

**EMPLOYEE HANDBOOK**

**OF THE**

**CONNECTICUT PAID FAMILY AND MEDICAL LEAVE INSURANCE**  
**AUTHORITY**

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# **WELCOME TO THE CONNECTICUT PAID FAMILY & MEDICAL LEAVE INSURANCE AUTHORITY**

## **MISSION**

The Paid Family and Medical Leave Insurance Authority (“CT Paid Leave Authority” or “Authority”) helps Connecticut’s workforce navigate health challenges and life changes with greater financial security.

## **VISION**

Connecticut’s workforce has access to reliable income replacement to take care of themselves and their families during the most important times in their lives.

## **INTRODUCTION**

This Handbook will acquaint you with the CT Paid Leave Authority’s personnel policies, work rules, compensation, and benefits. Please read this Handbook carefully and refer to it whenever questions arise.

## **STATUS OF EMPLOYMENT**

As provided in Public Act 19-25, until December 31, 2021, employees of the CT Paid Leave Authority are considered state employees only for the purposes of group welfare benefits and retirement, including but not limited to those provided under chapter 66 of the general statutes and sections 5-257 and 5-259 of the general statutes. Until that date, all employees of Authority are at-will employees, which mean that either the employee or the Authority may terminate the employment relationship at any time and for any reason, with or without cause.

On and after January 1, 2022, the employees of the authority shall be considered state employees for the purposes of section 5-270 to 5-280, inclusive, of the general statutes. To the extent such employees are performing jobs which would normally be within a current executive branch bargaining unit, such jobs shall be added to the unit descriptions of such bargaining units and employees in those jobs shall be deemed part of such units. Thereafter, the applicable collective bargaining agreement(s) shall supersede the terms and conditions of this Authority Handbook except for such terms and conditions of employment the agreement(s) do not specifically address.

Managerial employees and other employees not covered by a collective bargaining agreement shall be exempt from the classified service.

The policies set forth in this Handbook are guidelines to assist the Authority in the daily management of the agency. The Authority reserves the right, whether in an individual case or more generally, to alter, reduce or eliminate any practices, policies, or benefits at any time, unless otherwise prohibited by state or federal law. Except as stated above, your status as an at-will employee cannot be modified unless the modification is set forth in writing and signed by both the

Chairperson of the Board of Directors (consistent with the relevant agency procedures) and you or a representative acting on your behalf.

Any oral statements made to you by any individual that conflict with this provision regarding at-will employment are unauthorized and should not be relied upon by you in making any employment or other decisions.

### **EMPLOYMENT AT WILL**

Except as stated above under Status of Employment, your employment with the Authority is at-will, which means that you or the Authority may terminate your employment at any time, for any reason, with or without cause and with or without notice. No employee of the Authority, except the Chairperson of the Board, with the approval of the Board of Directors (consistent with the relevant agency procedures), has the authority to enter into any agreement for employment for a specified period of time or to make any agreement or representation contrary to the Authority's employment-at-will policy. Any such duly authorized agreement must be in writing and signed by the Chairperson of the Board of Directors and the employee or a representative acting on his or her behalf.

### **OPEN DOOR POLICY**

The CT Paid Leave Authority encourages an open channel of communication between you and the Chief Executive Officer ("CEO") should a problem, concern, question or complaint arise about any aspect of your employment relationship with the Authority. If the CEO is unavailable, unable to assist you, or you feel that he/she cannot address or has not addressed your concern, you should speak with the DAS Human Resources representative assigned to the Authority. This includes any issues such as harassment, discrimination, wage payment or compensation, policy violations, unfair treatment, safety issues, etc. This is a voluntary process that encourages you to raise issues without fear of adverse consequences. The bottom line is – Talk to Us! We are here to help but we cannot help if we do not know that there is an issue.

### **EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION POLICY**

It is the Authority's policy to provide equal employment opportunities to all applicants and employees regardless of race, color, religious creed, sex, sexual orientation, gender identity or expression, marital status, age, national origin, ancestry, mental disability, intellectual disability, learning disability, physical disability, veteran status, or any other characteristic protected by federal, state, or local law. Employees who feel they have been treated less favorably on the basis of any protected characteristic should follow the complaint procedure set forth below. Retaliation for making a complaint or otherwise participating in an investigation of potential violations of this policy is not tolerated.

It is also the policy of the CT Paid Leave Authority to take affirmative action to employ and to advance in employment, all persons regardless of race, color, religious creed, sex, sexual orientation, gender identity or expression, marital status, age, national origin, ancestry, mental disability, intellectual disability, learning disability, physical disability, veteran status, or any other

characteristic protected by federal, state, or local law, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.

Employees and applicants of the Authority will not be subject to harassment on the basis of race, color, religious creed, sex, sexual orientation, gender identity or expression, marital status, age, national origin, ancestry, mental disability, intellectual disability, learning disability, physical disability, veteran status, or any other characteristic protected by federal, state, or local law. Additionally, retaliation, including intimidation, threats, or coercion, because an employee or applicant has objected to discrimination, engaged or may engage in filing a complaint, assisted in a review, investigation, or hearing or have otherwise sought to obtain their legal rights under any federal, state, or local equal employment opportunity law is prohibited.

The CT Paid Leave Authority is committed to the principles of Affirmative Action and Equal Employment Opportunity (“AA/EEO”). In order to ensure dissemination and implementation of Equal Employment Opportunity and Affirmative Action throughout the Authority, the CEO will be responsible for implementing, monitoring, and reporting on the overall AA/EEO program. The CEO has been designated as the EEO Coordinator. In furtherance of the Authority’s policy regarding Affirmative Action and Equal Employment Opportunity, the Authority will implement practices to ensure that its policy of nondiscrimination and affirmative action for women, minorities, individuals with disabilities, and protected veterans is accomplished.

