

HUMAN RESOURCES



Anti-Harassment Policy

- Sexual harassment and harassment on any grounds, including race, religion, age, sex, marital status, national origin, ancestry, disability, and sexual orientation, will not be tolerated.
- Harassment by anyone, including any supervisor, coworker, vendor, client, or customer, is not tolerated, whether in the workplace, at assignments outside the workplace, or at state-sponsored social functions.

Anti-Harassment Policy

- All harassment complaints are taken seriously and investigated.
- Any employee who engages in harassment, or retaliates against another employee who reports harassment, will be subject to disciplinary action up to and including dismissal from state service.

Special Medical Cases

- Employees with a life-threatening or communicable disease (e.g., HIV or AIDS) are allowed to work as long as they can perform their essential job functions, with or without reasonable accommodations, provided that medical evidence indicates that their condition does not pose a direct threat to themselves or others.
- The identity of an employee with HIV or AIDS is kept confidential in a separate, secured file.
- Any HIV/AIDS information cannot be disclosed without the written consent of the employee. Any unauthorized disclosure by an employee may result in disciplinary action.

FMLA Leave

- Paid and unpaid, job-protected leave is available to eligible employees for certain family or medical circumstances as part of the Family Medical Leave Act (FMLA).
- To receive FMLA leave, employees must meet the following criteria:
 - 12 months of total service.
 - Must have worked at least 1,250 hours in the 12mths prior to the request.
- Employees may qualify for federal and/or state FMLA leave depending on the circumstance.

Qualifying Events for FMLA Leave

- Birth or adoption of a child
- Placement of a foster child in the employee's care
- “Serious illness” or “serious health condition” of the employee or his or her spouse, child, or parent
- Caring for a family member who was injured while on active duty in the U.S. Armed Forces

FMLA Leave

- Please direct any questions regarding FMLA leave to DORS Human Resources.

WORKERS' COMPENSATION

**SAFETY
FIRST**

***LIFT WITH
YOUR LEGS
NOT YOUR BACK***



Workers' Compensation

- You must immediately report any injury while at work and in the performance of your duties to your supervisor.
- Your supervisor will complete and report an accident/injury report to Gallagher Bassett Services and send a copy to DORS Human Resources.
- The workers' compensation third party claims administrator, Gallagher Bassett Services, Inc., will have follow up contact with you to ensure you are receiving appropriate care and your claim is processed.
- You must cooperate in this process and use approved medical providers or risk denial of your claim and payment of medical bills.

Employee Assistance Program (EAP)

- Confidential counseling services are available to help employees cope with problems that may affect work performance. These problems may be emotional or drug-related or concern family, marital bliss, health, or personal finances.
- DORS EAP Provider
Solutions
(800) 526-3485
www.solutions-eap.com

Family Violence Leave

- Employees are entitled to paid or unpaid leave for family violence.
 - Family violence means an incident resulting in physical harm, bodily injury, or assault or an act of threatened violence that constitutes fear of imminent physical harm, bodily injury, or assault between family or household members.

Family Violence Leave

- Employees may request family violence leave for any of the following reasons:
 - To seek medical care or psychological or other counseling for physical or psychological injury or disability.
 - To obtain services from a victim services organization.
 - To relocate due to such family violence.
 - To participate in any civil or criminal proceeding related to or resulting from such family violence.
- Please direct any questions regarding family violence leave to DORS Human Resources.

Telecommunications Equipment Policy

- All telecommunications equipment and services, including telephones, telephone calling cards, PDA type devices, facsimile machines, and cellular telephones, issued to state agencies or state employees are to be used for state business only.
- Individuals who are assigned telecommunications equipment are responsible for safeguarding such equipment and controlling its use.
- Violation of this policy can include disciplinary action up to and including dismissal from state service.

State Credit Card Policy

- All gasoline cards, telephone calling cards, purchasing cards, and other credit cards issued to state agencies or employees by the state or its agencies, departments, or commissions are to be used for state business only.
- Any such card must be returned to the issuing agency by the employee immediately upon request, retirement, or termination.
- Violation of this policy can include disciplinary action up to and including dismissal from state service.

Traveling on State Business

- DORS employees may, from time to time, be required to travel on state business, either in a state vehicle (if available) or a personally-owned vehicle.

