

# EMPLOYEE HANDBOOK



*The mission of the  
Connecticut Department of Transportation  
is to provide a safe and efficient intermodal  
transportation network that improves the  
quality of life and promotes economic vitality  
for the State and the region.*

**Connecticut Department of Transportation - September, 2013**

# **Introduction**

Welcome to the Connecticut Department of Transportation. We have developed this handbook to give you an overview of the mission and goals of the Department, and to answer any questions you may have concerning State employee benefits, personnel policies, and the Department of Transportation work rules.

This document does not intend to provide a complete treatment of personnel matters or to establish the terms or conditions of employment. Such matters are determined through the collective bargaining and legislative process and are subject to revision based on policy, contractual and statutory changes. Please know that this is a guide and in no way ensures employment. Policies and procedures do change over time and any changes in either policy or procedure will supersede the materials in this guide. If you have any questions please contact your supervisor, manager or human resource professional for further information.

We are glad that you chose the Connecticut Department of Transportation as your place of employment. We hope you have a successful and meaningful career at the Connecticut Department of Transportation and we are happy to have you on our team.

# Table of Contents

## ABOUT THE DEPARTMENT

DOT Mission, Principal and Values.....	5
Organization.....	6
Affirmative Action/Equal Employment Opportunity.....	7

## ABOUT YOUR JOB

Position Classification.....	8
State Merit System.....	8
State Examinations.....	9
Working Test (Probationary) Periods.....	10
Services Ratings and IDP.....	10
Compensation.....	10
Pay Periods.....	11
Paychecks.....	11
Direct Deposit.....	11
Personnel File.....	11
Hours of Work.....	12
Overtime.....	12
Compensatory Time.....	12
Rest Period.....	13
Travel Policy and Travel Expenses.....	13
Training and Tuition.....	14
Tuition Reimbursement.....	14
In-Service Training.....	15
Second Jobs.....	15
Ethics.....	16
Political Activity.....	16

## BENEFITS

Health Insurance.....	18
Dental Insurance.....	18
COBRA.....	19
Group Life Insurance.....	19
Other Benefits.....	20
Retirement.....	21
Vested Rights.....	21

**BENEFITS (continued)**

Survivor Benefits..... 21  
Dependent Care Assistance Program (DCAP)..... 21  
Longevity Payments..... 22  
Paid Holidays..... 23  
Vacation Leave..... 23  
Personal Leave..... 24  
Sick Leave..... 24  
Maternity Leave..... 25  
Jury Duty..... 25  
Military Leave..... 26  
Unpaid Leave..... 26  
Voluntary Schedule Reduction..... 29  
Workers’ Compensation..... 29  
Employee Assistance Program..... 30

**BASIC WORK RULES**

Work Assignments and Productivity..... 31  
Attendance Policy..... 31  
Sick Leave/Medical Certificates..... 31  
Public Image..... 32  
Employee Conduct and Behavior..... 32  
Violence in the Workplace..... 33  
Weapons in the Workplace..... 33  
Appearance and Dress..... 33  
Racial, Ethnic and/or Sexual Remarks, Slurs, Humor..... 34  
Drugs and Alcohol Policy/Loss of License..... 34  
Drug Free Workplace Policy..... 35  
Alcohol and Drug Testing Policy..... 35  
Use of State Time, Vehicles, Equipment and Supplies..... 35  
Acceptable Use of State Systems and Equipment..... 36  
Inspection of State Property..... 36  
Cell Phone or Electronic PDA’s (Personal Digital Assist)..... 37  
Safety..... 37  
Smoking Policy..... 37  
Resignations..... 38

## **About The Department**

The Connecticut Department of Transportation was established on October 1, 1969 under the provisions of Public Act No. 768. It brought the responsibilities, functions and resources from the Highway Department, Department of Aeronautics, Connecticut Transportation Authority and the Commission of Steamship Terminals under one Department. The purpose was to create a single agency to meet the challenges of all modes of transportation throughout the State. As a result, the Department (CTDOT) is responsible for all aspects of transportation planning, engineering, construction, maintenance and deployment of mass transportation facilities and equipment in the State. The department has gone through many positive changes in its history and we expect many more in the future. You truly have selected an exciting time to join our team.

The Department is under the direction of a single Commissioner who is the policy-making authority and directs the management of all staff and operating activities. The powers and duties of the Commissioner are outlined in Section 13b-4 of the Connecticut General Statutes as amended.

# DOT Mission Statement

## **OUR MISSION:**

The mission of the Connecticut Department of Transportation is to provide a safe and efficient intermodal transportation network that improves the quality of life and promotes economic vitality for the State and the region.

## **OUR VISION:**

The vision of the Department of Transportation is to lead, inspire and motivate a progressive, responsive team, striving to exceed customer expectations.

## **OUR VALUES:**

- **Measurable Results** We will endeavor to utilize the latest technology and preserve the integrity of our current assets to provide a safe, efficient, integrated, multimodal, transportation system that offers options for mobility.
- **Customer Service** We are committed to consulting with our internal and external stakeholders in an open and transparent decision-making process; and to being responsive by providing timely information on services and programs.
- **Quality of Life** We will strive to maintain and enhance the quality of life in the State and the region by maintaining the character of our communities, supporting responsible growth, and by enhancing and being sensitive to the environment.
- **Accountability & Integrity** We will prudently manage and invest the human and financial resources entrusted to the Department using sound criteria and efficient, cost-effective methods that put safety and preservation first.
- **Excellence** We will demand excellence in all we do to fulfill our mission by being solution-oriented and focused on project delivery.

*We will continuously re-evaluate our mission, values, performance and priorities to ensure that the Department and its employees are innovative and responsive to changing needs.*

# Organization

The Department of Transportation is organized into six bureaus and the Executive Staff Offices.

The **Executive Staff Offices** consist of Communications, Legislative Liaisons, Management Services, Strategic Planning and Employee Development, State Traffic Commission, Consultant Selection, Contract Compliance Legal Services and the Office of Equal Opportunity and Diversity.

The **Bureau of Finance and Administration** is responsible for agency support services such as human resources, safety, contract compliance, budget preparation, fiscal administration, payroll, data processing, information systems, mail and reproduction services, purchasing, equipment and materials inventory control, contract administration, external audits and management of all department owned facilities.

The **Bureau of Engineering and Construction** is responsible for the engineering design, traffic engineering, land acquisition and management, construction and inspection of transportation improvement projects for all modes.

The **Bureau of Highway Operations** is responsible for administration and management of the maintenance and rehabilitation of the highway and bridge infrastructure program, including snow and ice control, equipment repair and maintenance.

The **Bureau of Policy and Planning** is responsible for the overall planning of transportation systems, services, and facilities within the State which will improve air quality, conserve energy, minimize impacts on the environment, and improve the efficient use of all types of transportation systems through ongoing strategic analysis and investment prioritization.

The **Bureau of Public Transportation** is responsible for the development, maintenance, and operation of a safe and efficient system of motor carrier and rail facilities for the movement of people and goods, such as bus transit, rail operations, and ride sharing programs. The bureau also regulates private rail, bus, taxi, livery operations and issues permits for oversize/overweight vehicles and for the transport of hazardous materials.

The **Bureau of Aviation and Ports** is responsible for the administration, engineering, marketing and development of Bradley International Airport and the State's five general aviation airports, as well as the licensing and regulation of other aviation facilities in the State. The Office of Port Operations is responsible for Connecticut's navigable waters through the licensing of pilots and shipping agents and operation of the Chester and Rocky Hill ferries and the State Pier in New London.

## **Affirmative Action/Equal Employment Opportunity**

It is the policy of the Connecticut Department of Transportation to provide equal employment opportunity in the areas of recruiting, hiring, up-grading and promotion, conditions and privileges of employment, training, educational assistance, compensation, benefits, transfers, discipline, layoffs, recalls and termination of employment. This policy applies to all current and prospective employees without regard to race, color, religious creed, age, sex, sexual orientation, marital status, national origin, ancestry, criminal record, present or past history of mental disorder, mental retardation, learning disability, or physical disability, including but not limited to blindness. The Department also recognizes that sexual harassment is a form of sex discrimination. Therefore, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct which is used as conditions of employment decisions or which operates to create an intimidating, hostile or offensive working environment will not be tolerated. These policies are pursuant to all applicable Federal and State constitutional provisions, laws, regulations, guidelines and executive orders. It is the intention of this Department to adhere to both the letter and the spirit of these laws and regulations, which, in addition to guaranteeing equal employment opportunity, require that special affirmative action be taken by the Department to overcome the effects of past discrimination.

It is our goal to ultimately achieve full utilization of minorities, women, older persons, physically disabled, and other protected classes within the Department's work force.