### **REASONABLE ACCOMMODATIONS**

If you believe you need a reasonable accommodation because of a disability or for a religious reason, with regard to performing your job or accessing the benefits and privileges of employment, please speak with the assigned Human Resources representative. You may be required to submit supporting documentation or a written request.

### **POLICY AGAINST SEXUAL & PROTECTED CLASS HARASSMENT**

The CT Paid Leave Authority is committed to providing a work environment in which all people are treated with respect and dignity and that is free from harassment, discrimination and retaliation. All employees are expected to participate in this effort.

Federal and state law, including Title VII of the 1964 Civil Rights Act, 42 U.S.C. § 2000e-2(a)(1), and the Connecticut Fair Employment Practices Act, C.G.S. §46a-60 et seq., prohibit various forms of discrimination and illegal harassment in employment. The Authority strictly prohibits discrimination, including sexual harassment and harassment based on all of the following legally protected classes: race; color; religious creed; age; sex; pregnancy; sexual orientation; gender identity or expression; marital status; national origin; ancestry; intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; or criminal record.

“Harassment” means any verbal, physical, graphic or written conduct on the basis of a protected class or status when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct by an individual is used as a basis for an employment decision affecting that individual; or
- Such conduct interferes with another’s work performance or creates an intimidating, offensive or hostile work environment.

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

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

Sexual harassment includes direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits or continued employment. This also includes any sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating or humiliating.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment, depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or verbal references to sexual conduct,
- Gossip regarding one’s sex life, comments on an individual’s body,
- Comments about an individual’s sexual activities, deficiencies or other related topics;
- Displaying sexually suggestive objects, pictures, cartoons;
- Leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiring into one’s sexual experiences and discussion of one’s sexual activities.

The Authority shall not tolerate discrimination or harassment on the basis of a protected class by anyone, including any supervisor, co-worker, vendor, client or customer, whether in the workplace, at assignments outside of the workplace, at Authority-sponsored social events or elsewhere.



Please note that while this policy sets forth our goals of promoting a workplace that is free of harassment, the policy is not designed nor is it intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable.

### *Retaliation Prohibited*

The Authority strictly forbids retaliation against employees who report discrimination, including harassment, or who participate in internal or external investigations involving such conduct. Agents of the Authority shall not retaliate against, coerce, intimidate, threaten, harass, or interfere with any individual exercising or enjoying his or her rights under Federal or State law or because an individual aided or encouraged any other individual in the exercise of rights granted or protected by State or Federal law.

### *Complaint Procedure*

Claimants – If you believe that you are being harassed or otherwise discriminated against because of your protected class or retaliated against, you should immediately report the harassment, discrimination, or retaliation to any one of the following people:

- Your supervisor or manager;
- The CEO of the CT Paid Leave Authority
- The Chairperson of the Board of Directors of the CT Paid Leave Authority
- The DAS Equal Employment Opportunity representative assigned to the CT Paid Leave Authority
- The DAS Human Resources representative assigned to the CT Paid Leave Authority

Witnesses – Any employee who witnesses harassment or other forms of discrimination or retaliation prohibited under this policy or becomes aware that another employee has been subjected to such harassment, discrimination or retaliation is also urged to immediately report the conduct via one of the people listed above.

Supervisors and Managers – Any supervisor or manager who receives a complaint about prohibited harassment, discrimination, or retaliation or who believes that someone is engaging in such conduct, are **mandated** to report it to the CEO of the CT Paid Leave Authority, the DAS Equal Employment Opportunity representative assigned to the CT Paid Leave Authority or the DAS Human Resources representative assigned to the CT Paid Leave Authority. Ignoring such conduct is not permitted and may subject the supervisor or manager to disciplinary action.

### *Investigation of Complaints*

The CT Paid Leave Authority takes all complaints and reports of harassment, discrimination and retaliation seriously. All complaints and reports will be investigated promptly. All employees are expected to cooperate fully with all administrative complaint investigations and any actions taken by the Authority as a result of such investigations.

### *Corrective Action*

If an investigation confirms that discrimination, harassment, or retaliation prohibited under this policy has occurred, the Authority will take corrective action promptly. Discipline up to and including discharge from state service may be imposed.

## **PERFORMANCE EVALUATIONS**

Performance evaluations shall be given annually by the CEO or an employee's immediate supervisor not later than October 31<sup>st</sup> of each year. The Board shall annually evaluate the performance of the CEO within the same timeframe. New employees will also be evaluated after their first six months of employment. Where appropriate, a more frequent evaluation schedule may be established to address certain performance concerns. Informal discussions may occur throughout the year to reinforce positive efforts, maintain contact, and recommend improvements.

## **DRUG/ALCOHOL POLICY**

The Authority is committed to a drug and alcohol-free workplace. The use or possession of illegal drugs, marijuana and/or alcohol in the workplace or during working time is strictly prohibited and is grounds for immediate discharge from employment. Reporting to work under the influence of illegal drugs, marijuana or alcohol is also strictly prohibited.

Prescription and over-the-counter drugs are permitted only when taken in standard dosage or according to a physician's prescription. Any employee taking prescribed or over-the-counter medication will be responsible for consulting with their health care provider to determine whether the medication may interfere with the safe and effective performance of your job.

If you are or will be taking any drug, medication or other substance that could adversely affect your ability to perform your job duties, or impact your safety or that of other employees, it is your responsibility to use appropriate report-to-work procedures to contact your supervisor about your inability to report to work.

## **DRESS CODE**

Professional appearance and comportment are crucial to conveying Authority's credibility with employees, employers, and other stakeholders. When working, employees should be dressed and behave in a professional, businesslike manner. Clothing, makeup, and accessories should be appropriate for all locations at which an Authority employee might be expected to work and, in the case of remote work, appropriate for all possible views of the employee via Teams, Zoom and other remote work technology. Employees who represent the Authority to the public or media are expected to dress in a professional, businesslike manner appropriate for those settings. Employees must familiarize themselves with the dress codes of the facilities they visit and dress accordingly.