Use of a Personally-Owned Vehicle for State Business

- The use of a personally-owned vehicle for state business requires prior approval by DORS.
- Employees must submit the declaration page from their auto insurance policy to prove they meet the requirements for personal liability coverage.
- An employee who has been authorized to use his or her personally-owned vehicle for conducting state business is reimbursed at an established mileage rate for travel on official state business.

New Employee Training

- All new employees are required to successfully complete training classes in the following areas:
 - Workplace Violence Prevention (within six months of hire)
 - Sexual Harassment Prevention
 - Code of Ethics
 - Diversity
 - Security Awareness Training

New Employee Training

- To schedule your training, go to the DAS Learning Center website:
http://das.ct.gov/HR/LCnew/PLC_Class_List_Full.asp
- See your supervisor before registering for any training classes in order to obtain pre-approvals that may be necessary.
- After completion of training send your certificate of completion to DORS Human Resources to be included in your personnel file.

Bargaining Unit Contracts

- Bargaining unit contracts, established through a formal negotiation process, outline the terms and conditions of workers' employment, including wages, hours, and working conditions.

Bargaining Units

- State employees are assigned to one of several bargaining units (unions) to negotiate salary increases and other terms and conditions of employment.
- Employees who are excluded from collective bargaining (classified as managerial or confidential) have the terms and conditions of their employment governed by state statutes, rules, and regulations.

Union Dues v. Agency Service Fee

- Employees may choose to join or not to join the union.
 - If you choose to join, you will have union dues deducted from your paycheck. The amount of dues is determined by the union.
 - If you choose not to join, you will have an agency service fee deducted from your paycheck if your job classification is attached to a bargaining unit. The fee, consistent with union dues, subsidizes the collective bargaining process, which benefits all employees.
- Managerial and confidential employees are excluded from the collective bargaining process and thus do not pay union dues or agency service fees.

Working Test Period

- A new employee's working test period (i.e., probation) is specified in their collective bargaining contract.
- Unsatisfactory performance during the initial working test period may result in separation. Separation during the initial working test period is without the right of appeal through the grievance procedure.
- Upon successful completion of the working test period, a new employee attains permanent status in their class.

Performance Appraisals

- Bargaining unit employees receive a performance rating:
 - During their initial working test period.
 - During a promotional working test period.
 - Annually at least three months prior to any annual increment occurring on January 1st or July 1st.
 - When the agency's appointing authority determines such is appropriate.
- Managerial employees are evaluated under the Performance Assessment and Recognition System (PARS), and receive quarterly reviews and an annual rating normally by July 1st.

Hours of Work

- The standard work/pay week is 40 hours in five (5) consecutive days (i.e., 8 hours per day) Friday through the following Thursday. (Note: P-1, P-3A, P-3B, and P-4 employees work 35 hours per week; NP-2 employees work 37.5 hours per week).
- The standard workweek hours run between 8:00 a.m. to 5:00 p.m. with individual hours of work/schedules approved by the employee's supervisor or the appointing authority.

Hours of Work cont...

- Employees receive a fifteen (15) minute break in mid-morning and mid-afternoon and a minimum of thirty (30) minutes to a maximum of up to one (1) hour for lunch. Lunch or break times **cannot** be taken at the beginning or end of the workday for late arrival or early departure.
- Employee's eligible for variations from the standard work week days or hours, such as Alternate Work Schedules (AWS) for P-5 employees, must be approved in advance and on file in the personnel/payroll office, in accordance with applicable union contract provisions or state policies.

Sick Leave

- Sick leave is credited at the rate of 1.25 days per month for each completed calendar month of service, for a total of 15 days per year.
- Your sick leave balance will be reflected on your Core-CT generated timesheets and biweekly paychecks or direct deposit advices.

Sick Leave

- There is no maximum accumulation of sick leave credit.
- Absence without pay for more than five working days in any one month will result in the loss of the sick leave credit for that month (per bargaining unit contract).
- State Personnel regulations and bargaining units contracts require a medical certificate (P33-A) for absences of more than five consecutive days or when the agency has reasonable cause for requesting such.

Sick Leave

- Time requested for medical/dental appointments for yourself are charged to your sick leave.

Funeral Leave

- Funeral time is deducted from your sick leave.
- Employees are entitled to three funeral days per calendar year for non-family members.
- Most bargaining units allow for three funeral days for immediate family members (i.e., mother, father, sister, brother, spouse, child, or any relative who is domiciled in your home) (check your bargaining unit contract regarding funeral time for immediate family members).

