

RULES AND REGULATIONS
of the
CIVIL SERVICE COMMISSION
City of Milford, Connecticut

February 1975
Publication

I N D E X

<u>ARTICLE</u>	<u>PAGE</u>
I. Definitions _____	1 - 5
II. The Classification Plan _____	6 - 7
1. Preparation of the Plan _____	6
2. Adoption of the Plan _____	6
3. Allocation of Position _____	6
4. Interpretation and Preparation of Class Specifications _____	6
5. Administration of Plan _____	6
6. Effective Re-allocation of Positions _____	7
7. Use of Class Title _____	7
III. Test Announcements and Applications _____	8
1. Announcements _____	8
2. Application Forms _____	8
3. Disqualification of Applicants _____	8
IV. Tests _____	9 - 11
1. Competitive Tests _____	9
2. Method of Rating _____	9
3. Rating, Training and Experience _____	9
4. Veterans' Preference _____	10
5. Preference for Seniority _____	10
6. Physical Examination _____	10
7. Notification of Test Results _____	10
8. Special Tests _____	11
V. Employment List _____	12 - 13
1. Re-employment Lists _____	12
2. Promotional and Open Competitive Employment Lists _____	12
3. Order of Names on Lists _____	12
4. Availability of Eligibles _____	12
5. Duration of Lists _____	12
6. Removal from Employment Lists _____	13
7. Employees on Military Leave _____	13
VI. Method of Filling Vacancies _____	14 - 15
1. Requisitions _____	14
2. Certification of Eligibles _____	14
a. Re-employment Lists _____	14
b. Promotion Lists _____	14
c. Transfers _____	14
d. Open Competitive Employment Lists _____	15
3. Appointment _____	15
4. Provisional Appointments _____	15
5. Temporary Assignments _____	15

I N D E X

(continued)

<u>ARTICLE</u>	<u>PAGE</u>
VII. Probationary Period _____	16 - 17
1. Objective _____	16
2. Duration _____	16
3. Evaluation of Performance _____	16
4. Dismissal _____	16
5. Probationary Period Reports _____	16
6. Restoration of Dismissed Employees to Appropriate List _____	17
VIII. Specific Penalties and Separations _____	18 - 23
1. Warnings _____	18
2. Suspensions _____	18
3. Demotions _____	18
4. Layoffs _____	18
a. Order of Layoff _____	19
b. Notice of Layoff _____	19
5. Resignations _____	19
6. Offenses and Penalties _____	20 - 23
7. Unusual Behavior _____	23
IX. General Provisions and Prohibitions _____	24 - 25
1. Records of the Personnel Department _____	24
2. Reports of Personnel Changes _____	24
3. Determination of Service Date of Classified Employees _____	24
4. Certification of Payroll _____	24
5. Nepotism _____	24
6. Prohibited Practices _____	25
7. Compliance with Charter _____	25
X. Grievances _____	26 - 27
1. Objective of Grievance Policy and Procedure _____	26
2. Responsibility for Administration _____	26
3. Grievance Procedure _____	26
XI. Employee Representation _____	28
XII. Attendance and Leave _____	29 - 31
1. Hours of Work _____	29
2. Sick Leave _____	29
3. Leave of Absence without Pay _____	30
4. Military Leave _____	30
5. Exception to Leave of Absence Policies _____	31
6. Maternity Leave _____	31
7. Workmen's Compensation _____	31

1. "Allocation" means the assignment of an individual position to an appropriate class on the basis of the kind, difficulty, and responsibility of the work actually performed in the position.
2. "Appointing Authority" means that person(s) authorized by statute, or lawfully delegated to make appointments.
3. "Armed Forces" means all employees of the Army of the United States, the United States Navy, and the Marine Corps, the Coast Guard, or other branches of the Armed Forces, the members of which are subject to and under military law, and officers of the public health service detailed by proper authority for duty either with the Army or Navy.
4. "Assembled Test" means a test or tests conducted at a specified time and place at which applicants are required to appear for competitive examination under the control of the Civil Service Commission.
5. "Class" or "Class of Position" means a group of positions sufficiently similar as to the duties performed, degree of supervision exercised or required, minimum requirements of training, experience, or skill, and such other characteristics, that the same title and the same tests of fitness, and the same schedule of compensation may be applied to each position in the group.
6. "Class Specification" means the written description of a class containing the official title, a statement of the duties, authority, and responsibilities of the class and the qualifications that are necessary or desirable for the satisfactory performance of the duties of the class.
7. "Classified Service" means all positions in the city service except:
 - a. All elected officers of the city.
 - b. All members of appointed boards and commissions.
 - c. The heads of departments appointed by the Mayor.
 - d. All employees of the Board of Education.
 - e. The Tax Assessor, Purchasing Agent, and the Tax Collector.
 - f. Personnel within the Police and Fire Departments who are governed by rules of the Board of Police and Fire Commissioners.
 - g. Employees of the Mayor's office.
 - h. City Attorney.
 - i. Other positions as determined by the Civil Service Commission
8. "Commission" means the Civil Service Commission or its authorized representative.
9. "Creation of a New Position" means that a Department Head has recommended to the Mayor that a new position be established; the Mayor has approved the recommendation and has forwarded the request to the Civil Service Commission; the Civil Service Commission has allocated the position to a class; the Finance Board has reviewed the necessary budgetary appropriation, and by ordinance the Board of Alderman has approved the addition of the duties and the recommended budgetary appropriation.

10. "Demotion" means the change of an employee from a position in one class to a position in another class having a lower maximum salary rate due to failure or inability in the higher rated position.
11. "Disabled Veteran" means a veteran who, at the time of making application, is reported by the agency responsible for the administration of veteran affairs as having a disability rating of 10% or more.
12. "Dismissal" means the complete separation of an employee from the service by preferred charges against him in writing, and after a hearing before the Civil Service Commission is requested within the specified time, or by failure on his part to complete the probationary period successfully.
13. "Downward Reclassification" means change of an employee from a position in one class to a position in another class having a lower maximum salary rate due to reasons beyond the control of the employee.
14. "Eligible" means a person whose name is on an active employment list.
15. "Emergency" or "Catastrophe" means that state of affairs which, in the judgment of the Mayor and/or the Chairman of the Board of Aldermen, is declared to be a serious threat to the safety and security of the residents of the City of Milford.
16. "Employee" means any person in the employ of a department who is paid a salary or wage and whose position is defined in the classification plan.
17. "Layoff" means the temporary separation of an employee from the service by reason of lack of work or funds.
18. "Open Competitive Tests" means a test, assembled or unassembled, open to all qualified persons including permanent city employees.
19. "Part Time Position" means a position involving sub-normal working hours by the day or by the week.
20. "Permanent Employee" means an employee who has been appointed by the appointing authority, and certified by the Civil Service Commission to a position in the classified service after satisfactorily completing his probationary period in accordance with Article VII, Probationary Period.
21. "Permanent Position" means a regularly established position in the classified service in which the duties are of such a nature that it can be reasonably assumed that the position will be continued indefinitely.
22. "Position" means a related group of duties within an organization unit assigned to an employee.