Employees are expected to use discretion in style of dress and comportment, complying with generally accepted standards of business or business casual attire. Clothing that is not considered

appropriate attire includes, but is not limited to visible leggings, flip flops, torn clothing, shorts, shirts with spaghetti straps, halters, wrinkled clothing, recreational clothing (e.g., basketball shorts and similar clothing), hats not worn for medical or religious reasons, and tight, revealing, or otherwise ill-fitted clothing. Employees who have questions about appropriate attire should speak with their immediate supervisor or may receive guidance from the CEO or human resources.

Employees who report to work in attire that the Authority supervisors or management deem inappropriate may be directed to change their clothing and may be subject to corrective action. Any absence from work resulting in a directive to change out of inappropriate clothing is chargeable to the employee's leave balance or, for non-exempt staff, may result in a reduction in pay.

### **TOBACCO USE & RELATED WORK ENVIRONMENT CONCERNS**

In order to maintain a safe and comfortable working environment and to ensure compliance with applicable laws, the Authority maintains a smoke and "electronic cigarette"-free environment. Employees who smoke or use any form of electronic cigarette or "vaping" device should do so away from the premises and are required to dispose of cigarette butts or other smoking waste in appropriate trash receptacles to avoid littering nearby sidewalks and Authority property. Use of smokeless tobacco products is also prohibited on Authority premises.

Employees are expected to use their discretion in the use of scents in the office areas that may cause discomfort for those with allergies and other sensitivities.

Employees are required to maintain their work environment so it reflects Authority's objectives and mission. Employees are expected to use discretion in maintaining neat and tasteful work areas free from clutter.

To keep extraneous noise to a minimum in the office areas and to maintain decorum, personal radios or audio units are allowed at the supervisor's discretion only to the extent they do not disturb coworkers or interfere with the performance of one's responsibilities. Radios and audio units must be inaudible to the nearest neighbor as well as over the telephone.

### **PERSONNEL DATA CHANGES**

Employees are required to notify the assigned DAS Human Resources representative as soon as possible of any changes to:

- Name
- Home address
- Telephone number
- Marital or partnership status
- Emergency contact

## PRIVACY PROTECTION POLICY

The Authority may collect certain personal information, including Social Security numbers, in the course of our operations. The Authority takes reasonable steps to protect the confidentiality of the personal information that we collect. The Authority protects the confidentiality of the Social Security numbers we collect in the course of business by maintaining what we believe to be reasonable physical, electronic, and procedural safeguards to protect their confidentiality, which includes the following steps:

- Limiting access to the Social Security numbers the Authority collects to appropriate persons
- Prohibiting unlawful disclosure of the Social Security numbers we collect
- Reviewing these safeguards on a regular basis

### *Protecting Client and Authority Information*

In the course of your employment with the Authority, you may have access to or receive confidential information. Examples of confidential information include, but are not limited to, financial statements; medical records; project details; project funding information; information concerning the Authority's financial accounts and related information; information on licenses, license applications, and licensees; contracts and agreements; the personally identifiable information of employees and other individuals (e.g., Social Security numbers, dates of birth), and related information.

Depending on your role with the Authority, you may also have access to information protected by the Health Insurance Portability and Accountability Act (HIPAA), as well as Personally Identifiable Information (PII) and Personal Health Information (PHI). It is your responsibility as an employee to protect such information. Employees should not disclose such information outside the Authority and should take all precautions to safeguard it. This obligation extends to employees even after their employment with the Authority has ended.

Client and Authority information should never be stored on individual laptops or other mobile devices. Storing or transferring client and Authority information to any personal device is prohibited under any circumstances. Passwords and other security protocols that may provide access to client and Authority information must be kept secured and never shared. Every effort must be made to keep information secured by following any and all information security protocols implemented by the Authority. If there are any questions as to whether information can be disclosed, please consult with the Authority's CEO or General Counsel. Disclosure of confidential information, in violation of this policy, may provide grounds for legal action against an employee, and may be grounds for immediate discharge.

Please also note that under certain circumstances you may be held criminally or civilly liable for the negligent disclosure of HIPAA-protected information as well as PII and PHI. Examples of negligent disclosure include, but are not limited to, disclosing Personal Health Information to an unauthorized entity or making such a disclosure for reasons other than accomplishing Authority

business. Furthermore, employees should limit the amount of any confidential data disclosed to the minimum necessary to accomplish legitimate Authority goals.

### **SAFETY/SEARCHES**

The Authority is committed to maintaining a safe workplace. To that end, you must comply with any safety rules, practices, or guidelines as well as applicable federal, state, and local laws regarding workplace safety. In addition, you must keep your work area organized and free of any potential hazards.

If you witness any unsafe conditions or potential hazards in the Authority premises such as frayed wires, overheated computer equipment, defective appliances, and other conditions, you must report them to your supervisor or manager immediately. Additionally, the Authority reserves the right at all times to search or inspect employees' surroundings and possessions in the Authority's premises. This right extends to the search or inspection of clothing, offices, files, desks, credenzas, lockers, bags, briefcases, containers, packages, parcels, boxes, tools and toolboxes, lunch boxes, vehicles, etc. Employees have no expectation of privacy while on the Authority's premises, except in the restrooms.

### **SOCIAL MEDIA**

The Authority recognizes that the Internet provides unique opportunities to participate in interactive discussions and share information on particular topics using a wide variety of social media, such as Facebook, Snapchat, Twitter, Instagram, and blogs. However, employees' use of social media can pose security, business and legal risks to the Authority. Employees are not permitted to use social media during their work time for personal use or any business purpose not related to the Authority. Social media should never be used in any way that violates any Authority policy.