The Department's Affirmative Action Plan provides the framework within which the Department and its managerial/supervisory personnel will establish, work to meet and evaluate the success of appropriate affirmative action goals. As a public document, the Department's Affirmative Action Plan is available for review by Department employees, candidates for employment and the general public. In order to satisfy these lawful obligations, the Department of Transportation maintains and staffs the Office of Equal Opportunity and Diversity. The Office and position of Equal Employment Opportunity Director have a direct reporting relationship to the Commissioner of Transportation. The office has the responsibility for all the Department's affirmative action activities pursuant to Federal and State legislation cited above and any other applicable regulations.

The Office of Equal Opportunity and Diversity is located in Room 1409 WB of the DOT Administration Building, 2800 Berlin Turnpike, Newington, and can be reached at 594-2212. Comments regarding the Department's Affirmative Action Plan or Program should be directed to the Equal Employment Opportunity Director.

*Reference: Policy Statement No: EX. 0-3*

# About Your Job

## POSITION CLASSIFICATION

Your new job is one of many in the State classification system. Formalized descriptions of each job classification are called *job specifications*. Job specifications are intended to provide a general description of the tasks and responsibilities of a particular classification and do not necessarily include all aspects of a particular job. State job specifications are issued by the Department of Administrative Services. Copies of job specifications used by DOT can be obtained by contacting the DOT Human Resource Division or accessed via the Internet on the DAS/Bureau of Human Resources' home page. The easy search engine for job specification can be found at <http://das.ct.gov> by selecting "Statewide Human Resources Administration".

Most job classifications in the executive branch of State government are part of the *classified service* and subject to the appointment rules of the merit system. *Unclassified* positions are exempt from merit system requirements, such as Commissioners, Deputy Commissioners, Executive Secretaries, and Executive Assistants.

Job classes assigned to the classified service are either *competitive* or *noncompetitive*. Competitive classes may require passing an examination. Noncompetitive classes do not require passing an examination, but candidates must still meet the minimum experience and training requirements for the classification.

## STATE OF CONNECTICUT MERIT SYSTEM

The State of Connecticut Merit System is a series of rules and regulations derived from the State Personnel Act designed to recruit, hire and promote employees who are the best qualified to do a particular job. Generally, the system requires that anyone who seeks a particular job with the State must meet a specified level of experience and training in terms of education and actual work experience; be selected from a pool of qualified applicants; and successfully complete an on-the-job working test period usually lasting six (6) months, except for Trainee positions which are the length of the training period.

This system ensures that each qualified applicant has an equal opportunity to compete for a state job or promotion while at the same time providing the State with qualified personnel to efficiently carry out its vital work. A key designation within the Merit System is whether a given classification of positions is considered Non-Competitive or Competitive.

## **STATE EXAMINATIONS**

Many jobs in State service require an examination to measure qualifications. Depending on the type of job, the examination may be written, multiple choice or essay, experience and training, oral, practical, or some combination of these or other types of tests. Exams can be open to the public, open to state employees only, or open to employees of a specific agency. State employees may be given paid time to take State examinations or go to state job interviews that occur during working hours.

**Written Examinations:** These exams consist of multiple choice and/or essay questions which cover the knowledge, skills and abilities required for the job.

**Experience and Training Examinations:** These exams ask applicants to provide information about their work experience and educational training as it relates to the job they are seeking. In most cases, the examination announcement contains the instructions for applicants to follow when completing the exam.

**Oral examinations:** These consist of structured sets of job-related questions or practical work problems administered to you by a panel of job experts.

**Practical examinations:** These are tests requiring applicants to produce actual work products. The most common of these is the Practicum in the NP-2 bargaining unit.

## **WORKING TEST PERIOD (PROBATIONARY)**

In order to achieve permanent status in your new position you will be required to satisfactorily complete an initial working test period which normally lasts for six (6) months unless you are in a trainee classification. During your working test period, your supervisor will familiarize you with your new duties and evaluate your work habits, job skills, and performance. If the need arises, a working test period may be extended. A working test period is considered an extension of the examination process. Failure to satisfactorily complete the initial working test period is tantamount to failing the examination and termination of employment will result.

You will serve a probationary period each time you receive a promotion to a different job classification. This is called a *Promotional Working Test Period* and is generally four to six months in duration, depending on your collective bargaining agreement. During this period your supervisor will evaluate your ability to perform the new job. If your performance and work habits are satisfactory, you will gain permanent status in the new position. Should you fail a promotional working test period, you may revert to your previous classification.

**NOTE:** The phrase "permanent status" as used throughout this Handbook, is not meant to imply a guarantee of employment. Employment may be terminated for a variety of reasons, either voluntarily or involuntarily.

## **SERVICE RATINGS/INDIVIDUAL DEVELOPMENT PLAN (IDP)**

Service ratings are used to evaluate an employee's overall job performance. You will receive a service rating during your initial working test period and during any working test period following a promotion. You will receive an annual service rating either in September or March, depending on when you commence employment. A service rating may also be filed at any time, particularly when an employee's job performance falls below acceptable standards.

A rating of "fair" in any 2 rating categories or "unsatisfactory" in at least 1 rating category may preclude an annual increment. Two consecutive unsatisfactory ratings filed within 2 years may be cause for dismissal. An unsatisfactory rating received during a promotional working test period will result in failure of the working test period and reversion to your previous classification. An unsatisfactory rating received during an initial working test period will result in separation from State service. Please consult your collective bargaining agreement for specific details.

An Individual Development Plan (IDP) is to be completed annually as an opportunity for the supervisor or manager to provide career counseling to employees.

*Reference: Personnel Memorandum No. 2006-3 (Revised) and Personnel Memorandum No. 2008-2*

## **COMPENSATION**

Your job classification is assigned to a particular pay plan and *salary grade*, which is the same for all positions within that classification. Each bargaining unit salary grade is comprised of 9 to 13 steps depending on your bargaining unit, ranging from the minimum to the maximum salary for that grade. New employees normally start on the first step and typically progress each year on their anniversary date to the next step by maintaining a satisfactory work record. This progression is called the "*annual increment*". The pay plan for non-bargaining unit employees is comprised of separate salary grades that have a pay range for each grade.

The anniversary date for all bargaining unit employees hired after June 30, 1977 is January 1. Typically, new employees who start work between January 1 and June 30 will be eligible for an annual increment the following January. New employees who start work between July 1 and December 31 will be eligible for an annual increment a year from the following January. Annual increments for bargaining unit employees are subject to negotiations. Increases for non-bargaining unit employees are at the discretion of the Governor's Office.

***Pay Periods*** are biweekly beginning on a Friday and ending two weeks later on a Thursday. Your attendance and work coding is reported on the Core CT System. The paycheck for a particular pay period is issued two weeks following the close of that period; therefore, you are always two weeks behind in your pay. New employees who start work the Friday beginning a pay period will receive their first paycheck approximately four weeks from their starting date.

**Paychecks** are distributed on Thursdays every other week. Your paycheck contains both your regular and overtime pay and certain deductions, which are either optional or mandatory. Federal and State withholding taxes, FICA (Social Security), and Union Dues/Agency Fees are examples of mandatory deductions. Optional deductions may include group life insurance, deferred compensation, Credit Union, and other elected and authorized payments. You will also receive a Statement of Earnings, Deductions, and Leaves (Personal Leave, Vacation Time, and Sick Leave). You should review your paycheck and statement upon receipt to insure that your payroll deductions and leave balances are correct and up to date.

**Direct Deposit** of the net (after deductions) amount of your payroll check to your Bank, Savings Institution or Credit Union is available to and encouraged for all Department employees. Direct deposit enables an employee to have his/her paycheck electronically deposited in his/her own personal bank account. Instead of receiving an actual paycheck, you receive a statement showing the deductions, and also a deposit "advice" indicating the amount deposited to your bank account. Monies so deposited are usually available for withdrawal on Thursday morning. Per a direct deposit enhancement program, you are eligible to split your direct deposit between two banking institutions. Employees interested in direct deposit must fill out Form CO-1040 and return it to the DOT Payroll Office.

*Reference: Personnel Memorandum No. 79-8A*

## **PERSONNEL FILE**

Your official personnel file is maintained by the Department of Transportation Human Resource Office, 2800 Berlin Turnpike, and Newington, CT. Your personnel file contains information and documents related to your work status, such as transfer information, promotions, service ratings, pay increases, disciplinary documents, commendations and any other information that is related to your employment with the Department. Medical certifications and information are kept in a separate and confidential file. Any changes in name, address, marital status, dependents, etc. should be immediately brought to the attention of the Human Resource Office so that agency records and your personnel file can be brought up to date. You must also complete an employee withholding allowance certificate (W-4 Form) each time you change your name, address, or revise the number of claimed tax exemptions. You should also advise the Human Resource Office of any changes in your emergency contact information.