23. "Probationary Period" means a working test period during which an employee is required to demonstrate his fitness to perform the duties of the class of positions to which he is appointed by actual performance of those duties.
- a. For further definition of "Probationary Period" in relation to sick leave, see Article XII, ATTENDANCE AND LEAVE, Sec. 2.
24. "Promotion" means advancing an employee from a position in one class to a position in another class having a higher maximum salary rate.
25. "Promotion Test" means a test, assembled or unassembled, to determine which employees in a particular class merit advancement to a higher class. Admission to these tests is limited to regular employees in the classified service who possess the required qualifications.
26. "Public Hearing" means a hearing after public notice at which any person may have a reasonable opportunity to be heard.
27. "Salary" means the total amount of money paid to a person for performance of his regular job for a regular work week.
28. "Seasonal Position" means a position requiring the observance of normal working hours but which is filled only during certain months or seasons of the year.
29. "Service" means the length of time employed by the City in a full or part-time permanent classified position, and
- a. "Service" is established upon completion of the appropriate probationary period on the position assigned, and
- b. "Service" is built up while actively working on a classified position, or while absent, due to jury duty, military service in the National Guard or the Armed Forces of the Federal Government or a bona fide injury covered by Workmen's Compensation Insurance, and
- c. "Suspension of Service" occurs while absent from work due to:
- (1) Layoff because of lack of work or reduction in force, or
- (2) Leave of absence processed and approved according to the Commission's Rules and Regulations, except for reasons of illness, and
- d. "Loss of Service" occurs when an employee is discharged, resigns or fails to comply with the Commission's Rules and Regulations concerning layoff or leave of absence, and
- e. "Service Date" or "Anniversary Date" is the date of the employee's first day of work, provided the appropriate probationary period has been completed, except that the

- (1) "Service Date" or "Anniversary Date" shall be adjusted forward from the first day of work, whenever a "Suspension of Service" occurs, by the number of calendar days absent, and the newly established date shall, thereafter, be known as the employee's "Service Date" or "Anniversary Date".
30. "Supervisor(s)" means all persons with the authority to and the responsibility of managing the work of subordinate employees.
31. "Suspension" means the temporary separation of an employee from the classified service for disciplinary reasons and for a definite period specified in writing.
32. "Temporary Employee" means any employee appointed to a temporary position or temporarily appointed to fill a regular position.
33. "Temporary Position" means a position in the classified service created for a designated period of time so designated by the Civil Service Commission.
34. "Temporary Transfer" means the change of an employee from one position to another position, regardless of class, for a period not to exceed thirty (30) consecutive calendar days.
35. "Termination" means severance from the City's employ and removal from the City's payroll. The various classes of termination shall be:
- | | |
|------------------------|-------------------------------|
| a. Resignation | d. Death |
| b. Discharge for Cause | e. Layoff |
| c. Retirement | f. Absence without Permission |
- (1) "Absence without Permission" means an absence without permission for a period of three (3) consecutive working days without notification to and approval of the supervisor, which absence shall be considered an official termination as of the last day worked.
- (2) "Retirement." An employee who has attained the age of seventy (70) shall be terminated on the date following attainment of such age except that any such employee, at the request of the Mayor and with the approval of the Civil Service Commission, may be continued in service for periods of one (1) year, but in no case after the attainment of age seventy-three (73).
36. "Trainee" means an employee certified by the Civil Service Commission for employment in a classification at a beginning rate of pay consisting of the minimum rate of the labor grade two (2) grades below that grade established for the classification, and who is qualified for the position in all respects except that of experience, and who has been given a time schedule in which to qualify for the minimum rate of pay for the classification, and who has further been given a schedule of increases to be granted during the training period.

ARTICLE I.

DEFINITIONS

37. "Transfer" means a change of an employee from one position to another position in the same class or another class having the same minimum and maximum salary limits, involving the performance of similar duties and requiring substantially the same basic qualifications.
38. "Unassembled Test" means a test or tests consisting of an appraisal of experience and training, or of any other means of evaluating the relative qualifications of applicants, usually not involving the calling of applicants together prior to appointment.
39. "Veteran" means a person who served in the active service of the Armed Forces during the period of war in which the United States has been or is engaged, and who has been honorably discharged.
40. "Widow of Veteran" means the unmarried widow of a veteran killed in active service provided such widow shall have lived with such husband continuously from the time of her marriage to him to the time of his death, separations of a temporary or ordinary nature excepted.
41. "Wife of Totally Disabled Veteran" means the wife of a veteran totally disabled while in active service and who is, at the time of application and/or testing, married and living with such husband.

1. Preparation of the Plan.

The Commission shall ascertain the duties, authority and responsibility of all positions in the classified service. It shall prepare a position classification plan which shall group all positions in the classified service in classes, based on their duties, authority and responsibilities. The position classification plan shall set forth for each class of position the official class title, a statement of duties, authority and responsibilities included in the class, the qualifications that are necessary or desirable for the satisfactory performance of the duties of the class.

2. Adoption of the Plan.

The adoption of the plan and the rules and regulations of the Civil Service Commission of the City of Milford are effective as of October 20, 1960, and shall rescind Personnel Ordinance dated October 18, 1954, as revised, and Personnel Rules dated October 4, 1954, and Administrative Regulations for Personnel Rules, Procedure for Administration of Classification Pay dated October 4, 1954, and October 18, 1954, insofar as they may apply to classified employees. The plan and rules and regulations of the Commission shall take effect immediately unless hereinafter specified otherwise.

3. Allocation of Position.

The Commission shall allocate each position in the classified service to the appropriate class therein on the basis of its duties, authority and responsibilities. The Commission shall review all classified employees who have been hired, promoted, transferred, or demoted on or after October 1, 1960, and shall assign them to the proper grade, classification and rate of pay.

4. Interpretation and Preparation of Class Specifications.

The Commission shall cause to be prepared, as soon as practicable after the adoption of this plan and its accompanying rules and regulations, specifications for each class of position. Specifications will be interpreted in their entirety and in relation to others in the classification plan. Particular phrases or examples shall not be isolated and treated as full definitions of a class. Specifications shall be deemed only as descriptive and explanatory of the kind of work required in positions in the several classes but not necessarily inclusive of all duties to be performed.

5. Administration of Plan.

Revisions to class specifications and reallocations within the approved classification plan will be made in the following manner:

a. Whenever a new position is recommended or a change in the duties and responsibilities of an existing position is recommended involving either the addition of new duties or the taking away or modification of existing ones, the Commission shall be informed by the Mayor and, in turn, will investigate. If the changes are to be permanent and, in the opinion of the Commission, call for allocations or reallocation, the Commission

ARTICLE II.