To minimize these risks, avoid loss of productivity and distraction from employees' job performance, and ensure that the Authority's IT resources and communications systems are used appropriately, the Authority expects its employees to adhere to the following guidelines and rules regarding use of social media:

- Be aware that any Internet activity and actions on an employee's part may be associated with the Authority.
- As appropriate, clarify that you are not speaking on the Authority's behalf (unless you are authorized to do so in writing).
- Consider using a disclaimer such as, "The views expressed in this profile/post/video are mine and do not necessarily reflect the views of my employer," if participating in industry-related online discussions.
- Respect is the cornerstone of online etiquette. The use of language that is discriminatory, harassing, bullying, retaliatory, or threatens violence will not be tolerated.

## INFORMATION TECHNOLOGY

The PFMLIA's information systems and Internet access, including, but not limited to, software, hardware, e-mail, telephone, Authority-issued cellphones, voice mail systems and electronic files, are reserved solely for the purpose of conducting the Authority's business. **They are the sole property of the CT Paid Leave Authority, which the Authority may access at any time, and may not be used for personal or non-business-related purposes.**

All software installed on the Authority's systems or networks must first be approved and installed by the Authority or its approved vendors. Only software and information that is required for or related to the Authority's work are authorized to be loaded, stored, or processed on the Authority's computers or networks.

All employees must comply with the restrictions on using, copying, or disclosing software and other materials owned by third parties and licensed to the Authority. Employees may not duplicate or download from the Internet or e-mail any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property without express permission from the owner of the materials. Employees must disclose all passwords to the CEO or manager upon request but must not share their passwords with other employees. In the event that an employee's password is compromised or that any the Authority equipment, such as a laptop, is lost, the employee must notify his or her manager immediately.

Employees are prohibited from knowingly transmitting, retrieving, or storing any communication of a discriminatory, defamatory, obscene, threatening, or harassing nature. Employees are further prohibited from using e-mail to disclose confidential or proprietary information about or belonging to the Authority information systems and property (as described in the below section, "Confidentiality"), and offensive materials carried on the Internet, including, but not limited to, pornography, hate literature, or sexually harassing or offensive humor.

Employees are prohibited from using the Authority's system (software and/or hardware) to create personal sites on the World Wide Web, to run bulletin boards, or to download non-work-related materials.

Employees of the Authority are required to comply with the technology and internet policies promulgated by the State of Connecticut, including, but not limited to the Acceptable Use policy. In addition, employees of the Authority who may have access to confidential data from other state agencies, including the Department of Labor and the Department of Revenue Services, must comply with policies issued by such agencies relating to such data.

## ELECTRONIC MONITORING

Files generated or maintained in the course of performing an employee's job are the Authority's property, as are the contents of computer files, storage devices, Internet access, voice mail, and e-mail, and may be accessed by the Authority at any time. **Any information, message, file, or image stored on the Authority's electronic systems is not private, and employees should have no privacy expectation for such information.** The Authority reserves the right to monitor all

electronic communications, electronic files, voice mail, e-mails, and Internet activity periodically or on an ongoing basis. Further, all messages may be disclosed to law enforcement or other third parties without consent of the sender or receiver.

### **PHONE USE**

Employees are expected to keep personal calls during working time, to a minimum and to refrain from making personal calls on phones issued by the Authority absent extenuating circumstances. Employees working in Authority premises are expected to keep their cell phones on vibrate during working time absent extenuating circumstances.

### **CONFLICTS OF INTEREST**

Employees represent a wealth of experience, expertise, and interests that they may wish to share with outside organizations and causes. The CT Paid Leave Authority recognizes the validity of such involvement provided that the employee has no investment, relationship, or commitment that might actually conflict with the interests of Authority or create the appearance of or lead to a perception of conflict between the interests of Authority and the other organization or cause. Outside activities that in and of themselves may not be conflicts of interest may be conflicts of interest if the demands on an employee's time interfere with job performance.

#### *Definition*

*Conflict of interest* is defined as certain outside business or other interests of an employee that may adversely affect the employee's motivation or performance.

#### *Guidelines*

- Employees who serve as consultant to or as director, officer, or committee member of an outside organization where there might be a conflict or have the appearance of conflict between the best interests of the Authority and the other organization must identify their roles to their immediate supervisors, who will help determine whether any conflict of interest or appearance of a conflict of interest exists.
- Employees may not benefit personally from any association or work with members, funders, donors, or vendors unless the benefit is available to all other employees.
- An employee may not be the recipient of financial or material gain from or on behalf of any members, funders, donors, or vendors (except for a token personal memento of no appreciable value).
- Employees may not induce Authority to do business on a preferential basis with friends, relatives, or businesses owned or operated by such friends or relatives even if the employees have no financial interest in the transaction or arrangement.

### **PROGRESSIVE DISCIPLINE POLICY**

Except as set forth under Status of Employment, above, all employees of the Authority are employees at-will with no stated term of employment. Each employee is therefore subject to

discharge at any time, for any reason, at the sole discretion of the Authority. The Authority has established progressive discipline guidelines to promote fairness and consistency, and the Authority will endeavor to follow these guidelines except in circumstances when management deems it appropriate to act otherwise. These guidelines do not in any way create a contract or imply any rights to an employee inconsistent with his or her status as an at will employee.

The Authority will generally follow the below progressive discipline steps if warranted:

- Verbal Warning
- Written Warning
- Suspension
- Discharge from Employment

This list is not meant to be all inclusive and does not prohibit the Authority from discharging an employee in its discretion at any time or skipping steps as it deems appropriate in its sole discretion.

