the view of clients, unless the use is for authorized purposes of the business of TVCCA or in connection with an emergency. If the need arises for an employee to use an Electronic Communication Device for a personal emergency, he/she must notify a supervisor or department head of the situation and, to the extent reasonably possible, leave work areas until the call can be completed or use terminated.
- At no time should any TVCCA employee or volunteer use any Electronic Communication Device while operating a motor vehicle in the course of employment with TVCCA. Should a situation arise where it is absolutely necessary for the operator of a vehicle to use such a device, the vehicle operator must first locate a location where s/he can safely pull to the side of the road and come to a complete and safe stop before attempting to do so.
- Employees abusing the use of Electronic Communication Devices will be asked by their supervisor or management to turn the device off. If the foregoing occurs, the employee may lose the privilege of carrying/using Electronic Communication Devices during work hours and will be subject to disciplinary action.

Employees using Electronic Communication Devices at work during the course of employment with TVCCA are reminded to respect the rights and privacy of other employees, clients, and others. Use of such devices for purposes of taking photographs in the workplace is generally inappropriate (and, in some cases, amounts to a serious breach of privacy rights) and is prohibited unless for a bona fide work-related purpose specifically authorized by management.

Employees using TVCCA-owned or leased Electronic Communication Devices shall have no expectation of privacy with respect to their use of or the contents of such devices. TVCCA reserves the right at any time, with or without prior notice, to monitor, inspect, review, copy, and/or retake possession of the TVCCA-owned or leased device. At the time of a medical leave, layoff for more than two weeks, or termination, the employee's agency cell phone, iPad, laptop, and other agency-issued devices must be turned in to their immediate supervisor for return to the IT Department.

C. Reporting of Client Abuse or Neglect

Employees of TVCCA must comply with all reporting requirements relative to Client abuse and neglect, including but not limited to requirements as specified in Connecticut General Statutes § 17a-101, et seq., § 46b-120 (related to children); § 46a-11b (relative to persons with intellectual disability); and §§ 17a-412 and 17b- 451 (relative to elderly persons). No employee will be subject to dismissal or any form of retaliation or discrimination as a result of making a good faith report pursuant to this policy and in accordance with the referenced statutes.

Children

Pursuant to Connecticut Law, and/or agency policy, TVCCA employees are mandated to report suspected child abuse or neglect to the Department of Children and Families' (DCF) Child Abuse and Neglect CareLine or a law enforcement agency.

Reports must be made as soon as reasonably practicable, but in no case more than twelve (12) hours from the moment the reporter suspects the abuse/neglect has occurred. Suspected child maltreatment of any kind, regardless of the identity of the alleged perpetrator must be reported. The CareLine can answer questions regarding these laws. State imposed penalties exist for failing to report or timely report.

Reporting Contact Information

DCF CareLine: 1-800-842-2288

Persons with Disabilities

Pursuant to Connecticut Law, and/or agency policy, certain positions at TVCCA are mandated to report abuse or neglect of persons with intellectual disability. Further, it is TVCCA’s policy that any TVCCA employee who has reasonable cause to suspect or believe that any person with intellectual disability has been abused or neglected shall, as soon as practicable, but in no case more than seventy-two (72) hours, report such information or cause a report to be made in any reasonable manner to the Commissioner of CT Department of Developmental Services (DDS) . State imposed penalties exist for failing to report or timely report.

Reporting Contact Information

CT Department of Developmental Services (DDS) Abuse Investigation Division (AID) Investigation Division: 1-844-878-8923

The Elderly

Pursuant to Connecticut Law, and/or agency policy, certain positions at TVCCA are mandated to report abuse and neglect of any elderly person (age 60 or over). Further, it is TVCCA’s policy that any TVCCA employee who has reasonable cause to suspect or believe that any elderly person (age 60 or older) has been abused, neglected, exploited, or abandoned, or is in a condition which is the result of such abuse, neglect, exploitation, or abandonment, or who is in need of protective services, shall within seventy-two (72) hours report such information or cause a report to be made in any reasonable manner to the Commissioner of Social Services or to the person or persons designated by the Commissioner to receive such reports. State imposed penalties exist for failing to report or timely report.

Reporting Contact Information

DSS Protective Services Elderly: 1-800-385-425

D. Use of Volunteers

TVCCA accepts and encourages the involvement of volunteers at all levels of the Agency and within all appropriate programs and activities. Unless specifically stated, this policy applies to all volunteers in all programs and projects undertaken by or on behalf of TVCCA, and to all departments and sites of operation.

A volunteer is anyone who, without compensation or expectation of compensation beyond allowed reimbursement, is officially accepted and then performs a task at the direction of and on behalf of TVCCA. Volunteers shall not be considered employees of TVCCA. TVCCA cannot accept the services of employees as volunteers, unless the services are: provided entirely without coercion; involve work which is outside the scope of, or is not related to, normal staff duties; and performed outside of usual working hours. Volunteers must agree to a background check to be completed by TVCCA.

TVCCA accepts the service of all volunteers with the understanding that such service is at its sole discretion. Volunteers agree that TVCCA may at any time, for whatever reason, decide to discontinue the volunteer's relationship with TVCCA. The volunteer may at any time, for whatever reason, decide to end the volunteer's relationship with TVCCA. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

Volunteers may be utilized in all programs and activities of TVCCA and serve at all levels of skill and decision-making. Volunteers should not, however, be utilized to displace any paid employees from their positions.

Each volunteer who is accepted to provide a task or service for TVCCA will have a clearly identified supervisor who is responsible for direct management of that volunteer. Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves staff, volunteers, clients, or other persons or involves overall TVCCA business. Failure to maintain confidentiality may result in discontinuation of the volunteer's relationship with TVCCA.

E. Head Start Employment

Listed below are two Head Start program specific employment requirements.

1. The Head Start Ambassador Council must approve the hiring and/or firing of all Head Start staff.
2. A program must consider current and former program parents for employment vacancies for which such parents apply and are qualified.