THE CLASSIFICATION PLAN

will place the position in its appropriate class and, in turn shall notify the Board of Finance of its action. Should the Board of Finance certify the job as necessary to the Board of Aldermen, and should the Board of Aldermen approve, the position shall be added to the appropriate salary ordinance, amended by the Board of Aldermen and, thereafter, shall be filled according to the Rules and Regulations of the Commission.

b. When an employee is transferred permanently to another position, the Commission shall re-examine the duties of such position to determine if the position is still properly classified and, if necessary, reallocate the position to a different class.

c. The Commission shall periodically check classifications and on the basis of such investigation shall combine or abolish existing classes, or, if necessary, establish new classes.

d. An employee may submit a written request which is to be presented by his supervisor to the Office of the Mayor for his recommendation, and then to the Commission for a review of his position. If such request, in the opinion of the Commission, sets forth sound reasons for the review, the Commission shall re-examine the duties and responsibilities and after discussion with the supervisor(s) of said employee shall advise the employee in writing of the correct allocation of his position.

e. Any appeal from the decision of the Commission concerning allocation or reallocation of positions to classes shall be processed according to the Grievance Procedure.

6. Effective Reallocation of Positions.

A regular employee who is occupying a position reallocated to a different class shall continue in the position only if he is eligible for, and is actually appointed to the reallocated position in accordance with the rules governing promotion, transfer or demotion. Any regular employee whose position is reallocated may compete in any test held to fill the reallocated position.

When an employee, through initiative and intelligent application, develops a position warranting a new or different class, the Commission shall after investigation, conduct an open competitive promotional test.

7. Use of Class Title.

Following the adoption of the classification plan and the allocation to classes therein of positions in the classified service, the class titles set forth therein shall be the official titles designating the several classes and shall be used to designate such positions in all official records, vouchers, payrolls, and communications concerning personnel. No person shall be appointed to, or employed in, a position under a class title which has not been approved by the Commission as appropriate to the duties performed.

1. Announcement.

All tests for positions in the classified service shall be published by posting announcements in the Commission Office, on official bulletin boards, and in other such places as the Commission deems advisable including at least one (1) newspaper in general circulation in the Milford area. The announcements may specify: the title and salary range of the class for which the test is announced; the nature of the work to be performed; the qualifications desirable for the performance of the work of the class; the time, place and manner of making applications; the type of tests, their relative weight and relation to experience and other qualifications; the closing date for receiving applications; and other pertinent information.

2. Application Form.

Application shall be made on forms provided or authorized by the Commission. Such forms shall require information covering training, experience, reference and other pertinent information. Each application must be signed by the person applying.

3. Disqualification of Applicants.

a. The Commission may refuse to examine an applicant, or after examination, may disqualify such applicant or remove his name from a register or refuse to certify any eligible on a register if:

- (1) He is found to lack any of the preliminary requirements established for the examination for the class of position.
- (2) He is so disabled as to be rendered unfit, in the opinion of the Commission, for the performance of the duties of the class.
- (3) He is so addicted to the use of narcotics or by the habitual use of intoxicating liquors to excess.
- (4) He has been convicted of any infamous crime or other crime involving moral turpitude, or otherwise fails to meet the Commission's standard as to habits and conduct evidenced by a record of law violations.
- (5) He has made a false statement of material fact in his application.
- (6) He has previously been dismissed from any public service for delinquency, misconduct or other similar cause.
- (7) He has used or attempted to use political pressure or bribery to secure an advantage in the test or appointment.
- (8) He has directly or indirectly obtained information regarding tests to which, as an applicant, he was not entitled.
- (9) He has failed to submit his application correctly or within the prescribed time limits.
- (10) He has taken part in the compilation, administration or correction of the test.

b. A disqualified applicant shall be promptly notified of such action, and an applicant who is not admitted to a test because of failure to meet the preliminary requirements shall be notified sufficiently in advance of the test to allow for an appeal from rejection to the Commission.

1. Competitive Tests.

All appointments and promotions to the classified service of the City shall be made according to merit and fitness to be ascertained so far as practicable by competitive test. Tests shall relate to those matters which will fairly attest to the capacity and fitness of the candidates to discharge efficiently the duties of the classes for which the tests are held. They may be assembled or unassembled, and may include written, oral, physical, or performance tests or any combination of these. They may take into consideration such factors as education, experience, aptitude, knowledge, character, physical fitness, or any other qualifications which, in the judgment of the Commission, enter into the determination of the relative fitness of applicants. The Commission may require applicants to submit proof of their age, residence, education qualifications, and military service at the time of the test and will keep a record of this information.

Tests for original appointment in the classified service shall be open competitive tests which shall be open to all applicants who meet with the standards or requirements fixed by the Commission with regard to residence, experience, character, age, education, physical condition, and such other factors as may be held to be related to the ability of the candidate to perform with reasonable efficiency the duties of the position. Advancements within the service shall be through promotional tests which shall be open to all permanent employees who meet the necessary requirements and who are serving in an appropriate class as determined by the Commission. Promotional tests may be limited to a single department or by a subdivision thereof.

While vacancies in higher positions shall, as far as practicable, be filled by promotion from lower positions, the Commission may direct that such positions shall be filled by competitive tests open not only to members of the classified service, but also all other qualified persons.

2. Method of Rating.

Sound measurement techniques and procedures shall be used in rating the results of tests and determining the relative ranking of the candidates. In all tests the minimum rating by which eligibility may be achieved shall be established by the Commission. Such minimum rating shall also apply to the ratings of any part of the test. Candidates shall be required to attain at least a minimum rating on each part of the test in order to receive a passing grade or to be rated on the remaining parts of the test. The final earned rating of the competitor shall be determined by averaging the earned rating on each part of the test in accordance with the weights established for each part prior to the date of the test and announced in the public notice of the test.

3. Rating, Training and Experience.

Where a rating of experience and training forms a part of the test, the Commission shall develop such procedures for the evaluation of these factors as will serve to assist in the selection of the best qualified candidates. These procedures shall give due regard to the quality, recency and amount of experience and to the pertinency and amount of training. The Commission may verify statements contained in the application of an applicant and secure further information concerning his character and fitness.

If, within a thirty (30) day period

after a list is established, errors are called to the attention of the Commission which materially affect an applicant's rating the Commission shall take what action it considers necessary and make, if required, adjustments in the list.

4. Veterans' Preference.

Any person who has served in time of war or National Emergency in the Army, Navy, Marine Corps, Air Force or Coast Guard of the United States and who has received an honorable discharge and who shall have made a passing grade shall have five (5) points added to his or her final grade, and the rank of that person on the eligible list shall be determined on the basis of this augmented grade. Any such person to whom the United States Veterans' Administration has accorded at least a ten (10) per cent compensable disability rating shall be given one (1) extra point for each ten (10) per cent of disability not to exceed five (5) points, on the same basis, in addition to his rating in any test held for the competitive service in which he obtained a passing grade, providing the disability is compensable at the time of application for preference.

Any widow of a serviceman who died while on active duty in the Armed Forces shall have ten (10) points added to her score, in addition to her rating in any test held for the competitive service in which she obtained a passing grade.