Donation of time for Classified Employees

- In the event a bargaining unit member has a long term or terminal illness or disability, has at least six months service and has permanent status and has exhausted his/her paid accrued time, fellow bargaining unit employees may donate their accrued vacation/personal time to that member.
- Please refer to your union contract to see if this is an option and for guidelines.

Sick Leave Bank

- Some bargaining units have a provision for an Emergency Sick Leave Bank that is to be used by full-time permanent employees. Please refer to your union contract to see if this applies to your bargaining unit and, if applicable, for guidelines for use and funding of the Emergency Sick Leave Bank.

Managerial Sick Leave Bank

- Pursuant to Management Personnel Policy 97-1, managers are eligible to participate in the Managerial Sick Leave Bank (MSLB). The sick bank consists of accumulated number of sick leave hours that have been donated by participating managers. Any participating manager may apply for benefits in the event of an injury or illness that exhausts their sick leave, personal leave, compensatory time, as well as vacation time they have accrued in excess of 60 days when worker's compensation benefits do not apply or have been exhausted.

Managerial Sick Leave Bank

- Managers must have completed two or more years in state service to be eligible to participate in the MSLB. This includes employees with two or more years of state service who are promoted to the managerial class.
- When a manager becomes eligible to join the MSLB, they have 90 calendar days to accept or decline participation. Contact your Human Resources representative for the necessary forms.

Jury Duty

- Employees will continue to receive their regular salary and benefits if summoned to jury duty on a regular scheduled work day.
- Employees must report to work if released prior to the end of their shift.
- Employees must report to Payroll any monies received due to completion of jury duty.

Military Leave

- Employees who are members of a national guard unit or reserve unit are entitled to a maximum of three weeks of paid leave time per calendar year to attend annual training or for emergencies.

Vacation Leave

- Bargaining unit employees earn vacation time at the rate of one day for each completed calendar month of service, except for any month in which the employee is absent without pay for an aggregate of more than five working days (per specific bargaining unit contract).
- Vacation time is credited on the first of the following month.
- No employee shall carry over, without agency permission, more than 10 days of vacation leave credited in the current calendar year to the next calendar year.
- The maximum accumulation of vacation time is 60 days.

Vacation Leave

- Managerial employees earn vacation time at the rate of 1.25 days per month (15 days per year) for each completed calendar month of service, except for any month in which the manager is absent without pay for an aggregate of five working days.
- The maximum accumulation of vacation time for managers is 120 days.