Your supervisor should also have your telephone number for work related matters, and should also be advised of the person to contact in case of an emergency. Employment inquiries from banks or credit companies and other similar institutions will not be honored without your written consent. Basic information that is public will be released without your signature. The Department must comply with requests for information about its employees, under the *State Freedom of Information Act*. If we determine that release of the requested information may constitute an invasion of your privacy you will be notified and given the opportunity to file an objection. You or your authorized representative (written authorization required) may review the contents of your personnel file by contacting the DOT Human Resource Office for an appointment. Paid leave time will be granted in accordance with your union contract or existing practice.

*Reference: Personnel Memorandum No. 80-10*

## HOURS OF WORK

The length of the regular workweek is determined by your collective bargaining unit contract, as follows:

***Maintenance & Service (NP-2)*** The standard work week of all full-time employees shall be thirty-seven and a half (37 ½) hours for five (5) days, normally Monday through Friday with regular starting and ending times.

***Administrative Clerical (NP-3)*** The standard workweek for full-time employees shall be forty (40) hours per workweek in five (5) consecutive days of eight (8) hours per work day, with regularly established starting and ending times. Except in emergencies, employees shall receive two (2) weeks' notice of any schedule change. Flexible schedules are available; please consult Human Resources for further information

***Protective Service (NP-5)*** Employees are generally assigned to forty (40) hour schedules or 42 hours averaging schedules that include rotating shifts, weekend and holiday work. Overtime is usually required in units with minimum staffing requirements.

***Engineering & Scientific (P-4)*** The standard work week of all full-time employees shall be forty (40) hours and five (5) days, normally Monday through Friday with regular starting and ending times. Flexible schedules are available; please consult Human Resources for further information.

***Administrative Residual (P-5)*** The standard workweek for all full-time employees shall be forty (40) hours, normally Monday through Friday, eight (8) hours per day between the hours of 8:00 a.m. and 5:00 p.m. Flexible schedules are available, please consult Human Resources for further information.

***Managerial and Confidential (exempt)*** Employees work 40 hours, Monday through Friday. Work schedules are determined by the requirements of the position and operational needs.

Changes in your regular work schedule may be requested to accommodate car and van pooling, or other nonpermanent extraordinary situations. Additionally, your supervisors may find it necessary to temporarily or permanently change your work schedule to meet operational needs of the unit. In such a situation you will be given as much notice as possible, usually at least two (2) weeks, unless the notice period is waived.

Regardless of your work schedule, you are expected to arrive at work on time, adhere to any lunch and break schedules, return from lunch and breaks on time, and not leave your job prior to quitting time.

**Overtime** - Overtime is time worked beyond the normal workweek, usually under certain emergency situations or to meet special needs for increased work production. A considerable amount of overtime is required of highway maintenance employees during the winter months for snow and ice control. All overtime work, except that involving emergencies, must receive prior management approval. Employees may be directed to work overtime as needed, and it is the employee's responsibility to comply with these directives.

Payment for overtime work is made at the straight time hourly rate between 35 and 40 hours in the workweek (Friday through Thursday) and time-and-one-half beyond 40. Maintenance and Service (NP-2) bargaining unit employees receive the time-and-one-half rate for working over eight (8) hours per day and for any hours worked on a normally scheduled day off or over 10 hours in the day if working a four (4) day/ten (10) hour per day temporary prearranged evening work week. Eligibility for paid overtime is governed by the Federal Fair Labor Standards Act (FLSA), State statute, and the provisions of your collective bargaining agreement. The FLSA applies to all public employees except for the following:

**Compensatory Time in Lieu of Paid Overtime for (Managerial, Confidential and Exempt Employees)** - Exempt employees who perform overtime work are entitled to receive Compensatory Time in lieu of paid overtime in accordance with your collective bargaining agreement or Personnel Regulations. Compensatory (Earned) Time is not payable upon termination of employment. Therefore, employees should not accumulate large amounts of earned time and should work with their supervisors to schedule the time off. Compensatory Time should be used within the time limits indicated in the employee's labor contract or Personnel Regulations and is subject to supervisory approval.

*Reference: Policy Statement No. F&A 33 and Personnel Memorandum No. 78-3B*

**Rest Period** - Generally, employees may have 2 fifteen minute rest periods per day, usually one in mid-morning and one in mid-afternoon. Supervisors may set aside specific times for breaks that are to be taken at the time specified. Breaks may not be "saved up", taken in several shorter intervals, or used to extend a lunch period or to leave work early. Snacks and non-alcoholic beverages may be consumed if readily available. On occasion, rest periods may be delayed or cancelled due to emergency conditions or other high priority work that would be impractical to stop.

It is especially important for all State employees to remain conscious of being in the public eye. This means that breaks should be taken as discreetly and quietly as possible without attracting public attention or criticism.

*Reference: Personnel Memorandum No. 76-3*

## **TRAVEL POLICY & TRAVEL EXPENSE**

Your job assignment may require travel on State business as authorized by your supervisor. If so, you will receive mileage reimbursement for the use of your personal vehicle (if you have not been issued a State vehicle) and other travel expenses in accordance with your collective bargaining agreement and/or Section 5-141c-2 of the Regulations of Connecticut State Agencies (State Travel Regulations), as well as the provisions of DAS General Letter 115.

Policy Statement No's. F&A 25 and F&A 36 outline the Department's travel principles and procedures for processing travel authorization requests. You should discuss the circumstances of your job-related travel with your supervisor prior to departure. The Department of Transportation will consider necessary travel within available financial resources. Travel will generally be limited to:

- Activities necessary to obtain federal or other funds to support the State's transportation program
- Activities necessary to maintain and enhance working relationships with federal, State and regional agencies.
- Activities necessary for the efficient and effective management of transportation projects and programs.
- Training that will directly improve job performance.
- Active participation in national and regional transportation organizations focused on improving Department operations, or providing access to additional funding.
- Active participation in local, regional, and/or national conferences which focus on transportation issues that will enhance the operation of the Department.
- Other travel or training essential to improving the operation of the Department.

*Reference: Policy Statements No's. F&A 25 and F&A 36*

## **TRAINING AND TUITION**

The State of Connecticut, as an employer, is one of our state's largest agencies. The opportunities for promotion within the Department and throughout State service are many and varied depending on your experience and training.

It is the policy of the Department of Transportation to encourage its employees to avail themselves of educational and training opportunities that will improve their employment related skills, keep them current in their areas of expertise, and assist them in achieving their career development goals.

To meet its responsibilities the Department maintains a Training and Staff Development Division through which it offers courses of instruction, provides career and educational counseling, and coordinates the Department's participation in other activities, such as *career counseling, tuition reimbursement, in-service training and general staff development.*

***Tuition Reimbursement*** is intended for off-duty job related studies, usually at a college, trade school or other certified institution of higher education. Please consult with the Office of Training and Staff Development to see if the program and/ or institution are a certified institute of higher education or training center. Tuition reimbursement is intended for the purpose of improving performance on the job, earning a degree of higher education (Associates, Bachelors, Masters or Doctorate), keeping up with changing concepts or developments in your current field or other career fields that exist in state employment. Eligibility and funding limits for tuition reimbursement programs are established by collective bargaining agreements and administrative regulations. Please consult your contract and contact the Office of Training and Staff Development for further information on eligibility and reimbursable amounts. You must have permanent status at the agency and have completed your initial working test period to be eligible.

*Reference: Personnel Memorandum No. 78-4A*

***In-Service Training*** is offered in the fall, spring and occasionally in the summer semesters. The courses that are offered by the Department of Transportation are done through the State's Community College system. These announcements should be posted on bulletin boards in your work location and on the DOT Intranet. Copies are also available by contacting the Office of Training and Staff Development as well.

In-service courses must be job related and specific to your individual job needs. You are allowed to apply for up to two courses per semester. This allows more employees an opportunity to attend training. Participation in in-service training is usually voluntary; however, on occasion, the Department or your supervisor may direct you to take a course that is seen as beneficial to the Department and your unit. Your supervisor may deny your request if funding has not been allocated or discontinued due to budget constraints.

## **SECOND JOBS**

Your Department of Transportation job is your primary job. You may have a second job as long as it does not interfere or conflict with your work at the Department of Transportation. You must complete a dual employment form (see Personnel Memorandum 80-18) if you have more than one State of Connecticut job. You may not participate in any outside business, professional activity, or private employment that would violate the Code of Ethics policies, or interfere with the Department's working hours and efficiency, including your availability for overtime work.

Of particular concern to our Department are secondary jobs with persons or firms under contract with the Department of Transportation, such as consulting firms, vendors, contractors, and sub-contractors. If you feel there may be a conflict of interest with your second job, you must notify your immediate supervisor or your human resources liaison immediately. If a violation of the Code of Ethics is found, you may be required to either terminate your other employment, thereby retaining your State position, or else terminate your State position in order to resolve the Code of Ethics violation. Employees who do not notify their supervisor or human resources liaison representative of a possible conflict of interest and who are subsequently found to have violated the Code of Ethics may be subject to disciplinary action, including dismissal.