Proof of eligibility for veterans' preference shall be provided when the application is filed by veterans in the form of their discharge papers, a certified copy, photostatic copy, or other satisfactory evidence of honorable service. Disabled veterans, additionally, shall submit, on such form as may be required by the Commission, proof of disability certified by the appropriate Federal agency responsible for the administration of Veterans' affairs.

5. Preference for Seniority.

Credit for seniority shall be given for actual service only, excluding probationary period in ranks or grades specified at the time of test by the Commission. Seniority shall be computed as of the date of the test. Credit for seniority shall be obtained by adding to a passing grade as determined by the Commission, two (2) points for the first five (5) years of service, plus one-half (1/2) point for each additional full year completed.

6. Physical Examinations.

A medical or physical examination is required as a part of the hiring process. No applicant may be put to work until the medical approval has been obtained. This does not apply to any person who will not be employed for more than thirty (30) days.

7. Notification of Test Results.

Each person who takes a test shall be given written notice as to whether he passed or failed in such test as to his final average, and of his relative standing on the list or of his failure to attain a place on the list. Each person in a test shall be entitled to inspect his tests papers, but test papers shall not be open to the general public. Such inspection shall be permitted only during regular business hours at the office of the Department of Civil Service and under such conditions as the Commission may prescribe.

8. Special Tests.

No applicant shall be given a special test unless the Commission, by formal and recorded action, so orders. The Commission findings and recommendations shall be recorded in its minutes. No claim for a special test shall be allowed unless it is filed in writing with the Commission within three (3) days after the date of the original test. Any special test shall be constructed on a pattern similar to the original test.

1. Re-employment Lists.

Permanent employees with a satisfactory employment record who are separated from the service through no fault of their own shall be placed on appropriate re-employment lists in the order to be determined by the Commission. The eligibility of all candidates on re-employment lists will expire two (2) years from the date on which they become entitled to the re-employment rights. Any employee, having been separated from the service, shall be required to pass a physical examination.

2. Promotional and Open Competitive Employment Lists.

The Commission shall establish and maintain promotional and open competitive employment lists for various classes of positions only when there are actual openings to be filled.

3. Order of Names on Lists.

Names of eligibles shall be placed on the lists in the order of their final earned rating, plus preference credit. In the case of ties in the final ratings, names shall be placed on the list in the order of ratings earned in the part of the test given the greatest weight. Any remaining ties shall be broken by arranging names in the order in which the applications were received, except that in promotional lists seniority shall be used for this purpose.

4. Availability of Eligibles.

It shall be the responsibility of eligibles to notify the Commission in writing of any change of address or other change affecting availability for employment. However, the Commission may circularize lists or use other methods to determine at any time the availability of eligibles. Whenever an eligible submits a written statement restricting the conditions under which he will be available for employment, his name may be withheld from all certification which does not meet the conditions which he has specified. An eligible may file a new written statement at any time within the duration of an employment list, modifying any prior statement as to conditions under which he will be available for employment.

5. Duration of Lists.

No name shall remain on an employment list for a period exceeding one (1) year from the date on which it was originally established thereon by the Commission except that before the expiration of this period, the Commission may, by written order, extend the time during which such names remain in force when the needs of the city service so require. In no event shall the total period during which names may remain on an employment list exceed two (2) years from the date on which the names were originally placed thereon. An order extending the period during which names are in force shall contain a statement of the reasons for the extension and the order shall be entered in the records of the Commission. Two (2) or more employment lists for the same class of positions may be consolidated by the Commission in a manner fair to eligibles on both lists. Candidates will be certified to appointing authorities in the manner described in Article VI.

6. Removal from Employment Lists.

The name of any person appearing on an employment list may be removed by the Commission if the eligible requests in writing that his name be removed, or if he cannot be located by postal authorities or other means of ordinary communication within ten (10) days following the date of notification. The name of any eligible may also be removed if the eligible has waived appointment in the same class of position for a reason which is unsatisfactory to the Commission. Any cause specified in these rules for the rejection of applications may likewise be cause for the removal of the name of an eligible from the eligible list on which it appears.

7. Employees on Military Leave.

In the event that the provisions of the Selective Training and Service Act of 1940 or acts supplemental thereto, or amendatory thereof, are made effective, employees who enlist or are inducted into the armed services, including any branch of such forces, shall be returned to the same class of position occupied prior to enlistment or induction and at the prevailing rate of pay provided for such class upon reinstatement, unless promoted as provided in this rule, and provided further that within ninety (90) days after honorable separation they advise the Commission in writing that they are ready and able to accept employment.

Employees failing to advise the Commission that they are ready and able to resume employment within the ninety-day period shall be considered as having resigned.

Employees who have not completed their probationary period before enlistment or induction will be required to complete it.

Employees whose names are on promotional lists may be appointed when duly certified subject to completion of the working test period upon return from the service. Meanwhile, an interim appointment from such eligible register may be made.

1. Requisition.

If a vacancy occurs in any position in a department or if new positions are established and new employees are needed requisitions shall be submitted by the appointing authority of the department subject to budget approval by the Board of Aldermen to the Commission on a prescribed form.

2. Certification of Eligibles.

In the filling of all vacancies with the exception of transfers, the names certified to the department head shall include those persons with the highest passing final scores, not to exceed three (3) persons.* The following employment lists shall be used by the Commission in the order indicated:

- | | |
|------------------------|--------------------------|
| a. re-employment lists | c. transfers |
| b. promotion lists | d. open competitive list |

a. Re-employment Lists. Certification from re-employment lists shall be made as from other eligible lists and as provided in this rule. (Refer to ARTICLE V, Sec. 1.)

b. Promotion Lists. The regular procedure for promotions will be as follows: when a requisition for personnel has been forwarded to the Commission, and it has been ascertained that no employees are available from the re-employment list, the Commission will determine if there is a current promotional list of eligibles for the position. If there is none, it will then review the qualifications of employees in the classified service who are receiving salaries lower than the minimum of the class requisitioned, and will determine on the basis of the review, whether a promotional test will be held.

c. Transfers. When vacancies occur, employees wishing to be transferred to a position in the same class in another department shall so notify the Commission in writing who shall maintain suitable lists of such employees. The regular procedure for transfers of such employees will be as follows: when no persons are available on re-employment lists or promotion lists, the Commission will survey the transfer lists and contact the heads of the departments in which employees requesting transfers are employed and ascertain whether or not any of these employees are available for temporary or permanent transfer, according to the needs. If employees are available and the department heads involved are willing to accept the transfer, the Commission will notify the head of the department where the vacancy exists by returning the requisition form with the names of the employees certified attached. The department head will interview the certified employees and if he finds one or more satisfactory to him, he will make the appointment and notify in writing the employee and the Commission. If the certified employees are rejected by the department head, or, if no employees are available for transfer, the Commission will proceed to fill the vacancy according to the regular recruiting procedure outlined herein. No person shall be transferred to a position for which he does not possess the minimum qualifications.