### **STANDARDS OF CONDUCT**

The Authority requires that each employee comply with all policies and any other conduct requirement established by the Authority. Failure to conform to acceptable standards of conduct may result in disciplinary action, up to and including discharge from employment.

While it is not possible to list all the forms of behavior considered unacceptable in the workplace, the following are some examples of conduct that may result in disciplinary action:

1. Theft or dishonesty;
2. Failure to report arrests or convictions to your immediate supervisor or manager within 24 hours;
3. Willful or negligent destruction of Authority or State of Connecticut property;
4. Improper use of Authority or State of Connecticut equipment, including computers and phones;
5. Fighting, threatening, or other conduct endangering employees, property or equipment, including inappropriate use of portable electronic devices;
6. Insubordination or failure to follow the directions from supervisors, managers and others on the Authority leadership team, including but not limited to the CEO or Chairperson of the Board of Directors
7. Falsifying of, or submitting inaccurate or incomplete, records or reports, including time records;
8. Failing to meet the requirements of your job;
9. Excessive absenteeism or tardiness and/or failure to call in regarding absenteeism or tardiness;
10. Possessing, consuming or being under the influence of any alcoholic or intoxicating beverage, marijuana, or illegal substance;



11. Possessing dangerous or unauthorized materials such as explosives or firearms, in the workplace, regardless of any lawful licensure or certification for possession elsewhere;
12. Leaving Authority premises or being unavailable during the normal working hours without permission from the immediate supervisor or manager;
13. Smoking in unauthorized areas;
14. Inadvertent or deliberate disclosure of confidential Authority information to unauthorized persons;
15. Violence;
16. Harassment; and
17. Failure to follow Authority policies or procedures, including those related to ethics and Conflicts of Interest.

### **COMPENSATION/JOB CLASSIFICATIONS/JOB POSTINGS**

Employees will be compensated based on a compensation plan, consistent with the Authority's budget and by-laws.

Current employees will be eligible for promotion to an existing or new position, including promotions by reclassification, only if such employee meets minimum qualifications for such position. In general, a current employee shall be eligible for promotion to an existing or new position only if such employee has at least six months of service with the Authority; however, the CEO can waive this requirement provided that such waiver does not violate the requirements of an applicable collective bargaining agreement.

Employees may be reclassified by the CEO at any time, for any reason, in his or her sole discretion; however, the CEO shall notify the Board of Directors, or the committee designated by the Board, in regard to any reclassification of a position.

Open positions at the Authority will be posted in accordance with the requirements of the State Personnel Act as applicable.

### **EMPLOYEE WAGES/WORK HOURS**

#### *Hours of Work*

The standard workweek for full-time regular employees is currently 40 hours. The regular workweek shall be Monday through Friday, with employees' hours to be determined by the immediate supervisor or CEO as necessary to accomplish the Authority's mission. Where workload or schedules require, some departments may operate outside the regular workweek and/or regular scheduled hours. Supervisors will notify employees of their work schedule.

#### *Flexible Time*

Under the flextime policy, an employee may be permitted to start and end the workday at times that differ from the standard hours of operation. Flextime schedules are at the discretion of

management and must be approved in advance by the employee's immediate supervisor or the CEO. Flextime may be adjusted or rescinded if maintaining such a schedule does not meet the demands of the Authority's work.

### *Pay Periods*

Staff members are paid on a bi-weekly basis. Each paycheck will include earnings for all work performed through the end of the previous payroll. A new employee shall receive his or her first pay period's pay one pay period after the completion of his or her first pay period of work. Employees may have pay directly deposited into their bank accounts if they provide advance written authorization. Direct deposit applications may be obtained from Human Resources. Employees will receive an itemized statement of wages.

### *Overtime and Overtime Pay*

Under the federal Fair Labor Standards Act (FLSA) and state wage and hour law, nonexempt employees shall be paid time-and-one-half for all hours worked in excess of 40 hours per week. Each position at PFMLIA is determined to be exempt or non-exempt in consultation with the CEO, Human Resources, and PFMLIA's attorneys. Exempt employees will not receive any overtime pay. Non-exempt employees are paid based on the number of hours actually worked and are eligible for overtime pay when required by applicable law. Non-exempt employees must obtain prior permission from their manager before working more than 40 hours in a week.

Except to the extent an applicable collective bargaining agreement dictates otherwise, overtime pay is based on actual hours worked. Thus, if a non-exempt employee is absent during a week when overtime hours have occurred, the absent hours reported will not be considered hours worked in determining a time and one-half overtime payment. An accurate record of non-exempt regular and overtime hours must be maintained for purposes of pay. Time entries are to be verified by the staff member and by their supervisor and then submitted to Human Resources for processing.

### *Compensatory Time*

There may be times when exempt employees are required to work significant hours during a week or during a certain time period, such as attending evening meetings and events or working weekends on specific projects. In those instances, the CEO may grant, in his/her sole discretion, compensatory (or "comp") time for a partial or full day that will be paid at the employees' regular rate of pay. Comp time cannot be converted to additional pay, cannot be accrued or banked, is not otherwise earned, and will not be paid upon termination. Comp time must be scheduled and approved in advance absent extenuating circumstances. Comp time is not guaranteed under any circumstances.

Hours worked and compensatory time earned are recorded and maintained in the appropriate time records. Compensatory time earned during the twelve months of the calendar year must be used by the end of the succeeding calendar year and cannot be carried forward.

## **ATTENDANCE & PUNCTUALITY**

Reliable and consistent attendance is an essential function of each position at the Authority. To that end, employees are expected to be on time and to work at least 8 hours per day. If an employee will be late or absent, it is the employee's responsibility to contact the immediate supervisor or manager prior to the start of the workday.

An employee who is absent without notice, may face disciplinary action. Two (2) consecutive absences without providing notice to the immediate supervisor or manager of the reason for the absence consistent with this policy may result in immediate discharge in the discretion of the CEO.