Note: Every Department of Transportation employee who currently has a second job or business must fill out an Employment and Outside Business Disclosure Form. This form is available on the intranet under form and documents sections, Policy Statements (Finance and Administration) F&A 10. You may also contact the State Ethics Commission for guidance at 18-20 Trinity St. Hartford, CT, (860) 566-4472.

*Reference: Policy Statement No. F&A 10 and Personnel Memorandum No. 80-18*

## **ETHICS**

Ethics has become a focal point for both the Connecticut Department of Transportation and the State of Connecticut as a whole. The Department does its very best to educate the employees so that they have a greater understanding of the policies meaning and purpose. The Code of Ethics Policy is comprehensive and includes expectations for acceptable behavior while employed with the Connecticut Department of Transportation to maintain high standards of honesty and integrity and to avoid even the appearance of impropriety. It is imperative that employees understand and follow the policy as written. If you have questions about any aspect of the policy you are encouraged to contact the proper officials who are listed in the Code of Ethics Policy Document.

*Reference: Policy Statements F&A 10 and F&A 10A and Personnel Memorandum No. 80-11*

## **POLITICAL ACTIVITY**

As a State employee, your involvement in various political activities, such as campaigning and running for elective office, is governed by State Statute.

### **You may:**

- Vote as you choose;
- Express opinions on political subjects and candidates;
- Be a member of a political party;
- Hold office in a political party;
- Participate in political campaigns;
- Contribute time or money to a candidate or party;
- Be a candidate for State or local office (Note: CGS 5-266a (c) requires that a classified State employee who accepts an elective State office must resign from their State employment upon taking office.)

### **You may not:**

- Conduct permitted activity on State time or with State resources;
- Use your position to influence or interfere with the results of an election or nomination for office;
- Coerce, command, or advise a state or local officer or employee to contribute anything of value to a party or person for political purposes;
- Hold a municipal office where there is a conflict of interest with your State job.

Also, if you are working on projects or programs financed in whole or in part by federal funds, you are subject to the provisions of the **Federal Hatch Act** which is generally more restrictive than State statute and has specific restrictions prior to an election. The purpose of these laws is to avoid a conflict of interest between your State job and such political activities.

Specific information concerning allowable and prohibited political activity can be found in DOT Personnel Memoranda Nos. 83-4F and 83-4G respectively, and any subsequent revisions. If you currently hold an elective position or are planning to run for elective office, you should contact the DOT Human Resources Office for information and guidance.

*Reference: DOT Personnel Memoranda No's. 83-4F and 83-4G*

# Benefits

## HEALTH INSURANCE

All State employees have the opportunity to select one of the approved health insurance plans at the time of hire and once again each year, usually during the month of May and/or June. Coverage for your family (as defined by Statute) is also available with the State contributing towards the premium cost and the employee paying the balance through payroll deductions.

Health insurance coverage becomes effective the first day of the full month following application. For example, if you applied for coverage during the month of May, you would be covered as of June 1. This would also apply to any change in coverage, such as adding or cancelling family members. It is critically important that you add any new family members to your health plan as they become eligible by completing the proper health insurance forms. If you forget, the family member will not be covered by your health insurance and you may have to wait until the next open enrollment period to add the new member. Additional information is available through the Office of the State Comptroller.

### Health Insurance for New Employees:

Action Required: Enroll Within 30 Days

- 1) Review options and choose medical and dental options that best meet your needs.
- 2) Complete enrollment form (available from Human Resources)
- 3) Return the form within 30 calendar days of the date you were hired.

**Important Changes in status:** Contact the Department of Transportation Payroll Office located in the Human Resources Office within 30 days of the change, if you have any of the following changes in status:

Birth., Adoption, Divorce, Death, Legal Marital/ Civil Union Status, Domestic Partnership Status, Number of Dependents, Employment Status, Dependent Status, Change in Residence

Health insurance plan vendors and plan options are subject to change. Therefore, you should review your health care options carefully to be sure of electing one that best meets your individual and/or family circumstances. Plan description booklets, enrollment/change forms, and provider directories are available in the DOT Human Resource Benefits Unit, Payroll Unit (forms only) or any of the District Human Resource Offices.

## DENTAL INSURANCE

Individual employees are also eligible for dental insurance. Dental coverage is a separate election, so you do not have to be covered by a primary health plan to be eligible for dental coverage.

Dependent coverage is available at an additional cost and expires at age 19, whether a student or not. Continuation of coverage is available, but usually at a higher premium rate.

## **COBRA**

### Group Health Insurance Continuation Coverage – COBRA

- Continuation coverage is provided when a "**qualifying event**" occurs. Some qualifying events generate a 30-month eligibility period while others generate a 36-month eligibility period.

Qualifying events are listed below:

- Terminating employee and/or enrolled dependents;
- Employee/Dependents whose work hours have been reduced, laid off;
- Leave of Absence Without Pay;
- Terminating employee and/or enrolled dependent who is totally disabled as determined by Social Security or who becomes totally disabled within 60 days of the qualifying event;
- Divorced or legally separated spouse of an employee;
- A child who no longer qualifies as a dependent.

COBRA continuation coverage for an employee involved in a "qualifying event" shall be eligible for the same group health coverage received immediately before the "qualifying event". Qualified beneficiaries of such employees will have a status similar to an active employee.

Information and premium rates for continued coverage can be obtained by contacting the DOT Human Resource Unit Benefits Unit at (860) 594-3108.

## **GROUP LIFE INSURANCE**

Permanent employees, whether classified or unclassified, full or part-time, will be insured for the basic life insurance plan upon completion of six months of continuous service or nine hundred and sixty (960) hours of work, whichever is greater, provided a signed enrollment card is on file in the Employee Benefits Unit of the Office of the State Comptroller. However, in the event that an employee is both disabled from a non-occupational illness or injury and away from work on the date the employee would otherwise become insured, the effective date of the insurance will be deferred until the employee returns to an active work schedule for one full day.

Employees not meeting the definition of Section 5-196(20) of the General Statutes of Connecticut, such as seasonal, temporary, intermittent or contractual employees, are ineligible for Group Life Insurance. Provisional employees may be eligible as provided by collective bargaining agreements.

In addition to the basic life insurance plan, an employee may be entitled to supplemental life insurance benefits. Eligibility for such insurance requires participation in the basic life insurance plan and either:

1. Coverage under a collective bargaining agreement which allows for supplemental life insurance coverage; or

2. A yearly gross compensation of \$33,500 or more as an employee exempt from collective bargaining.

An eligible employee will be entitled to participate in the supplemental life insurance plan on the date the basic life insurance becomes effective or on either April 1 or October 1, whichever first follows the date of eligibility, provided they apply for such insurance and a signed enrollment card is on file in the Employee Benefits Unit of the Office of the State Comptroller. However, in the event the employee is away from work on the date the employee would have become insured, the effective date of the supplemental life insurance will be deferred until the employee returns to an active work schedule for one full day.

Increases in the amounts of supplemental insurance for a participant may be made upon their request, effective April 1 or October 1 of a calendar year provided the additional premium payment has been deducted from the employee's pay.

An employee working for more than one state agency will not be eligible for multiple coverage. The life insurance entitlement for such employee will be based upon the compensation received from the single state agency designated by the Office of the State Comptroller.

*Reference: Personnel Memorandum No. 90-3*

## **OTHER BENEFITS**

The following insurance products are supplemental to State of Connecticut basic group insurance benefits. Premiums are paid by payroll deduction.

Universal Life Insurance, Short-term Disability Insurance, Long-term Disability Insurance, Long-term Health Care Insurance, Auto and Homeowners Insurance, Long Term Dependent Care

Information on current vendors may be obtained from the DOT Human Resources Benefits section. You may also visit the benefits section of the Comptroller's web site located at <http://www.osc.state.ct.us/empret/>.

## **RETIREMENT**

The State of Connecticut provides retirement benefits through the Connecticut State Employees Retirement System that is comprised of several different retirement plans. Eligibility to participate and plan benefits in one of these plans is determined by your collective bargaining unit and date of hire.

For detailed information on Retirement benefits, consult your Tier I, II, or IIA Summary Plan Description (SPD) booklet. Retirement counseling is also provided by the Department's Retirement Counselor or the Retirement Division of the State Comptroller's Office in Hartford. If you are considering retirement in the near future, it is very important that you contact the DOT Retirement

Counselor at least two months prior to your anticipated retirement date so that the necessary paperwork can be completed in a timely manner. Failure to provide sufficient notice may result in a delay in receiving your retirement benefits.