*Effective May 1, 1984.

d. Open Competitive Employment Lists. If a vacancy cannot be filled through reemployment, promotion or transfers, the Commission will certify persons from an eligible list appropriate for filling the position. If such lists are not available, or if they do not suffice, a provisional appointment may be made as provided in these rules.

Notwithstanding the provisions of 2-a., an employee temporarily appointed to a civil service position, who has been tested for this position and who has satisfactorily performed in this position, may be placed in the position on a permanent basis upon the recommendation of the department head and the approval of the Civil Service Commission.

3. Appointment.

After investigation by the Commission (Refer to ARTICLE III, Sec. 3 (a)), and after interview by the appointing authority, the appointing authority shall make appointments from among those certified by the Commission (Refer to ARTICLE IV, Sec. 6), and shall immediately notify the Commission in writing of the person or persons appointed. If no more than one name is certified by the Commission and the appointing authority with good reason decides that the individual should not be appointed to the position, then an appeal can be made to the Civil Service Commission to reopen the testing.

4. Provisional Appointments.

When an appointing authority finds it essential to fill a vacancy and the Commission is unable to certify eligibles for such vacancy because there is no existing appropriate list, the Commission may authorize the appointing authority to fill the vacancy by means of a provisional appointment. No provisional appointment shall be made without the prior approval of the Commission, and no payment shall be made for services rendered by the appointee prior to such approval. A provisional appointment shall expire when a list has been prepared or shall expire automatically three (3) months from the date of such appointment and shall not be subject to renewal. Provisional employees are not protected under these rules from suspension, layoff or discharge.

5. Temporary Assignment.

Any employee may be temporarily transferred to a job for which he is qualified for a period not to exceed thirty (30) cumulative calendar days. The Commission must review and approve any extension of temporary transfer or temporary assignment to a job of a higher nature than that in which the employee is presently serving. Such employee, when temporarily transferred, shall be paid as follows:

(1) If the grade of work is lower than his regular grade of work he shall retain his regular rate of pay;

(2) If the grade of work is higher than his regular grade of work and he has completed one full and continuous work shift, he shall be paid at the next higher rate of pay in the new grade;

(3) In the event he is paid at a higher rate than his original rate of pay on a temporary assignment his rate shall be reduced to his former rate of pay upon the completion of the temporary assignment.

1. Objective.

The probationary or working test period shall be regarded as an integral part of the test process and shall be utilized by supervisors and department heads for closely observing the employee's work, for securing the most effective adjustment of a new employee to his position, and for rejecting any employee whose performance does not meet the required work standards.

2. Duration.

Every person certified and appointed to a regular position on or subsequent to passage of these rules shall be required to complete successfully a working test during a probationary period which shall be of sufficient length to enable the appointing authority to observe the employee's ability to perform the various principal duties pertaining to the position. The working test shall begin immediately upon appointment and shall continue for a period of time appropriate to the duties of the various classes of positions as determined by the Commission. The minimum probationary period shall not be less than thirty (30) days and usually of six (6) months' duration in the case of appointment from a list of eligibles. The maximum length of the probationary period shall be one (1) year.

3. Evaluation of Performance.

Once a month during the probationary period and in such manner as the Commission may require, the appointing authority shall report to the Commission his observations of the employee's work, his judgment as to the employee's willingness and ability to perform his duties satisfactorily and his observations of the employee's habits and dependability.

4. Dismissal.

At any time during the probationary period the appointing authority may recommend to the Commission the removal of an employee if, in his opinion, the working test indicates that such employee is unable or unwilling to perform the duties of the position satisfactorily or that his habits and dependability do not merit his continuance in the service. Such recommendations of the appointing authority and the reasons, therefore, shall be in writing to the Commission, with a copy to the employee. No employee shall be removed from a position during his probationary period without the approval of the Commission. Any employee who is found to have been appointed through fraud or error shall be removed within ten (10) days of notification to this effect by the Commission to the appointing authority.

5. Probationary Period Reports.

At least ten (10) days prior to the expiration of an employee's probationary period, the appointing authority shall notify the Commission in writing whether the services of the employee have been satisfactory and whether he will continue the employee in his position. A copy of such notice shall be given to the employee. No employee shall be paid for work performed after the expiration of

the probationary period unless the appointing authority, prior to the expiration date, has notified the Commission that the employee will be continued in his position.

6. Restoration of Dismissed Employees to Appropriate List.

If an employee is removed from his position during or at the end of his probationary period and the Commission determines that he is suitable for appointment to another position, his name may be placed on an appropriate list. An employee appointed from a promotional list who does not successfully complete his probationary period shall be reinstated according to the "Ordinance Establishing Conditions of Employment and Benefits for Certain Employees in the Service of the City of Milford", Sec. 2-C. If no vacancy in that class exists at that time, then the rule governing layoff shall be applied. (Refer to ARTICLE VIII, Sec. 4.)

Penalties comprise three groups: Warnings, Suspensions and Demotions. Separations embrace three types: Layoffs, Dismissals and Resignations.

1. Warnings.

A department head may, for disciplinary purposes, warn any permanent employee in his department. Such warning shall be in writing with a copy to the Commission and a copy to the employee, all such copies to be signed by the employee.

2. Suspensions.

A department head may suspend a permanent employee without pay for such length of time as he considers appropriate not to exceed ten (10) days. Notice of such suspension shall be reported to the Commission immediately in writing with a copy to the suspended employee. In all suspensions the Commission shall be furnished with a written statement specifically setting forth the circumstances of any original written warning and the circumstances for the suspension and, upon request, a copy of such statement shall be furnished to the affected employee. Any permanent employee disagreeing with the action taken under this section may, at his option, bring a grievance according to ARTICLE X.

3. Demotions.

A department head may reduce the salary of an employee within the range provided in the pay plan or demote the employee for cause with the approval of the Commission. A written statement of the reasons for any such action shall be furnished to the employee and a copy filed with the Commission at least five (5) days prior to the effective date of the action. No demotion shall be made as a disciplinary action unless the employee to be demoted is eligible for permanent employment in a lower class and shall not be made if any permanent employee in the lower class would be laid off by reason of this action. Any permanent employee who is demoted may appeal for a hearing, in writing, to the Commission within five (5) calendar days after date of service of such notice of demotion.

The re-assignment of permanent employees ineligible for retirement and who have a satisfactory record of attendance and service, to duties of a lower class of position shall not be considered as a demotion, provided that such employees are certified by the department head to the Commission as being physically or mentally incapable of performing the duties of their regular positions.

