

**DPW Employee Policy Handbook  
Summary of changes (Sep, 08 and Mar, 09)**

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| <b>DPW Statement of Mission</b>                 | Page 2: Real property disposition has been replaced with Acquisition and Disposition.  |
| <b>Affirmative Action Policy</b>                | Page 4: The Commissioner's signature has been updated.   |
| <b>American with Disabilities Policy</b>        | Page 6: The Commissioner's signature has been updated. Timothy Geary is the new HR contact: (860) 713-5307. (Mar, 09)  |
| <b>Attendance Policy</b>                        | Page 7: The procedure has been revised to reflect the CORE self-service procedure.   |
|   | Page 8: Notification to HR to provide a medical certificate to any employee who is absent due to illness is now in excess of four (4) working days, instead of five (5) working days.  |
|   | Page 8: The role of the Payroll Office has been changed as they no longer enter timesheets into the time and attendance system.  |
|   | Page 8: HR will no longer conduct a quarterly review of attendance records. HR will supply attendance records upon written request.  |
|   | Page 10: Progressive discipline for tardiness (written warnings, written reprimands, counseling, etc.) shall be handled by the supervisor after consulting with HR.  |
|   | Page 11: The Commissioner's signature has been updated.  |
| <b>Code of Ethics Policy</b>                    | Page 12: Reference to the Office of State Ethics Guide has been added.   |
| <b>Discrimination Complaint Procedure</b>       | Page 18: The DPW agency contact person for discrimination complaints has been updated: Johnette Tolliver, EEO Specialist, (860) 713-5394.  |
|   | Page 20: The Commissioner's signature has been updated.  |
| <b>Diversity Leadership Council Policy</b>      | Page 21: The Council serves as an advisory committee to the Commissioner. Contact either of the two chairs for more information: Donna Baisley or Sherri Bailey.   |
| <b>Dress Policy</b>                             | Page 22: The Commissioner's signature has been updated.  |
| <b>Drug Abuse Policy</b>                        | Page 23: Managers should refer employees with potential substance abuse problems to EAP. They may contact EAP for assistance and contact Johnette Tolliver, EEO Specialist, (860) 713-5394 and Timothy Geary, HR Specialist, at (860) 713-5307 if there are any questions. (Mar, 09)                         |
|   | Page 23: The DPW Policy encompasses the <i>State of CT Drug-Free Workplace Policy, OLR General Notice 2007-08</i> , issued June 22, 2007:<br><a href="http://www.das.state.ct.us/HR/Regs/Drug-free%20Workplace%202007-2008.pdf">http://www.das.state.ct.us/HR/Regs/Drug-free%20Workplace%202007-2008.pdf</a> |
| <b>Employee Assistance Program (EAP) Policy</b> | Page 31: The current EAP provider is EAP Solutions. They can be reached by calling 1-800-526-3485. (Mar, 09)   |
|   | Page 31: The Commissioner's signature has been updated.  |

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| <b>Environmental Health &amp; Safety Information</b> | Page 32: A link has been added to the <i>DPW State Office Building Emergency Response Plan</i> : <a href="http://www.ct.gov/dpw/lib/dpw/sobemerrespmanual.oct19,05pdf.pdf">http://www.ct.gov/dpw/lib/dpw/sobemerrespmanual.oct19,05pdf.pdf</a> .The Commissioner's signature has been updated.  |
| <b>Family &amp; Medical Leave Policy</b>             | Page 33: The Statewide Family and Medical Leave Policy was revised Jan. 16, 2009: <a href="http://www.das.state.ct.us/HR/om/09-01%20Statewide%20FML%20Policy.pdf">http://www.das.state.ct.us/HR/om/09-01%20Statewide%20FML%20Policy.pdf</a> (Mar, 09)   |
| <b>HIV/AIDS Policy Statement</b>                     | Page 39: The Commissioner's signature has been updated.   |
| <b>Information Technology Policies</b>               | Page 40: Updated references to statewide policies issued by DOIT are included: <i>Acceptable Use Policy of State Systems (Internet and E-Mail)</i> , <i>Telecommunications Equipment Policy</i> , and <i>Policy on Security for Mobile Computer and Storage Devices</i> .   |
| <b>Personal Use Policy</b>                           | Page 56: The Commissioner's signature has been updated.   |
| <b>Progressive Discipline Policy</b>                 | Page 57: Counseling precedes disciplinary measures. Written warning and reprimand have been combined into one step. Written warnings are issued by the supervisor, rather than HR, after consultation with the Commissioner or the Commissioner's designee and HR. For each step, a predisciplinary meeting is required with representation offered to all employees, including managers. The decision to place an employee on administrative leave with pay rests with the DPW Commissioner in conjunction with HR. ( Mar, 09) |
|  | Page 58: Suspensions are issued by the supervisor, rather than HR, after consultation with the Commissioner or the Commissioner's designee and HR.  |
|  | Page 58: The Commissioner's signature has been updated.   |
| <b>Sexual Harassment Prevention Policy</b>           | Page 59: This policy has been revised.  |
| <b>Smoking Regulation</b>                            | Page 61: The Commissioner's signature has been updated.   |
| <b>Violence in the Workplace Policy</b>              | Page 62: Employees should contact their supervisor or HR, Timothy Geary, for assistance.  |
|  | Page 62: DPW's <i>Violence in the Workplace Policy and Procedure Manual for Human Resource Professionals</i> was updated Sep, 2007 and a link is provided.  |
|  | Page 62: The Commissioner's signature has been updated. Timothy Geary, HR, has been added as the contact. (Mar, 09)   |
| <b>Whistleblower Policy</b>                          | Page 63: This policy has been revised. Links to CHRO, the Office of the Attorney General, and the Auditors of Public Accounts, Whistle Blower Complaints, are provided.   |
| <b>Contacts</b>                                      | Page 68: This list has been updated.  |
| <b>Acknowledgement of Receipt</b>                    | Page 69: This is a form for employees to sign indicating they have received a copy of this Handbook, understand they must familiarize themselves with it and must comply with it.   |