*Reference: Personnel Memorandum No. 85-3*

## **VESTED RIGHTS**

Your State employment may end before you retire. You will have earned a vested right to a retirement benefit if you have the minimum years of service required by your retirement plan at the time you leave. You may elect to have the state hold your vested benefit until you reach either the minimum or the normal retirement age. In order to vest your future benefit, you must leave your contributions and earned interest in the system. Employees in Tier I and Tier IIA may also elect a lump sum withdrawal of contributions plus earned interest in lieu of any other future retirement benefits, or if ineligible to vest upon termination of employment.

## **SURVIVOR BENEFITS**

All Tiers provide pre-retirement death benefits payable under certain conditions to a surviving spouse and various payment options which allow continuation of retirement benefits to your surviving spouse or designated beneficiary if you die after retirement benefits have started. **It is very important that you notify the DOT Human Resource Division of any change in your designated retirement beneficiary and complete the proper change of beneficiary forms.**

*Reference: Personnel Memorandum No. 95-2*

## **DEPENDANT CARE BENEFIT (DCAP)**

The Dependent Care/Day Care Assistance Program (DCAP) provides a tax-free way for you to pay for dependent care expenses, allowing you to save money on the cost of these services. The State of Connecticut recognizes that it has become increasingly difficult to pay for these expenses while you are employed. It is for this reason that the Office of the State Comptroller, under the provisions of C.G.S. Section 5-264(b), makes available to you a benefit program that offers significant tax advantages in helping you pay for dependent care expenses.

Contact Progressive Benefit Solutions, Administrator for the State of Connecticut DCAP program, at 1-866-906-8023 for information regarding DCAP benefits and the enrollment process. Remember, even if you are currently participating in the DCAP program, you must complete a new election form for each plan year. Enrollment forms may be downloaded from the OSC web site: [www.osc.state.ct.us](http://www.osc.state.ct.us) or by contacting Progressive Benefit Solutions at 1-866-906-8023.

## **LONGEVITY PAY**

Each State employee with permanent status who has completed a least ten full years of State service is eligible to receive a semi-annual lump sum longevity payment subject to negotiation and legislative changes. The amount of each payment is based on your length of service and salary group as of April 1 or October 1 of the current year.

You must be on the active payroll as of October 1 or April 1 in order to receive a longevity payment. If you are otherwise qualified but are on a leave of absence without pay on those dates, you will receive your longevity payment when you return to work. If you are terminated or resign prior to those dates, you will not receive a longevity payment. However, retiring employees are allowed a prorated longevity payment based on service from the prior payment date to their retirement date.

Military war service as defined by the Connecticut General Statutes is creditable for longevity purposes. In order to be credited for this time you must submit a non-returnable copy of your discharge papers to the DOT Human Resource Division. The periods of war service creditable for longevity purpose are as follows:

- World War II - December 7, 1941 to December 31, 1947
- Korean Conflict - June 27, 1950 to January 31, 1955
- Vietnam Era - December 22, 1961 to July 1, 1975
- Operation Desert Shield/Desert Storm - August 2, 1990 to June 30, 1994
- Operation Enduring Freedom (Afghanistan War) October 7, 2001 to present
- Operation Iraqi Freedom (Iraqi War) March 20, 2003 to present

Service during the following operations would also qualify as war service but only if the service was "while engaged in combat or a combat support role":

- Lebanon Mission - September 29, 1982 to March 30, 1984;
- Grenada Invasion - October 25, 1983 to December 15, 1983;
- Kuwaiti Escort - February 1, 1987 to July 23, 1987;
- Panama Invasion - December 20, 1989 to January 31, 1990.

If you feel you should have received a longevity payment but did not, contact the Human Resources for a review of your longevity status. If you are due a payment, one will be issued. By the same token, if you receive a longevity payment to which you may not be entitled, do not cash the check but contact your supervisor or the Human Resources Office immediately as any overpayment will have to be refunded.

*Reference: DOT Personnel Memorandum No. 76-10F and your collective bargaining contract.*

## **PAID HOLIDAYS**

Connecticut State Employees are given 12 paid holidays per calendar year. The paid holidays are New Year's Day, Martin Luther King's Day, Lincoln's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, and Christmas.

If you are required to work on a holiday, you will receive Compensatory Time off and/or premium pay in addition to your regular pay, depending on the provisions of your collective bargaining contract. Employees who are on paid sick leave or vacation during a holiday receive credit for the holiday; that is, the day is considered a holiday for attendance and payroll purposes and not counted as vacation or sick leave. However, anyone on leave of absence without pay or Workers' Compensation over a particular holiday is not paid for the holiday.

## **VACATION LEAVE**

*Vacation Leave* is earned on a monthly basis. The amount of time you earn is based on the number of years you have been employed and the specific provisions of your collective bargaining agreement. Most full-time employees earn vacation leave at the following rates:

0 to 5 years of service - 1 day per month;

5 to 20 years of service - 1 1/4 days per month;

20 or more years of service - 1 2/3 days per month.

Vacation Leave begins to accrue following one (1) full calendar month of service and is credited the last day of the month. Absence without pay for more than three or five working days (check your labor contract) in a month results in loss of vacation accrual for that month. You will earn Vacation Leave during your initial working test period; however, you may not actually use any paid Vacation Leave until you have completed the initial working test period or six (6) calendar months of continuous service, depending on the provisions of your collective bargaining contract.

Up to ten (10) days of unused Vacation Leave may be carried into the next calendar year. The maximum accumulation of vacation for employees hired on or before June 30, 1977 is 120 days and 60 days for employees hired on or after July 1, 1977. Permanent employees will be paid in a lump sum for any unused vacation upon termination.

All employees are encouraged to take a scheduled vacation each year to maintain their health and well-being. However, you must request Vacation Leave in advance and it is subject to supervisory approval. The amount of notice may vary depending upon the length of vacation time requested and the staffing requirements of your work unit.

Generally, field maintenance employees are discouraged from requesting extended vacations during the winter snow and ice season (November 1 through April 30) and likewise for field construction personnel during the construction season (April 1 through November 30). It may not be possible to accommodate everyone's vacation needs at the same time. Seniority may play a part in vacation selection in such situations. For more *information* consult your supervisor and your collective bargaining contract.

*Reference: Personnel Memoranda No's. 82-3B (Revised)*

## **PERSONAL LEAVE**

In addition to Vacation Leave, full-time, permanent employees are allowed three *Personal Leave* days per calendar year. Some labor contracts provide prorated Personal Leave for part-time employees. These days may be used for personal business or for the observance of religious holidays. You are eligible to use Personal Leave after you have completed your initial working test period or six months of continuous service. However, Personal Leave days do not accumulate from year to year. Therefore, they must be used by December 31 or they will be lost.

You must request prior approval from your supervisor before taking Personal Leave time off. Unused Personal Leave will not be paid in a lump sum upon termination, so it should be used prior to leaving State.

## **SICK LEAVE**

*Sick Leave* accrues at the rate of 1-1/4 days for every full calendar month worked and is credited to you on the last working day of the calendar month. You may use Sick Leave during your initial 6 month working test period if necessary. However, frequent absences may jeopardize your evaluation and continued employment.

Paid Sick Leave can be requested when you are unable to come to work due to illness or injury. It is your responsibility to personally notify **your supervisor** as far in advance of your regular reporting time as possible of your illness and inability to come to work. You must state the nature of your illness and also provide an estimate of when you will be returning to work. Calls should not be made by friends or relatives, except in emergency situations.

If you are unable to return to work within the estimated time, you must keep your supervisor advised of any change in your return to work date.

In addition to absence due to illness or injury, you may use Sick Leave for:

- medical or dental appointments that cannot be scheduled outside regular working hours;
- serious illness in the immediate family which requires your presence;

- death in the immediate family;
- attending funerals of friends or relatives who are not part of the immediate family;
- the birth, adoption, or taking custody of a child (Parental Leave).

Consult DOT Personnel Memorandum No. 81-4 and your collective bargaining contract concerning the limitations and restrictions on the use of these Sick Leave activities.

Unused Sick Leave is not payable upon termination except for retirement. Upon retirement you will receive one fourth (1/4) of your unused Sick Leave balance up to a maximum of 60 days' pay. If you resign from State service in good standing and you are re-employed within one year from the effective date of your resignation your Sick Leave balance at the time of termination will be restored.

You are encouraged to accumulate your sick time for those instances when you will most need it, such as long term illnesses and unforeseen accidents which may incapacitate you from working. Your Sick Leave is like free insurance protection for extended absences - **Save it!**

*Reference: Personnel Memorandum No. 81-4*

## **MATERNITY LEAVE**

The purpose of *Maternity Leave* (paid Sick Leave) is to allow a pregnant employee reasonable time off from work during the period she is medically disabled and unable to perform her job. The length of time for which the employee is approved for Maternity Leave depends on the length of time she is disabled as documented by an acceptable Medical Certificate (Form 33). Other paid leaves, such as vacation and personal leave, may be requested if sick leave is exhausted during the disability period.