Excessive absenteeism or tardiness may also result in discipline, up to and including discharge.

## **RECORDING TIME WORKED**

Accurately recording time worked is the responsibility of every employee. Time worked is all the time actually spent on the job performing assigned duties. Time records must be accurately filled out and approved by the employee's supervisor in Core-CT. Each employee shall personally record his or her own time, which includes the time worked and any time that should be charged against their leave balances (personal time, vacation time, sick time, etc.). Altering, falsifying, tampering with time records, or recording time on another employee's time records may result in disciplinary action, up to and including termination of employment.

Employee time records for each two-week pay period must be completed in Core-CT no later than noon on the Thursday of each pay period. All time records must be approved by the designated supervisor or manager in Core-CT. Working time is logged in 15-minute increments.

## **MEALS & BREAKS**

Employees working seven-and-half or more consecutive hours in one day are entitled to a 30-minute uninterrupted, unpaid lunch break. Non-exempt employees may be required to notify their supervisor at the beginning and end of their lunch break. Non-exempt employees must take their lunch break and may not work during the break. Employees who do not wish to take this break must contact the CEO and may be required to complete relevant documentation. If you believe you require additional breaks during the day, including with regard to lactation or medical issues, you must communicate your request for additional breaks with your manager or the designated HR representative.

## **BUSINESS AND TRAVEL EXPENSES**

All business and travel expenses shall be subject to the requirements of the Authority's Business Travel and Related Expenses Policy.

## HOLIDAYS

The Authority observes all State of Connecticut holidays. For a full list of holidays each year, please see the list of holidays posted on the DAS webpage on ct.gov. Generally, State holidays will include:

- New Year's Day
- Martin Luther King, Jr. Day
- Lincoln's Birthday
- Washington's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

If any of the above holidays fall on a Saturday, the Authority will be closed the prior Friday and if any of the above holidays fall on a Sunday, the Authority will be closed on the following Monday. Employees will be compensated at their regular rate on these holidays.

## VACATION ACCRUALS

Vacation leave is accrued at the rate of 10 hours per month based on a 40-hour workweek. (Part-time employees receive pro-rated vacation leave based on the ratio of their work schedule to 40 hours). If an employee is out of work without pay for an aggregate of more than five working days in a month, vacation leave will not accrue for that month.

Except as explicitly stated in the Collective Bargaining Agreement of the bargaining unit to which an employee may belong, regular full-time employees will accrue vacation time in accordance with the following schedule:

Years of Service with the Authority	Vacation Earned
0-10 years	15 days
11 years	16 days
12 years	17 days
13 years	18 days
14 years	19 days
15+ years	20 days

Except as explicitly stated in the collective bargaining agreement of the bargaining unit to which an employee may belong, vacation accruals are capped at 120 days. Once an employee reaches this 120-day amount, no additional days can be accumulated and

vacation accruals are “lost”. (Rules regarding vacation leave accruals for collective bargaining employees are outlined in specific bargaining agreements.)

Vacation time will not be advanced under any circumstances. If an employee wishes to take vacation time, but does not have accrued time available, they may request to take unpaid leave. Such leave may be granted at the discretion of the CEO. Vacation time is paid at the employee’s base pay rate and can be taken when earned.

#### *Accrual Period and Usage*

Vacation days are accrued on a monthly basis. Employees begin to accrue vacation days the first full month after their date of hire. Except as explicitly stated in the collective bargaining agreement of the bargaining unit to which an employee may belong, employees may use vacation time as soon as it is accrued.

#### *Scheduling*

To the extent possible, and with sufficient advance notice, vacations will be scheduled as requested by the employee provided that staffing requirements be met as determined by the CEO.

Vacation requests should be pre-approved under the following guidelines:

- A request should be made by the employee and approved by the supervisor.
- Whenever possible, if requesting less than one week of vacation, the request should be presented two days prior to the time requested and if requesting one week or more the request should be presented and approved at least two weeks prior to leave.
- Generally, an employee may not take more than three (3) consecutive weeks at one time in one year. Under extraordinary circumstances, the CEO may grant exceptions.

### **SICK LEAVE ACCRUALS**

Sick leave is accrued at the rate of 10 hours per month based on a 40-hour workweek. (Part-time employees receive pro-rated sick leave based on the ratio of their work schedule to 40 hours). If an employee is out of work without pay for an aggregate of more than five working days in a month, sick leave will not accrue for that month. There is no limit on the total number of sick leave days that can be accrued.

Except as explicitly stated in the collective bargaining agreement of the bargaining unit to which an employee may belong, employees receive payment for one-quarter of the unused sick leave they have accrued at retirement up to a maximum of 60 days. The beneficiary of a non-represented employee’s estate receives payment for unused sick leave, up to a maximum of 60 days if the employee has ten years of service and dies prior to retirement. Under no other circumstances shall an employee receive payment for sick leave accruals.

Sick leave accruals shall be used when the employee is ill and cannot or should not be working. Sick leave accruals may also be used for these reasons:

- *Family death* – in the event of the death of a member of your immediate family (spouse, child, father, mother, sibling, or any relative living in your home). A maximum of five working days per calendar year for each family death is allowed.
- *Family illness* - the event of a critical illness or severe injury to a member of the employee's immediate family in which the assistance of the employee is required. Except as explicitly stated in the Collective Bargaining Agreement of the bargaining unit to which an employee may belong, employees may use up to five days per calendar year for this purpose unless the employee is using federal or CT FMLA caregiver leave, in which case the employee is not limited in their use of sick leave accruals.
- *Medical Appointments* – for the employee's own medical, dental, eye examinations, or treatment for which arrangements cannot be made outside of working hours.
- *Funeral* – for the time necessary to travel to, attend, and return from funerals for people not in your immediate family. Up to a total of three days per calendar year may be used for funeral leave.
- *Parental* – Up to five (5) days for parents in connection with birth, adoption, custodial care of a child, or prenatal or postnatal care of a spouse unless the employee is using federal or CT FMLA caregiver leave, in which case the employee is not limited in their use of sick leave accruals.