4. Layoffs.

A department head may lay off a permanent employee in the classified service when he deems it necessary by reason of shortage of work or funds, the abolition of the position, material change in the departmental organization, or for other related reasons which are outside the employee's control

and which do not reflect discredit upon the services of the employee. The duties performed by any employee laid off may be reassigned to other employees already working who hold positions in appropriate classes. No regular employee shall be laid off while another person in a classified position is employed on a provisional or temporary basis in the same class in that department. No temporary or permanent separation of an employee from the service as a penalty or disciplinary action shall be considered a layoff.

a. Order of Layoff. Layoff of regular employees shall be made in inverse order of the current rating determined by the Commission on the basis of service reports and length of service in the class and in the department or other organizational unit involved. No probational or regular employee shall be laid off from any position while any provisional employee is still employed in the same class in the department or other organizational unit. If it is found that two (2) or more persons in the organizational unit, in which layoff is to be made, have equal ratings determined on the basis of seniority and service reports, the order of a layoff in all such cases of tie shall be in the inverse order of the date when an employee first entered the service.

b. Notice of Layoff. A department head shall give written notice to the Commission and to all permanent employees to be affected of any proposed layoff and reasons therefore, at least fourteen (14) calendar days before the effective date thereof. In the case of temporary, part-time, or other occasional employment of regular employees in the classified service, the department head may notify in writing such employees and the Commission at the time of appointment of the date of termination of employment. Such notice shall be deemed to meet notification requirements. Written notice of layoff indicating reasons for such action may be given temporary employees at any time prior to the effective date of layoff.

5. Resignations.

To resign in good standing an employee must give the appointing authority at least fourteen (14) calendar days' prior notice, unless the appointing authority, because of extenuating circumstances, agrees to permit a shorter period of notice. A written resignation shall be supplied by the employee to the appointing authority giving reasons for leaving. The resignation shall be forwarded to the Commission with a statement by the appointing authority as to the resigned employee's service performance and pertinent information concerning the cause for resignation. Failure to comply with this rule shall be entered on the service record of the employee and may be cause for denying future employment by the City. The resignation of any employee who fails to give notice shall be reported to the Commission by the department head immediately. The Commission may take steps to verify reasons for any resignation; it may notify the employee in writing as to the acceptance of his resignation and the Department Head shall notify the Director of Finance of the effective date of his resignation.

6. Offenses and Penalties.

O F F E N S E	P E N A L T Y
(a) Has been convicted of a criminal offense or of a misdemeanor involving moral turpitude.	(a) Discharge.
(b) Has confessed to an immoral or criminal act.	(b) Discharge.
(c) Has been arrested and is held for any cause by any police authority.	(c) Shall not be paid for duration of time off from job.
(d) Has willfully violated any of the provisions of the Civil Service Law or the rules of the Commission.	(d) Discharge.
(e) Has violated any lawful and reasonable official regulation or order, or failed to obey any lawful or reasonable direction made and given by his superior officer, where such violation or failure to obey amounts to an act of insubordination or a serious breach of proper discipline, or resulted or reasonably might be expected to result in loss or injury to the City or to the public.	(e) <u>1st offense</u> : Suspension, not to exceed three (3) days. <u>2nd offense</u> : Suspension, not to exceed ten (10) days. <u>3rd offense</u> : Discharge.
(f) Has been intoxicated while on duty, or, during working hours has been drinking alcoholic beverages or beer, carrying alcoholic beverages or beer on his person, or storing alcoholic beverages or beer on City property.	(f) Discharge.
(g) Has been guilty of acts which amount to an act of insubordination or to disgraceful conduct, whether such conduct occurred while on duty or off duty.	(g) <u>1st offense</u> : Suspension, not to exceed three (3) days. <u>2nd offense</u> : Suspension, not to exceed ten (10) days. <u>3rd offense</u> : Discharge.
(h) Is wantonly offensive in his conduct or language towards the public or towards City officers or employees.	(h) <u>1st offense</u> : Suspension, not to exceed three (3) days. <u>2nd offense</u> : Suspension, not to exceed ten (10) days. <u>3rd offense</u> : Discharge.
(i) Is incompetent or inefficient in the performance of the duties of his position.	(i) <u>1st offense</u> : Suspension, not to exceed three (3) days. <u>2nd offense</u> : Suspension, not to exceed ten (10) days. <u>3rd offense</u> : Discharge.

<u>O F F E N S E</u>	<u>P E N A L T Y</u>
(j) Is careless or negligent of the property of the City.	(j) <u>1st offense</u> : Suspension, not to exceed three (3) days. <u>2nd offense</u> : Suspension, not to exceed ten (10) days. <u>3rd offense</u> : Discharge.
(k) D E L E T E D	(k) D E L E T E D
(l) Has used or threatened to use, or attempted to use personal or political influence in securing promotion, leave of absence, transfer change of grade, pay or character of work.	(l) Immediate discharge.
(m) Has induced or attempted to induce any person, firm or corporation doing business with the City to give employment to any relative of said City employee, or has induced or attempted to induce any person, firm or corporation as aforesaid to show any material favor or consideration of any kind to any relative of said City employee, when said employee holds a position in a department, bureau or office having direct contact with such person, firm or corporation.	(m) Immediate discharge.

Political Activities and Milford
Civil Service Employees

Since the very foundation of our democracy depends upon active, intelligent citizen participating in the workings of our government, and, since modern trend of government is away from local participation, we the Civil Service Commission of the City of Milford, Connecticut, wish to encourage our employees to be public-spirited and civic-minded citizens as well as employees.

We also recognize that one of the functions of civil service is to keep undue political pressure for or against a certain candidate or political party from being a part of the working day of a city employee.

Since political pressures can be brought to bear on municipal employees by department heads and others in positions of authority we, therefore, disallow and forbid the soliciting of money on behalf of political candidates or political parties, from city employees during working hours and on city property.

We also forbid the wearing of campaign and other partisan badges by city employees during working hours.

Bumper stickers and placards cannot be displayed on employees' cars during local campaigns or elections or for local candidates during state and federal elections.

The municipal employee may not run for any public office while a city employee. He may not make speeches for or against a candidate or a political party while in the service of the city.

This means that a municipal employee may belong to a political party and hold office in a political club. A political club shall be construed to mean a club where a member does not represent a given amount of registered political party members. No civil service employee shall be a member of a political town committee.

O F F E N S E

P E N A L T Y

(n)	<p>No person employed in the classified civil service may (1) use his official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office; (2) directly or indirectly coerce, attempt to coerce, command or advise a state or local officer or employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes.</p>	<p>Immediate Discharge</p>
<p>A person employed in said classified service retains the right to vote as he chooses and to express his opinions on political subjects and candidates and shall be free to participate actively in political management and campaigns. Such activity may include but shall not be limited to, membership and holding of office in a political party, organization or club, campaigning for a candidate in a partisan election by making speeches, writing on behalf of the candidate or soliciting votes in support of or in opposition to a candidate and making contributions of time and money to political parties, committees or other agencies engaged in political action, except that no classified employee shall engage in such activity while on duty or within any period of time during which such employee is expected to perform services for which he receives compensation from the municipality, and no such employee shall utilize municipal funds, supplies, vehicles or facilities to secure support for or oppose any candidate, party, or issue in a political partisan election. Notwithstanding the provisions of this section, no person employed in the classified civil service shall be a candidate for elective office in a political partisan election.</p>		
(o)	<p>Knowingly recording another employee's time or having one's own time recorded by another.</p>	<p>Discharge.</p>
(p)	<p>Failure to report for overtime work without good reason, after being scheduled to work.</p>	<p><u>1st offense</u>: Suspension, not to exceed ten (10) days. <u>2nd offense</u>: Discharge.</p>
(q)	<p>Theft or removal from the premises of the City of any city property without proper authorization.</p>	<p>Discharge.</p>
(r)	<p>Fighting, or provoking or instigating a fight on City premises or while on the job at any time.</p>	<p><u>1st offense</u>: Suspension, not to exceed ten (10) days. <u>2nd offense</u>: Discharge.</p>
(s)	<p>Sleeping during work shift or absent from assigned place of work during working hours without permission.</p>	<p>Discharge.</p>
(t)	<p>Violating a safety rule or safety practice or causing injury to another employee.</p>	<p><u>1st offense</u>: Suspension, not to exceed three (3) days. <u>2nd offense</u>: Suspension, not to exceed ten (10) days. <u>3rd offense</u>: Discharge.</p>
(u)	<p>Falsifying personnel records or City records of any kind. Making false claims or misrepresentation in an attempt to obtain sick leave benefits or accident insurance benefits of workmen's compensation.</p>	<p>Discharge.</p>