When all paid leave has been used, an employee may request a leave of absence without pay for medical reasons pursuant to your labor contract and/or State statutes.

*Reference: Personnel Memoranda No's. 82-4 and 88-5*

## **JURY DUTY**

If you are summoned to court to serve as a *juror*, you may be eligible for special leave without loss of wages or accrued time to cover your absence from work. Those who receive the special leave from work must remit the jury duty fee to the State. This special leave applies only to the amount of time required to be at court. If you are dismissed early or start late, you must report to work for the remainder of your shift.

If you must attend court in your capacity as a Department of Transportation employee in connection with State business, you are considered to be at work for the court appearance. However, if you are

ordered to attend court as a witness in a private capacity, you may or may not be eligible for *subpoena leave*, depending on the provisions of your collective bargaining contract. Voluntary court appearances do not qualify for the special leave. Furthermore, if you are a plaintiff or defendant in a court action, you are not eligible for the special subpoena leave.

*Reference: DOT Personnel Memorandum No. 80-2E*

## **MILITARY LEAVE**

Military leave with pay is available for required field training purposes up to a maximum of three (3) weeks per calendar or military year (check your labor contract). Required field training includes periods of up to a total of two weeks (10 days) of Annual Training and Active Duty training required for retention in the National Guard or Military Reserves. If you are in the National Guard or a reserve component of the Armed Forces, you will be able to fulfill your summer camp obligations without losing any pay or vacation and personal leave benefits. In order to obtain such leave you must submit a copy of your official military orders through your supervisor to the Human Resource Division before going on leave. You should also notify your supervisor as much in advance as possible. Military leave with pay is also allowed for unscheduled emergency call-ups of 30 days or less, but such call-ups are extremely rare.

If you are called up for full time active service for Operation Iraqi Freedom, Operation Enduring Freedom, Operation Noble Eagle or Operation Liberty Shield you will be eligible for following increased benefits.

The following additional benefits and compensation are to be provided to employees (as defined above), who are in support of Operation Enduring Freedom, Operation Noble Eagle and Operation Liberty Shield.

1. **Health Insurance Benefits** - For the duration of the time the State employees on said military leave, they and their dependents may continue their existent State group health insurance including medical and/or dental coverage by continuing to pay the employee share of the premium due.
2. **Full Pay** - Leave of absence with pay for thirty calendar days beginning the date full-time employees are called to active service. Paid leave applies to a calendar year. If the call-up continues into the next calendar year the employee is eligible for another thirty calendar days of paid military leave starting January 1.
3. **Part Pay** - After the expiration of the thirty calendar day full pay (as provided above, by bargaining contract or pursuant to Section 27-33 of the Connecticut General Statutes) pay the difference between the employee's base rate of pay plus longevity, and the total compensation the employee receives for such active military service. The employee would be entitled to "**part pay**" for his/her **primary State position** only. Eligibility for "**part pay**" is contingent on the fact that the employee receives no other full pay from the State.

The following conditions must be met for an employee to qualify for part pay:

1. The employee, as defined in Section I, must be **full-time**. The employee may have permanent or non-permanent status provided he/she is full-time.
2. The State employee must be on active duty in the armed forces of any state or of any reserve component of the United States for Operation Enduring Freedom, Operation Noble Eagle, a related emergency operation, or a military operation whose mission was substantially changed as a result of the attacks of September 11, 2001, or federal action or state action authorized by the Governor in support of the federal Department of Homeland Security's Operation Liberty Shield, military operations that are authorized by the President of the United States that entail military action against Iraq, or federal action or state action authorized by the Governor to combat terrorism within the United States, or federal action or state action authorized by the Governor or the President of the United States that entails service or military action as part of Operation Jump Start at the border of the United States and Mexico, for the duration of such call-up active service (CGS 5-259d).

In order to qualify, **an employee must have been called to active duty** for participation in a qualifying operation. Employees taking military leave for training or other military activations not related to the subject conflict would not qualify for the additional benefits and compensation.

*Reference: DOT Personnel Memorandum No. 77-7*

*Reference: Comptroller's Office Memorandum 2010-08*

## **UNPAID LEAVE**

Under certain conditions it is possible for employees to be absent from work for an approved period of time without pay. Pursuant to State statutes, union contracts, and Federal law, unpaid leaves of absence may be granted for the following reasons:

**Maternity:** Contractual medical leave following the expiration of paid leave, for disabilities resulting from pregnancy;

**Medical:** Illness of the employee, upon exhausting paid leaves (Personnel Memoranda No's. 81-4 and 82-4);

**Family and Medical:** See below.

**Military:** To enter the armed forces of the United States or for other military activities not eligible for paid military leave (DOT Personnel Memoranda No's. 77-7 and 82-4);

**Educational:** To pursue a job-related degree program or technical skill training (Personnel Memorandum No. 82-4);

**Personal:** Other reasons not included in the above.

**Family and Medical Leave (FMLA):** Family and Medical leave benefits are provided under State law (CGS 5-248a) and Federal law (the Federal Family and Medical Leave Act of 1993). Leaves that qualify under both laws will run concurrently.

Under State law "eligible" State employees may use up to twenty-four (24) weeks of job-protected unpaid leave within a two (2) year period upon the birth or adoption of a child, the serious illness of a child, spouse or parent(s), or upon the serious illness of the employee.

Under Federal law "eligible" employees may use up to twelve (12) weeks of job-protected leave for the birth or adoption of a child, the placement of a foster child; the serious health condition of the employee; the serious health condition of the employee's spouse, child, or parent.

To be eligible for FMLA under State law, you must be a permanent employee (completed an initial working test period or six months of unclassified service). To be eligible under Federal law, an employee must have worked for the employer at least one year and for 1,250 hours over the previous 12 months.

Please refer to Personnel Memorandum 88-5 for more specific information concerning these laws and application procedures.

Depending on the circumstances surrounding the leave of absence, your job may or may not be held for you. You should be notified of the status of your position before the leave begins. If your position is being held, you will be able to return to your former job as long as you return to work upon the conclusion of your leave. If your job is not being held, you may not be able to return to work until a similar job becomes available. In either case it is important to keep your supervisor advised of your status. Failure to return to work following an approved leave of absence will be considered unauthorized and may jeopardize your employment status. An unauthorized leave of five (5) or more work days may be just cause for termination or considered a resignation not-in-good standing.

Although your employment status may be preserved during the period of leave without pay, your benefits may be affected as follows:

- No sick leave or vacation leave earned;
- No holiday pay during the leave;
- Service credit towards retirement, seniority, and longevity may be suspended;
- Longevity bonuses won't be paid until reinstated to pay status;

Health insurance premiums will continue to be paid by the State (the State's portion) for medical and family leaves only. You will be billed for the full cost of medical coverage if on leave for any other reason.

Certain payments that are normally deducted from your paycheck (health insurance premiums for yourself and/or your dependents, group life insurance, loans, etc.) will have to be paid directly by you.

It is very important to submit your request for a leave of absence (Form PER 147) to your supervisor with as much advance notice as possible, but no less than three weeks prior to commencement of the leave. Failure to provide sufficient notice may delay the approval process.

*Reference: Personnel Memorandum No. 88-5 (Revised)*

## **VOLUNTARY SCHEDULE REDUCTION**

Permanent State employees, may with the approval of the appointing authority, take unpaid leave of a prescheduled day or partial day off without loss of benefits, longevity or retirement credits. Employees who wish to participate must complete a Voluntary Schedule Reduction Program Form to their immediate supervisor for initial review. This leave is subject to agency operational needs.

*Reference: Personnel Memorandum No. 91-2*

## **WORKERS' COMPENSATION**

If you are injured on the job, you will have protection under the State's Workers' Compensation laws.

Such benefits include payment of all medical expenses, and compensation during the period of incapacity at rates established by the State Legislature. In addition to these general benefits, you may also elect to use any accrued leave time to your credit to make up the difference between your Workers' Compensation benefit and your regular salary.

The Workers' Compensation Managed Care Program, administered by a Third Party Administrator, requires employees who are injured on-the-job to obtain medical care within the preferred provider network. Employees who seek care outside the network risk being ineligible for State of Connecticut Workers' Compensation benefits. It is essential that you report an on-the-job injury to your supervisor immediately so that any compensation benefits due will not be jeopardized or delayed. You must also do everything possible to ensure that your recovery and return to work occur as soon as possible. Specifically, you should:

- Follow your doctor's advice for treatment, medication, and activity restrictions;
- Keep scheduled medical appointments.
- Provide your doctor with an accurate account of your job duties and availability of light duty assignments;
- Maintain contact with your supervisors to update your condition and progress and see if selective work is available, consistent with your doctor's recommendations;
- Provide your supervisors with complete medical documentation on the required forms;

- Return to work as soon as authorized by the treating physician for regular or light duty;
- Inform the DOT Human Resource Office of any employment with another employer during the period Workers' Compensation benefits are being received.