Rules relating to sick leave accruals and usage for collective bargaining employees are outlined in specific bargaining unit contracts.

#### *Sick Leave - Medical Certification or Examination*

The Authority may require certification of illness from an employee's health care provider or a medical examination with another provider to verify the need for continued absence. To be certain that an employee's health permits his or her safe return to work, the Authority may require medical certification or an examination by a physician regarding fitness for duty.

An acceptable medical certificate, signed by a licensed physician or other health care provider, will be required to substantiate time off if the medical/sick leave:

- Consists of more than five consecutive working days.
- Is to be applied contiguous to, or in lieu of time taken off as vacation.
- Recurs frequently or habitually, and the employee has been notified.
- When the employee's presence at work will expose others to a contagious disease.

## **PERSONAL LEAVE**

All full-time employees are granted three days paid personal leave each calendar year for purposes not covered by vacation or sick leave. Personal days do not require prior approval of the employee's supervisor. Personal time may not be accumulated or carried over to the next calendar year. Employees will not be compensated for unused personal time upon termination of employment. Personal leave days for part time employees will be pro-rated based on the number of hours they are regularly scheduled to work.

## **JURY DUTY LEAVE**

The Authority encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees who regularly work 30 or more hours per week will be paid for the first five days of jury service. Employees who do not regularly work 30 or more hours per week will not be paid for jury service.

Jury duty pay, for eligible non-exempt employees, will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence; if the employee would have worked both part-time and full-time days during jury duty, he/she will be paid for full-time work on those days. Pay does not include overtime or any special forms of compensation such as incentives, commissions, or bonuses. Employees must submit the jury duty summons to their manager as soon as possible so that arrangements can be made to accommodate the absence, whether or not the time is paid.

## **MILITARY LEAVE**

The Authority recognizes that employees may need to be absent from work to serve in the armed forces. The Authority provides military service leaves of absence to all employees in compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state laws. An employee who is a member of the state or federal armed forces, including United States Army, Navy, Air Force, Marine Corps, Coast Guard, state or federal National Guard (including the Army National Guard and Air National Guard), Reserves, or Public Health Service will be granted a leave of absence for military service, training or related obligations in accordance with applicable state and federal law. At the conclusion of the leave, upon the satisfaction of certain conditions, an employee generally has a right to return to the same position he/she held prior to the leave or to a position with like seniority, status and pay that the employee is qualified to perform.

USERRA and state law prohibit discrimination and retaliation based on a person's membership or service (voluntary or involuntary) in the uniformed services with regard to any aspect of employment. An employee who is on military leave may use any accrued and unused paid time off during that time.

During military service leave, all benefits provided under an employee benefit plan are governed by the terms and conditions of the applicable employee benefit plan documents in accordance with applicable law. For all other non-seniority benefits, an employee on military service leave will

receive the same rights and benefits as employees on an unpaid leave of absence. An employee on a military leave may be eligible for reemployment. If an employee would like to return to work, that employee must report to work or submit an application for reemployment to the CEO, including relevant documentation.

### **EDUCATIONAL LEAVE**

Non-probationary employees may request unpaid leave, once every two years, for period of up to a maximum of six months in duration, to pursue college level or graduate level education. The Authority shall respond to such requests, taking into consideration the business needs of the Authority. Leave may be denied or the approved period of time off reduced in order meet the Authority's business needs.

### **FAMILY VIOLENCE LEAVE**

An employee may take up to twelve (12) working days of leave from work in any 12-month period, without pay, if the employee is a victim of family violence and the leave is reasonably necessary in order to:

- Seek medical care or psychological or other counseling for physical or psychological injury or disability
- Obtain services from a victim services organization on behalf of the victim
- Relocate due to such family violence; or
- Participate in any civil or criminal proceeding related to or resulting from such family violence

For purposes of this policy, "family violence" means an incident resulting in physical harm, bodily injury or assault, or an act of threatened violence that constitute fear of imminent physical harm, bodily injury or assault between family or household members. "Family or household member" includes spouses, former spouses, parents and their children, persons over the age of 18 related by blood or marriage, persons who reside together (presently or formerly), persons who have a child in common, and persons in (or who have recently been in) a dating relationship.

If the need for family violence need is foreseeable, employees must provide Human Resources with seven (7) days' notice prior to using family violence leave. If it is not possible to provide seven (7) days advance notice, notice must be provided as soon as practicable.

An employee who takes family violence leave shall provide written notice to the Authority Human Resources representative, certifying that the leave is for one of the purposes listed. The Authority may also request that the employee provide documentation to confirm the need for leave, such as a police report or court record, or a signed written statement from a health care provider or organization from which the employee sought assistance.



Family Violence leave is limited to no more than 12 days of unpaid leave in any calendar year. Eligible employees may use their accrued sick leave time and other available paid time off without exhausting their available unpaid family violence leave.

### **FMLA & OTHER LEAVE**

The Authority adopts the State of Connecticut Family and Medical Leave Entitlements Policy, General Letter 39, which provides a statewide family and medical leave entitlements policy to ensure consistent application and implementation of the federal and state family and medical leave laws.

Employees may be eligible for, or may be provided with, time off to address other issues related to legal proceedings involving an employee's status as a witness or victim of a crime, actively volunteering as firefighter or ambulance service member, pregnancy, medical issues, personal issues, or other issues. Requests for time off to address such issues should be directed to the CEO as soon as the need for time off is identified. If granted, such time off generally is unpaid unless payment is required under applicable laws.