O F F E N S EP E N A L T Y

(v) Repeated failure to record own time on the appropriate time record.	(v) <u>1st offense</u> : Suspension, not to exceed three (3) days. <u>2nd offense</u> : Suspension, not to exceed one (1) week. <u>3rd offense</u> : Discharge.
(w) Absence from work without notifying supervisor.	(w) <u>1st offense</u> : Warning. <u>2nd offense</u> : Suspension, not to exceed ten (10) days. <u>3rd offense</u> : Discharge.
(x) Habitually late or absent without reasonable cause. (Habitual: three (3) times in thirty (30) scheduled working days.)	(x) <u>1st offense</u> : Warning. <u>2nd offense</u> : Suspension, not to exceed five (5) days. <u>3rd offense</u> : Discharge.
(y) Failure to notify supervisor within two (2) hours after the start of scheduled working day of inability to report to work that day or of inability to report to work until later that day.	(y) <u>1st offense</u> : Warning. <u>2nd offense</u> : Suspension, not to exceed five (5) days. <u>3rd offense</u> : Discharge.
(z) Has engaged in activities which result in a conflict of interest between the duties and responsibilities of his position as a city employee and his personal affairs or which are incompatible with the proper functioning of his official duties for the City of Milford.	(z) Discharge.
(aa) Failure to return to work from workmens compensation leave on the date indicated on civil service form by the attending physician without sufficient reason.	(aa) Discharge.

7. Unusual Behavior.

A department head may, depending on the seriousness of the offense, find it advisable to immediately terminate an employee, rather than go through various interim steps when, in the judgment of the department head, such behavior constitutes a hazard.

1. Records of the Personnel Department.

Personnel records, except tests, service rating reports, personal histories and such other records as may be specified in these rules, or by the Commission as confidential, shall be public records and shall be open to public inspection during office hours at reasonable times and in accordance with such procedures as the Commission may prescribe. The Commission shall maintain records necessary to the proper administration of the personnel system.

2. Reports of Personnel Changes.

The Commission shall prescribe the necessary forms for reports of all personnel changes in the service. Such forms shall provide spaces for entering such supporting or other pertinent information as the Commission shall deem to be needed.

3. Determination of Service Date of Classified Employees.

The Commission shall determine from an examination of personnel and payroll records each classified employee's service date and shall, prior to July 1, 1961, inform each employee and the executive branch of the City of the determined service date.

Thereafter, the Commission shall maintain an accurate list of the service dates of the employees and such list shall reflect adjustments in service dates for those employees who have incurred a suspension of service.

Any employee who objects to the service date established for him by the Commission may obtain a review by appearing before the Commission to discuss the assigned service date. The Commission shall make a decision on the matter at its next regular scheduled meeting, and such decision shall be final. The executive branch of the City and the employee shall be informed in writing of the Commission's final decision.

4. Certification of Payroll.

The Director of Finance shall pay any salary or compensation for service to any person(s) holding a position in the classified service as enumerated in Article IV, Sec. 12 of the Charter when the rate of pay or other compensation for that person(s) bears the certificate of the Commission or its authorized representative that that person(s) named therein has been appointed or employed and is performing service in accordance with these rules and regulations, and the provisions of current wage and salary ordinance(s) for classified employees.

5. Nepotism.

No supervisor or classified employee shall be permitted to have, under his supervision, persons who are related directly or by marriage. All persons who are related to supervisors at the time of the passage of these rules shall be, as soon as practical thereafter, but no later than February 1, 1961, transferred to a comparable position and pay for which they are qualified.

6. Prohibited Practices.

No person in the classified service of the City or seeking admission thereto, shall be favored or discriminated against in any way because of his race, national origin or political or religious opinions or affiliations. No person shall willfully or corruptly make or cause to be made any false statement, certificate, mark, rating or report in regard to any test, certification, promotion, demotion, removal or appointment held or made under the provisions of the City Charter, or in any manner commit or attempt to commit any fraud preventing the impartial execution of the Charter provisions or of these rules and regulations provided for therein. No person shall, either directly or indirectly, solicit, pay, render, receive, or give any money, service or other valuable thing to any person for, or on account of, or in connection with, any test, appointment, promotion, demotion, layoff or dismissal. Any person discharged in accordance with the provisions of the Charter and the rules of the Commission shall be ineligible for reemployment or reappointment in any classified position.

7. Compliance with Charter.

All classified employees and officers of the City shall comply with and aid in all proper ways in carrying out the provisions of the Charter and these rules and special departmental regulations. Any employees who shall fail to comply with any of the provisions of the Charter or of regulations adopted thereunder, shall be subject to all penalties and remedies now or hereafter provided by law for the failure of an employee to do any act required of him by law. Any person discharged in accordance with the provisions of the Charter and the rules of the Commission shall be ineligible for reemployment or reappointment in any classified position. If any section or portion of a section of these rules is found to be not in conformity with state law or the City Charter such findings shall not affect the remainder of the rules herein stated.

1. Objective of Grievance Policy and Procedure.

An important part of the job responsibility of supervision at all levels is to see that municipal employees are treated fairly and equitably at all times.

In accordance with this objective there is hereby established a formal procedure to permit prompt discussion and resolution of employee grievances. Grievances shall not be processed if the elapsed time between the cause of the grievance and discussion with the immediate supervisor exceeds ten (10) days.

2. Responsibility for Administration.

Each supervisor and department head, and the Commission will be held responsible for the administration of this policy in accordance with the procedure outlined herein.

3. Grievance Procedure.

If any permanent employee has a grievance he should personally discuss it with his immediate supervisor.

a. Step I: If the answer is not satisfactory the employee (*) should submit two (2) copies of the grievance to his immediate supervisor and one (1) copy of the grievance within two (2) working days directly to the Civil Service Commission. The supervisor should note his reply on the grievance and return the original to the employee by the end of the following day.