The above rules are intended to improve communications between the injured employees, their doctors and supervisors to ensure a safe and prompt return to work.

The State has a 24 hour/7 days a week Workers' Compensation Fraud Hotline for reporting situations if you strongly suspect Workers' Compensation Fraud. (To Report Fraud Dial the Hotline at 1-800-927-0456).

*Reference: DOT Personnel Memorandum No. 92-2*

## **EMPLOYEE ASSISTANCE PROGRAM**

At some time during your employment, you may experience personal problems that negatively affect your job performance.

These problems may be related to alcohol and drug abuse, emotional difficulties, family, marriage and so on. Sometimes these problems are of such a serious nature that they require outside professional help. The Department of Transportation strongly supports the Employee Assistance Program to help employees deal with alcohol and other substance abuse problems, as well as other non-substance abuse EAP services provided under contract with The Lexington Group, Inc. Lexington provides up to three assessment sessions at no cost to you. Fees for additional treatment services are your responsibility. When continued treatment is recommended, the EAP Counselor will make every effort to offer referrals that are covered by your health plan.

All full and part-time permanent employees and immediate family members are eligible for EAP services.

You may call directly for an appointment or an appointment can be arranged through your supervisor or Human Resource Officer. Participation in the program is strictly confidential, regardless of the referral source.

### **For EAP services contact:**

The Lexington Group, Inc.

1-800-676-HELP (4357)

*Reference: DOT Personnel Memorandum No. 86-2*

# Basic Work Rules

## WORK ASSIGNMENTS AND PRODUCTIVITY

Your job is comprised of a variety of tasks that should be completed in an efficient manner. If you complete an assignment earlier than expected, move on to other work or request a new assignment from your supervisor.

Unauthorized coffee or rest breaks, extended meal periods, roundabout or unauthorized stops on travel routes, and failure to perform a work assignment can result in a loss of pay for the non-productive period and some form of disciplinary action being taken.

Refusal of a direct order to perform a given work assignment is considered insubordination, a very serious offense which may be cause for dismissal. If you disagree with your work assignment the rule is to "work now -- grieve later".

## ATTENDANCE POLICY

The efficiency and productivity of any organization, especially State agencies, depends greatly on the attendance and punctuality of its employees.

During your initial working test period and annually thereafter your supervisors will rate your attendance as part of your overall performance evaluation. You are expected to maintain good attendance, report to work on time, and adhere to the time allotted for your scheduled break and meal periods. Numerous absences and tardiness could jeopardize your employment status or annual increment raise.

Any absence from work not approved by your supervisor will be charged to Unauthorized Leave without Pay. An unauthorized absence for five (5) or more consecutive workdays may be considered cause for termination or considered a resignation not-in-good standing.

## SICK LEAVE/MEDICAL CERTIFICATES

The *Sick Leave Usage Table and Policy* described in DOT Personnel Memorandum No. 81-4, applies to all employees in the Department of Transportation. Essentially, it relates the number of days/hours and occasions of sick leave usage to employee service ratings while allowing consideration for long term illnesses, follow-up treatments, and certain other extenuating circumstances. If you are suspected of abusing or excessively using the sick leave privilege, you may be required to produce a completed Medical Certificate for each absence chargeable to sick leave. Abuse of sick leave is also grounds for disciplinary action, in addition to the issuance of Less Than Good or Unsatisfactory Service Ratings.

*Reference: DOT Personnel Memorandum No. 81-4 – “Medical Certificates”*

You must submit an acceptable Medical Certificate to substantiate a request for sick leave under the following circumstances:

- To document an absence from work due to illness or injury for more than five (5) consecutive working days;
- To change Vacation Leave to Sick Leave if you become ill while on vacation;
- If you have been placed on a Medical Certificate Requirement due to excessive use of sick leave;
- At any time when evidence indicates reasonable cause for such a requirement.

Employees should be prepared to submit a medical certificate if you call in sick either immediately before or after a scheduled vacation leave.

Failure to produce a Medical Certificate when required may result in your being placed on unauthorized leave without pay for the period involved. A pattern of unauthorized leave without pay may negatively impact your service rating and also result in disciplinary action being taken in addition to the denial of pay.

Generally, Medical Certificates that are based on over-the-phone diagnoses will not be accepted. The doctor must have actually examined you in order for the certificate to be valid.

**The submission of altered medical certificates is cause for termination of employment.**

## **PUBLIC IMAGE**

Your behavior on-the-job not only reflects upon you as an individual but also on your fellow employees and the Department.

You are expected to do your job properly, be courteous and helpful to your co-workers and the general public, obey work and safety rules, adhere to established work hours, meal and rest periods, and utilize State material, equipment, and supplies for authorized State purposes only.

Always be conscious of the fact that you are very much in the public eye and must act in such a way as to bring credit to the Department. Politeness, cooperation, and efficiency are characteristics that we must all strive to maintain regardless of circumstances.

## **EMPLOYEE CONDUCT AND BEHAVIOR**

In addition to projecting a positive image you are expected to maintain respectful and harmonious working relationships with your co-workers and supervisors. There may be times when you will have a difference of opinion with a fellow employee. If you cannot resolve the matter in a cordial manner with your co-worker, your best course of action is to discuss the difficulty with your supervisor who can assist in finding a satisfactory solution to the problem.

Physical confrontations, abusive language, threatening gestures or remarks, bullying, or any other actions intended to intimidate or harm co-workers, supervisors, or the general public will not be tolerated. Employees' who engage in such prohibited behavior either on the job or in work related activities off the job, will be subject to severe disciplinary action including lengthy suspensions and/or dismissal.

*Reference: DOT Personnel Memorandum No. 80-16*

## **VIOLENCE IN THE WORKPLACE**

The Department of Transportation takes both threatening and violence in the work place very seriously. In accordance with Governor John G. Rowland's Executive Order 16, the department had adopted a "**Zero Tolerance Policy**" for violation of this policy.

Violence and the threat of violence cause an unsafe and hostile environment that is not conducive to a safe and productive workplace. This policy has been created to give you a comprehensive outline of acceptable and unacceptable behavior. If you have experienced violence or the threat of as outlined in the proceeding policy please contact your immediate supervisor, manager or any human resource representative. Procedures for handling and reporting threatening and violent behavior are addressed in

*Reference: DOT Personnel Memorandum No. 80-16.*

## **WEAPONS IN THE WORKPLACE**

Department of Transportation employees may not carry or possess any instrument or substance that would commonly be classified as a dangerous weapon while on duty or on DOT premises, including State vehicles. Such dangerous weapons would include but may not be limited to guns, bullets, knives, including the larger folding buck type knives, explosives, blackjacks, bows and arrows, and any other object or substance that could be considered a dangerous weapon. Employees found violating these policies will be removed from the workplace and subject to disciplinary action, up to and including dismissal.

*Reference: DOT Personnel Memorandum No. 80-16*

## **APPEARANCE AND DRESS**

Your appearance is important. Like your conduct, it not only reflects upon you as an individual but upon your coworkers and the Department as a whole. Your dress should be neat and clean and appropriate to your particular type of job. Shorts, halters, and other types of beach-type casual wear are not suitable business attire. For safety reasons, field employees may not wear shorts. If your job requires the use of safety or protective gear, such as hard hats, reflective vests and safety shoes, you must wear them as required.

*Reference: DOT Personnel Memorandum No. 83-5*

## **RACIAL, ETHNIC AND/OR SEXUAL REMARKS, SLURS, HUMOR**

The use of racial, ethnic, sexual remarks, slurs and/or inappropriate humor is not condoned under any circumstances in the work place and is in violation of the Department of Transportation Affirmative Action Policy.

Remarks or jokes that seem harmless may be interpreted by the recipient as a sign of underlying hostility and discrimination. Such offensive behavior not only undermines morale in the workplace but may also be grounds for a claim of discrimination and/or sexual harassment under State and Federal law.

The use of racial, ethnic, or sexual humor or remarks, regardless of the intention, may result in disciplinary action taken against the employees and/or supervisors who engage in or knowingly condone such behavior, or take no action to discourage such behavior where it exists.

*Reference: DOT Personnel Memorandum No. 85-5A*

## **DRUGS AND ALCOHOL POLICY/LOSS OF LICENSE**

This Department has very strict policies against the possession, use, transportation, or distribution of drugs or alcoholic beverages while on the job, and also against operating state vehicles or equipment while intoxicated, under the influence, impaired or otherwise unfit for duty.