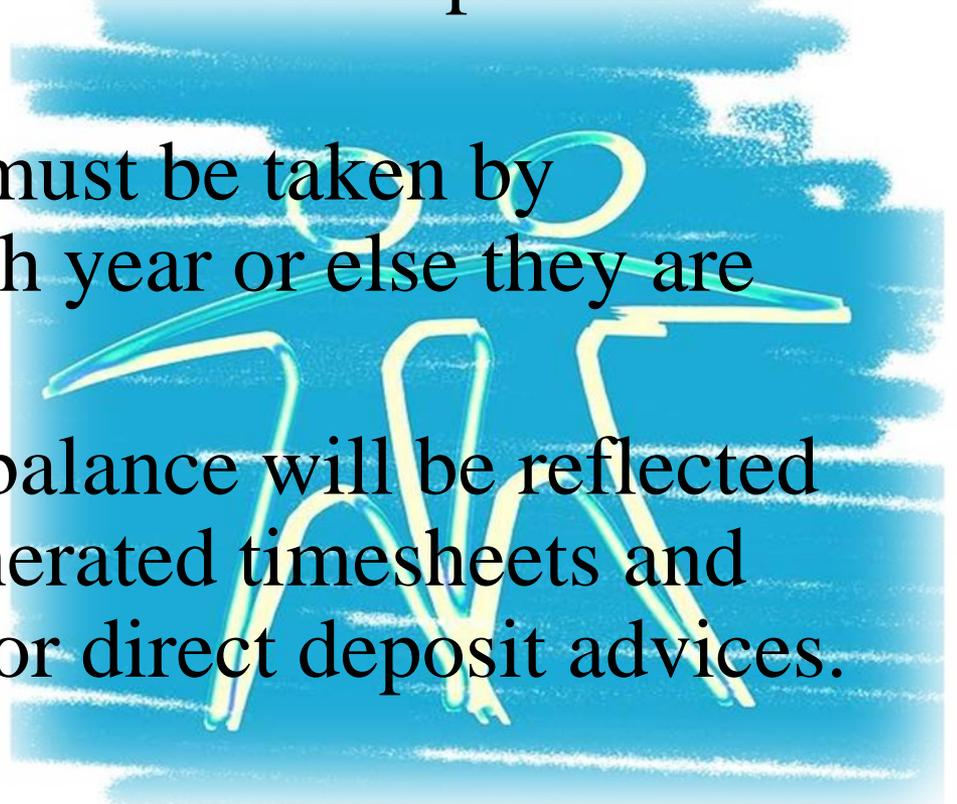
Vacation Leave

- Vacation leave is not available for use until an employee has completed six months of service.
- Your vacation balance information will be available on your Core timesheet after six months.



Personal Leave

- Employees are granted three personal leave days per calendar year to conduct private affairs.
- Personal leave days must be taken by December 31st of each year or else they are forfeited.
- Your personal leave balance will be reflected on your Core-CT generated timesheets and biweekly paychecks or direct deposit advices.



Holidays

- Employees are granted 12 paid holidays per year.
- To receive pay for a holiday, employees **must** be on the payroll for the full day on the scheduled day immediately preceding or proceeding the date of the holiday.

Annual Increases

- Bargaining Unit employees are eligible for an annual step increase (AI) on January 1st.
- Each job classification has a minimum of seven steps (refer to your union contract book or to the DAS website).

Annual Increases

- Each January, employees advance to the next step for their classification. The only time this would not occur would be if your particular union agreed to give up a step increase as part of contract negotiations, or in the event you receive an unsatisfactory/poor rating on your performance appraisal.
- Bargaining unit employees, a rating of “unsatisfactory” in one (1) category or of “fair” in two (2) categories shall constitute a “less than good” service rating, which may be considered grounds for denial of an annual increment. The decision to withhold an increment due to a “less than good” evaluation shall be made by the agency human resources director or another designated management official.

COLA Increases

- Bargaining unit employees receive a cost of living adjustment (COLA) increase that is negotiated through the union contract.
- The COLA increase is normally effective with the pay period that includes July 1st.

Salary Increases for Managers

- Managers may receive a salary increase each year based on state approval and performance results under PARS.

PAYROLL



Pay Periods

- Pay periods follow a biweekly schedule, with a Friday start day and a Thursday end day.
- The payroll schedule can be found on DORS Intranet.

Paychecks

- Paychecks are issued biweekly.
- Employees have the option to have their biweekly wages direct deposited or receive an actual payroll check.
- Paychecks are issued on Thursday, the last day of the pay period.

Standard Deductions from Paychecks

- Federal Income Tax (per W-4)
- State Income Tax (per CT-W4)
- Social Security (FICA)
- Retirement Contributions
- Union Dues or Agency Service Fees (if applicable)
- Health Insurance Premiums (if applicable)

Timesheets

- Employees must complete biweekly timesheets in Core-CT.
- Employees should enter their work hours for the pay period by the Thursday immediately preceding the Friday pay date. If this is not possible, the very last day employees can enter their work hours is the Monday following the Friday pay date to allow for supervisor approval.
- Supervisors should approve employees' work hours through Core-CT by the Friday pay date. If this is not possible, the very last day supervisors can approve work hours is the Wednesday following the Friday pay date.

Assistance with Core-CT

- For assistance on using Core-CT, please review the tutorial materials on DORS Intranet.

Health Insurance

- Employees have the option to enroll themselves and any eligible dependents in a:
 - Medical insurance plan (Anthem or United Health Care)
 - Dental insurance plan (Cigna)