### **UNPAID LEAVES OF ABSENCE**

An Authority employee may apply for a leave of absence without pay by submitting a written request to the CEO. Under limited circumstances, the Authority, in its sole discretion, may grant an unpaid personal leave of absence to an employee who is not eligible for other leave. Each request is considered on an individual basis and written approval must be made by the Chief Executive Officer. Upon approval, the leave may be taken with the following understandings: (1) the employee is not compensated while on unpaid personal leave, unless they choose to use any accrued vacation time; (2) unless otherwise determined by a governing collective bargaining agreement, the employee does not accrue any additional vacation or sick time while on unpaid personal leave; and (3) the employee may continue to participate in health and dental insurance programs, but must pay the full cost of the premiums, pursuant to COBRA.

Employees who take a leave of absence without prior authorization or file for unemployment compensation while on unpaid leave shall be subject to discipline, up to and including termination.

The Authority may require a reinstated employee to provide a return-to-work fitness report from a health care provider if the leave was due to the employee's own health condition.

### **GUESTS IN THE WORKPLACE**

Guests in the workplace must sign in at the reception desk, show valid identification and receive a visitor's badge that must be worn prominently during the entire visit. Employees may not bring non-work-related guests, including minor children, with them to work while they are working, except in the following circumstances:

- (1) Staff who are not on duty may stop by with their guest for a brief visit

- (2) To participate in events specifically designed for guests, such as “bring your child to work” day
- (3) To participate in staff family events, such as picnics or dinners

In these circumstances, it is the employee’s responsibility to ensure that the guests comply with building policies, are not disruptive to the workforce and are not destructive to the premises or property.

### **ANIMALS IN THE WORKPLACE**

To assure the safety of all employees, pets or other animals are not permitted in the workplace. Employees who require the assistance of a service animal for a documented medical purpose must provide appropriate documentation to their supervisor and to Human Resources.

### **WORKING WITH FAMILY MEMBERS**

The Authority does not allow spouses, former spouses, significant others, parents, children, grandparents or grandchildren to work together at the Authority. No person shall work in any capacity where he or she would be the direct supervisor of or receive direct supervision from a spouse, former spouse, or significant other, parent (including parent-in-law and step-parent); child, (including child-in-law or step-child); sibling (including sibling-in-law or step-sibling) grandparent, (including grandparent-in-law or step-grandparent); grandchild (including grandchild-in-law or step-grandchild), nieces or nephews, , cousin, aunt or uncle, or any other person residing in the same household.

### **MEDIA POLICY**

Inquiries from the media should be referred to the CEO. No other Authority employee is authorized to speak on behalf of the Authority unless specifically authorized by the CEO or the Chair of the Board of Directors.

### **HEALTH INSURANCE/RETIREMENT PLAN/LIFE INSURANCE**

As provided in Public Act 19-25, until December 31, 2021, employees of the Authority are considered state employees only for the purposes of group welfare benefits and retirement, including but not limited to those provided under chapter 66 of the general statutes and sections 5-257 and 5-259 of the general statutes. Information regarding these benefits will be provided to eligible employees by Human Resources.

### **WORKERS’ COMPENSATION**

Authority employees are covered by the State of Connecticut Workers’ Compensation Program, which provides health insurance coverage and continued income to employees who have a qualifying on-the-job injury or illness in accordance with the laws of the State of Connecticut. You

must report any on-the-job injury or illness to your immediate supervisor or the CEO immediately, no matter how minor. An employee's failure to report a work-related injury or illness immediately may affect the employee's ability to collect workers' compensation benefits.

### **SEPARATION FROM EMPLOYMENT**

Employee separations are generally classified as voluntary (initiated by the employee) or involuntary (initiated by the Authority). Employees who voluntarily separate from employment are asked to give two weeks' prior notice. More notice is appreciated when possible. Notice must be given in writing to your immediate supervisor or the CEO. The Authority reserves the right to accelerate the notice period of resignation in the sole discretion of the CEO.

Separated employees will be paid for all time worked until their last day of employment after which time they will generally not receive any additional pay or benefits. Voluntarily separated employees are given their final paycheck on the next regularly scheduled payday. Employees who are involuntarily discharged are given their final paycheck no later than the next business day following the discharge. Any proposed severance agreement related to a separating employee is subject to the approval of the Board of Directors and to any State and federal laws and regulations in this regard.

Employees are required to return all Authority property, including but not limited to computers, cell phones, handbooks, beepers, ID cards, parking passes and keys to the CEO on or before their last day of work.

**EMPLOYEE ACKNOWLEDGMENT**

I hereby acknowledge and understand that the foregoing policies, terms and conditions of employment shall control the employment relationship between me and the CT Paid Leave Authority.

Further, I also acknowledge and understand that, as provided in Public Act 19-25, until December 31, 2021, employees of the Authority are considered state employees only for the purposes of group welfare benefits and retirement, including but not limited to those provided under chapter 66 of the general statutes and sections 5-257 and 5-259 of the general statutes. Until that date, all employees of Authority, including me, are at will employees, which mean that either the employee or the Authority may terminate the employment relationship at any time and for any reason, with or without cause.

On and after January 1, 2022, the employees of the Authority shall be considered state employees for the purposes of section 5-270 to 5-280, inclusive, of the general statutes. To the extent such employees, including me, are performing jobs which would normally be within a current executive branch bargaining unit, such jobs shall be added to the unit descriptions of such bargaining units and employees in those jobs shall be deemed part of such units. Thereafter, the applicable collective bargaining agreement(s) shall supersede the terms and conditions of this handbook except for such terms and conditions of employment the agreement(s) do not specifically address.

I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

\_\_\_\_\_ Employee Signature

\_\_\_\_\_ Employee Name

\_\_\_\_\_ Date