As a state employee you have an obligation to adhere to all applicable laws concerning the operation of motor vehicles and equipment. If you are involved in an accident on the job and found to be impaired due to the use of alcohol or drugs, you will not only be subject to disciplinary action but may also be held criminally, civilly, and personally liable for any resulting property damage, injuries, or death.

If your job duties require the possession of a valid Connecticut Driver's license and/or Commercial Driver's License, a loss of license resulting from either on or off duty conduct may also jeopardize your employment status by either necessitating a reassignment and/or demotion to a non-driving job if available, or termination of employment. You must immediately inform your supervisor if your license

has been suspended rendering you unable to perform your driving responsibilities. Supervisors are expected to report loss of license up the chain of command as well as to the Safety Director.

Violations of these policies will result in very severe disciplinary action being taken, which may include lengthy suspensions or dismissal.

*Reference: DOT Personnel Memoranda No's. 85-2 and 90-2*

## **DRUG FREE WORKPLACE**

The "Drug Free Workplace Act of 1988", requires that any State Agency receiving Federal funds must certify to the Federal Government that the State Agency will maintain a drug free workplace. The unlawful manufacture, distribution, dispensing, possession, or usage of a controlled substance or drug is strictly prohibited at all DOT work facilities, and all DOT vehicles, and by all DOT employees while they are acting in their capacity as employees, including traveling on State time to and from work locations. Any employee found in violation of this policy will be terminated from State Service, with no second chance.

Failure to notify your supervisor within five (5) days of conviction for violations of a criminal drug statute is also grounds for dismissal.

*Reference: DOT Personnel Memorandum No. 89-2*

## **ALCOHOL AND DRUG TESTING POLICY**

All employees who are required to possess and maintain a Commercial Driver's License (CDL) in order to operate a commercial motor vehicle and DOT Drawbridge Attendants are subject to mandatory alcohol and drug testing pursuant to Federal Motor Carrier Regulations. Certain employees assigned to Ferry operations are also subject to testing under U.S. Coast Guard regulations. The purpose of these regulations is to enhance safety by reducing alcohol and drug-related risks in transportation operations. The penalty for violating this policy is suspension without pay and, ultimately, dismissal.

*Reference: DOT Personnel Memorandum No.94-2*

## **USE OF STATE TIME, VEHICLES, EQUIPMENT, AND SUPPLIES**

The use of State work time, equipment (including computer hardware and software), vehicles, materials and supplies for private, personal, or other non-State business purposes is absolutely prohibited. Employees are expected to render a full day's work for a full day's pay.

The unauthorized removal from the workplace of any of the State's materials, equipment, tools, supplies, or other property, for whatever reason, will be considered as a very serious offense, and will be treated for disciplinary purposes in the same manner as if these items had been stolen from the State. Such disciplinary action may include suspension or dismissal from State service.

If you have occasion to drive a State vehicle, be sure to familiarize yourself with the latest rules and regulations governing its operation. Remember that you are in the public eye, especially when you drive a State vehicle. Obey all traffic regulations and speed limits. Do not take chances or drive recklessly. Drive carefully, courteously, and within the law. Do not do personal errands while on duty or park the vehicle in inappropriate places. Do not use a cell phone without a hands-free device or smoke in a State vehicle. Failure to follow the rules governing the use of State vehicles and equipment may jeopardize your driving privileges and result in disciplinary action being taken. You will also be responsible for all traffic violations and fines.

*Reference: DOT Personnel Memorandum No. 96-2*

### **ACCETPABLE USE OF STATE SYSTEMS AND EQUIPMENT\***

Your job may now or sometime in the future involve the use of the Department's computers, systems, and electronic communication devices to perform your job tasks. Use of the any such Department computers equipment for personal business is strictly prohibited. Personal use includes anything not related to your State job, such as typing personal letters and reports, playing computer games (including games incorporated into the software package), researching vacation sites and making reservations over the Internet, and sending e-mail on matters that are not related to State business. The State telephones are for the purpose of transacting State business. The use of the State phone system for personal calls interferes with business operations and is not permitted except in an emergency. Emergency calls should as brief as possible.

\*The definition of state systems and equipment includes but is not limited to: Desktop computers, laptops, computer servers, networks, internet access, stand-alone computers, handheld PDA devices that combine computing, telephone/fax, internet and/or networking features, desk telephones and cell phones.

Violation of this policy can lead to very strict disciplinary actions up to and including termination. If you have any questions about what is acceptable please contact either your direct supervisor or the Office of Information Systems at (860) 594-3500.

*Reference: Policy Statement No. F&A 28 and DOT Personnel Memorandum No. 96-2*

### **INSPECTION OF STATE PROPERTY**

The State has the right to enter and inspect equipment, facilities, materials, and supplies it provides to its employees in the work environment. State-provided offices, desks, file cabinets, other office furniture, lockers, closets, storage rooms, vehicles, files, computers, computer files, tapes and disks, and their

contents are subject to being opened and inspected at any time by the Department's supervisors, managers and security personnel for health, safety, security and other business related purposes. This policy also applies to State-provided electronic mail (e-mail), voice mail, and messages left on State-provided telephone answering machines. Employees should have no expectation of privacy regarding State equipment.

*Reference: DOT Personnel Memorandum No. 96-2A*

### **CELL PHONE OR ELECTRONIC PDA'S (PERSONAL DIGITAL ASSISTANT)**

The use of such cell devices should only be used for business purposes. It is unacceptable to use these devices for personal use during your work hours. Personal phone calls, text messages, surfing the internet, email, social networking, and any other use of these devices is prohibited on State time. Only use your personal cell phone during work hours in emergency situations. Using these devices during work hours is a violation of the Employee Responsibilities Regarding Usage of State Time, Equipment, Supplies and Materials Policy.

*Reference Personnel Memorandum No. 96-2*

### **SAFETY**

All employees should use good common sense to avoid accidents and injuries. If you are assigned to a field operation, such as highway maintenance, surveying, or construction inspection, you must also pay particular attention to established safety policies and practices for specific work operations including the use and wearing of protective devices and apparel as required. Failure to adhere to established safety procedures may result in disciplinary action.

If you are involved in an accident while operating a Department owned vehicle, it is your responsibility to report the accident to your supervisor so that the proper forms can be completed. Since much of the Department's work involves the use and operation of equipment and vehicles, the DOT Safety Division investigates most accidents to determine the cause or causes which contributed to the accident so that steps may be taken to prevent a recurrence.

For more information concerning safety matters consult your supervisor or the DOT Safety Division.

*Reference: DOT Personnel Memorandum No. 89-3*

## **SMOKING POLICY**

### **DOT ADMINISTRATION COMPLEX - NEWINGTON**

In order to eliminate the documented health hazards of secondary smoke and to maintain good air quality in the work environment for all employees at the DOT Newington Administration Complex, a No-Smoking Policy is established for employees at the Administration Building, Training Facility, and Information Systems Facility in Newington. Under this policy, smoking at these facilities is strictly prohibited. The prohibition against smoking includes all work areas, corridors, stairwells, restrooms, meeting rooms, closed offices and any other areas within these buildings.

Smoking breaks are permitted in the designated outdoor smoking areas, if provided. Employees who wish to use the designated outdoor smoking area/s may do so before work, after work, and during lunch or break time. Employees have only two (2) breaks each day for a maximum of 15 minutes each, and may split up break time into several smaller breaks for smoking, as specified in Policy Statement No. F&A-16. Employees should avoid littering and developing into large groups that are noticeably visible to the general public.

Smoking breaks should not be taken in front of the main entrance to the buildings or on the sidewalks around the buildings.

*Reference: Policy Statement No's. F&A-16 and 16A*

### **ALL OTHER DOT FACILITIES**

Smoking is prohibited in all DOT facilities, except in those specific areas qualifying as smoking areas under the Statute. The law does not require the provision of smoking areas in any building.

*Reference: DOT Personnel Memorandum No. 93-4*

### **SMOKING IN STATE VEHICLES**

The Agency has adopted a No-Smoking Policy with regard to DOT Vehicles administered by DAS. All drivers and passengers are asked to refrain from smoking in State vehicles.

*Reference: DOT Personnel Memorandum No. 92-5*

## **RESIGNATIONS**

In order to resign in good standing you should provide your supervisor with at least two weeks written notice of your intent to resign, stating the reason and your last day of work. For especially unique or highly responsible jobs, such as employees in professional or supervisory positions or managers, more than two week's notice should be provided.

If you have resigned in good standing and subsequently wish to return to work with the State, you may request a withdrawal of your resignation within one year of the date you resigned. You will be eligible for reinstatement in job classifications in which you held permanent status for two (2) years from the date you withdraw your resignation. If you are re-employed within one year of the effective date of your resignation, your unused sick leave balance at the time of resignation will be restored.

*Reference: DOT Personnel Memorandum No.76-8*