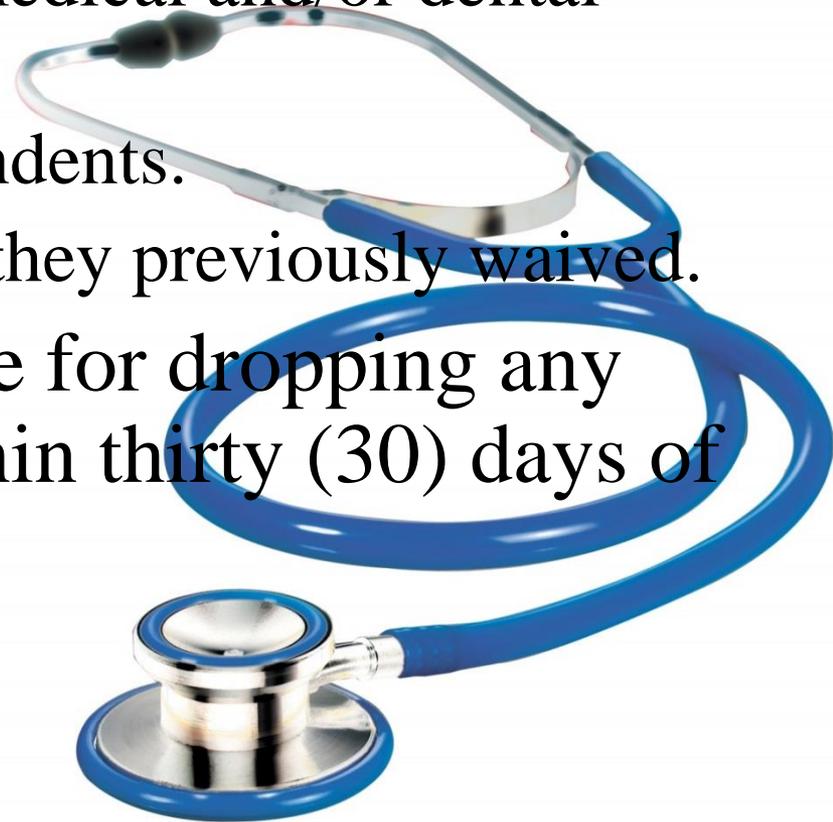
Eligible Dependents

- Legally married spouse
- Biological and non-biological children
 - Up to 26 years for medical and 19 years for dental.
- Children an employee has legal guardianship of
 - Up to age 18 years unless proof of continued dependency is provided.
- Disabled children
 - Can be covered beyond 26 years for medical and 19 years for dental with proper documentation from medical carrier.

Please Note: Documentation is required to substantiate the relationship with the employee at the time of employment and when necessary during employment.

Open Enrollment Period

- The annual open enrollment period (May – June) allows employees to:
 - Review and change their medical and/or dental coverage.
 - Add and/or drop any dependents.
 - Enroll in medical benefits they previously waived.
- Employees are responsible for dropping any ineligible dependents within thirty (30) days of the qualifying event.



Start of Health Insurance Coverage

- An employee's chosen medical and/or dental coverage during the annual open enrollment period will be effective on July 1st.
- Coverage for new employees will begin on the first day of the month after their date of hire. For example, if you were hired on October 13th, coverage will begin on November 1st.

Health Enhancement Program

- The Connecticut Health Enhancement Program (HEP) is designed to enhance the ability of patients with their doctors to make the most informed decisions about staying healthy and treating illness.
- HEP enrollees must commit to:
 - Yearly physicals
 - Specific age- and gender-appropriate screenings and preventive care
 - Dental cleanings
 - Specific treatment guidelines for diabetes, high blood pressure, heart disease, asthma, and chronic obstructive pulmonary disorder (COPD) (if applicable)

Health Enhancement Program

- Employees have the option to either enroll or not enroll in HEP.
- If you do not enroll in HEP, your premiums will be \$100 per month higher. You will also have an annual \$350 per individual (\$1,400 per family) in-network medical deductible.
- Employees can enroll in HEP during the annual open enrollment period even if they previously waived enrollment.

Basic Group Term Life Insurance

- Employees have the option to enroll in basic group term life insurance coverage.
- Acceptance is guaranteed if you choose to enroll upon hire.
- The state and employee share the cost of premiums for the coverage.

Basic Group Term Life Insurance

- If you waive the basic group term life insurance when you are hired, but decide that you want to purchase it at a later date, you will need to complete an “Evidence of Insurability” form, which is sent to the insurance company for its review. The insurance company will determine whether it will issue you a policy or require you to take a physical examination before making a determination.

Supplemental Term Life Insurance

- Once you are participating in the basic group term life insurance plan, supplemental term life insurance will be available to you.
- Premiums for this coverage are exclusively paid by the employee.

Retirement

- Employees hired on or after July 1, 2011, are covered under the Tier III retirement plan.
- Employees are required to contribute 2% of their salary biweekly to the retirement plan. The 2% contribution is considered pre-tax dollars.
- All healthcare eligible employees are required to contribute 3% of their compensation (pre-tax) for 10 years to the Retiree Health Fund.



Supplemental Benefits for Employees

- Qualified Transportation Account
 - This program allows employees to pay for public transportation to and from work and/or parking expenses related to work with pre-tax dollars.
- Dependent Care Assistance Program
 - This is a flexible spending account that allows employees to pay for qualified dependent care expenses with pre-tax earnings.
- Medical Flexible Spending Account
 - This is a tax-free way for employees to pay for out-of-pocket medical care expenses.

Supplemental Benefits for Employees

- **Deferred Compensation Plan**
 - This program allows employees to defer a portion of their compensation (pre-tax dollars) to save up for retirement.
- **Big Brothers Big Sisters**
 - Employees can earn five additional vacation days if they serve as a Big Brother or Big Sister for an entire calendar year (check with your bargaining unit to see if it participates in this program).
- **Connecticut State Employee Credit Union**
 - Employees and retirees can take advantage of this institution's checking and savings accounts, loans, and other financial services.

Supplemental Benefits for Employees

- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Long-Term Care Insurance
- Universal Life Insurance
- Term Life Insurance
- Auto and Homeowners' Insurance
- CHET (CT's college savings program)

Tuition Reimbursement

- Employees may be eligible for partial tuition reimbursement of approved undergraduate or graduate courses.
- Applications for tuition reimbursements must be on file with the DORS Fiscal Office **at least two weeks prior to beginning a course.**
- **For more information about this program, please visit:**
<http://www.osc.ct.gov/manuals/TuitionReimburse/index.html>

Human Resources Informational Materials



Employee Records

- Each employee shall have an official personnel file which shall contain personal data, in either manual or automated form, which is relevant and necessary to the conduct of the agency's business or as required by state and federal law.
- Employees have the right to review the information in their individual file, except pre-employment material or other material which is confidential or privileged under law.

Change in Personal Status

- Employees must immediately notify DORS Human Resources of any changes in:
 - Name
 - Address
 - Telephone Number
 - Emergency Contact Person
- Resident Aliens must notify their immediate supervisor of any change in work visa or Resident Alien status.

Breaks and Lunch

based on Bargaining unit Contracts

- Employees receive a 15-minute break in the mid-morning and mid-afternoon and a minimum of 30 minutes to a maximum of 1 hour for lunch.
- Lunch or break times **cannot** be taken at the beginning or end of the workday for late arrival or early departure.

Career Opportunities and Exams

- Announcements on state job openings and examinations, visit the DAS website.
- Announcements of positions within DORS are emailed to all staff and posted on the Intranet.

Professionalism

- All employees are expected to maintain a high degree of professionalism at all times, whether dealing with coworkers, consumers, their families, or other members of the public.

Appropriate Work Attire

- DORS staff are expected to project a professional appearance while at work.
- Staff should wear clothing which is:
 - Neat
 - Clean
 - Appropriate for the type of work
- Items of clothing should be free of:
 - Rips
 - Tears
 - Stains
- Items of clothing should not be:
 - Faded
 - Tight
 - Revealing

Off-Duty Conduct

- Employees who engage in off-duty conduct which affects the employer-employee relationship may be subject to disciplinary action.

Reporting an Arrest or Conviction

- Any employee who is arrested for, or convicted of, a misdemeanor or felony shall notify his or her immediate supervisor of such arrest or conviction by the end of the next business day.
- Based on the nature of the misdemeanor or felony, appropriate disciplinary action may be taken.

ID Badge and ADT Card

- You will be provide an ID badge that should be worn in plain view at all times while at any DORS location.
- The ADT card is required to gain access to certain areas of DORS locations.
- Contact DORS Human Resources immediately if you lose your ID badge or ADT card. There is a fee for replacement cards.

In-Service Training Classes

- In-Service training classes are offered in the fall and spring.
- Employees can apply for any classes with their supervisor's/agency head's approval.
- Employees must complete their working test period before participating in this program.

Thank You

This concludes the orientation and we would like to thank you for your time and patience.

We know you will enjoy your new position at DORS.

If you should have any questions or concerns don't hesitate to contact Human Resources at (860) 424-4985.

BEST OF LUCK IN YOUR NEW POSITION!!!