If the answer is satisfactory to the employee he should sign both copies indicating agreement with the answer given. The original should then be sent on to the Commission by the supervisor by the end of the following work day, and the copy forwarded to the department head for his file.

b. Step II: If the employee is still not satisfied with his immediate supervisor's reply both the supervisor and the employee should forward their copies to the department head by the end of the following work day. The department head must discuss his position on the grievance with the employee (*) within three (3) days of receipt, and note his reply in writing.

Step IIa: The department head has the responsibility of discussing the grievance with the Mayor prior to any discussion with the employee.

If the grievance is settled it should be so noted and both copies of the grievance should be signed by the employee and the original forwarded to the Commission by the department head and the other retained in his file.

c. Step III: If the grievance is still unsettled the employee (*) may request a hearing before the Commission by forwarding his copy of the grievance to the Commission by the next working day. The department head should forward his copy of the grievance with his answer to the Commission by the next working day. The Commission shall meet once a month to consider the grievances presented to it. It may meet more or less frequently as the situation may require. The Commission shall act on a grievance as quickly as practical, but shall not take longer than sixty (60) days from the date the grievance is presented to

the Commission, and a majority decision of the Commission shall be final and binding upon the parties concerned.

d. Conclusion: A settlement made at the first and second steps shall not be final until approved by the Commission at its monthly meeting. In addition, the Commission shall have full authority to call any city employee to appear before the Commission on any grievance presented to it.

(*) Any employee may, if he so desires, request anyone of his own choice to be present and to assist him in the processing of his grievance at any step in this procedure.

C I T Y O F M I L F O R D

GRIEVANCE FORM

In making out this form be sure that the following points are covered:

- 1. Does the grievance arise under some provision of the Working Agreement?
- 2. Who is affected?
- 3. What is it about?
- 4. When did it happen?
- 5. Where did it happen?
- 6. Why did it happen?
- 7. What adjustment is required?

Step 1

TO: _____ DEPT. _____
(Immediate Supervisor)

Section of Agreement under which grievance arises (if applicable):

Statement of Problem: _____

Action requested: _____

/s/: _____ /s/: _____
(Employee) (Date) (Representative)* (Date)

Answer of Immediate Supervisor: _____

Action taken by Immediate Supervisor: _____

/s/: _____
(Immediate Supervisor) (Date)

Reaction to Supervisor's Reply (by employee and/or representative*)

_____ I Agree	_____ I Disagree	_____ I Agree	_____ I Disagree
Comments		Comments	

/s/: _____ /s/: _____
(Employee) (Date) (Representative)* (Date)

STEP II

Answer of Department Head _____

Action Taken _____

_____/s/ Department Head

Date

STEP II-A

Grievance Read by Mayor _____

_____/s/ Mayor

Date

Reaction to Department Head reply by employee and/or representative*

_____/s/ I Agree
Comments

_____/s/ I Disagree

_____/s/ I Agree
Comments

_____/s/ I Disagree

_____/s/ Employee

Date

_____/s/ Representative*

Date

STEP III

"Civil Service Commission Final Action - Majority Report"

_____/s/

_____/s/

_____/s/

_____/s/

_____/s/

Date

Minority Report _____

_____/s/

_____/s/

Date

*The employee may, if he so desires, ask his elected representative to be present and to assist him in the processing of his grievance at any step in this procedure.

1. To improve employee relations classified employees who are not represented by any union shall be authorized to create an employee committee.
2. The committee shall in no way supplant or avoid the regular chain of command in individual problems.
3. No unclassified employee nor any classified employee occupying a position included in any bargaining unit certified by the State Labor Board shall be eligible to vote for the employee committee and to be represented by them.
4. Such committee shall consist of the following:
 - a. One representative for both the Public Works Department and the Solid Waste Disposal Department;
 - b. One representative for the combined Planning and Zoning, Building Inspection, Data Processing, Civil Service, Finance, Health, Veterans and Library.
5. All representatives to the employee committee shall be elected by the non-represented employees in the combined groups above.
6. No one member may be elected more than twice in succession; however, an employee may be elected again provided there has been an interval of one (1) year from the time that he last served as a member of the committee.
7. All elections shall be scheduled and completed by February 28th of each calendar year.

1. Hours of Work.

a. All classified salaried employees with the exception of supervisors of hourly-rated personnel shall work a basic thirty-seven and one-half (37½) hour week, seven and one-half (7½) hour day with a scheduled lunch period. Hourly classified employees and supervisors of hourly-rated employees shall work a basic forty (40) hour week, eight (8) hour day with a scheduled lunch period. Overtime, when necessary, shall be scheduled by the proper administrative authority.

b. Within thirty (30) working days after the passage of these rules, the Mayor shall inform the Commission, in writing, of the work-hours schedules of all departments which, thereafter, may not be changed without prior notice to and the approval of the Commission.

c. Wherever practical employees requested to work overtime shall be given four (4) hours' notice.

d. Unless specifically exempted by the Commission to the Mayor all classified employees shall keep a time record. Time records shall provide spaces for recording time in A.M., time out Noon, time in P.M., time out P.M., and an additional space for recording in and out on overtime. No employee shall record another employee's time record, nor shall he allow his own time record to be recorded by another employee. Violations of this provision call for immediate discharge.

(1) Each classified employee's time record shall, at the end of each work week, be certified correct by that employee, and shall then be forwarded to the appropriate department head, and it, in turn, shall be certified by the department head indicating that the hours worked on the time record were, in fact, worked. Time records shall then be kept in the department of origin subject to audit.

2. Sick Leave.

A medical certificate, acceptable to the appointing authority, is required:

(1) for frequent or habitual absence from duty and when, in the judgment of the appointing authority, there is reasonable cause for requiring such certificate;

(2) for any period of absence consisting of more than three (3) consecutive working days.

Such certificate shall state the nature of the illness in medical terms and the treatment or medication prescribed, and shall further state that the employee is now physically able to return to his job.

All sick leave shall be accumulated on a calendar month basis. Effective July 1, 1963, an employee entering the service of the City prior to the eleventh (11th) calendar day of any month shall receive sick leave credited for that first month of employment. Employees entering the service on and after the eleventh (11th) calendar day of any month shall be credited with sick leave on the last calendar day of the next succeeding month. For employees who work a basic forty-hour (40) week any charge to the sick leave account shall be in minimum units of one (1) hour. For employees who work a basic thirty-seven and one-half (37½) hour week any charge to the sick leave account shall be in minimum units of one-half (1/2) hour.

Employees shall be entitled to their current sick leave as it becomes earned whether they have taken the maximum sick leave to their credit or not. Sick leave shall not be taken in advance. Department heads reserve the right to have the Director of Health examine any employee, at city expense, claiming sick leave, who, in his opinion, may not be entitled to same. Employees who are currently probationary, or temporary employees, are not entitled to sick leave.

In order to qualify for payment of sick leave, an employee must notify his supervisor within two (2) hours after the start of his scheduled starting time that he is unable to report to work because of illness.

3. Leave of Absence without Pay.

A permanent employee may apply to the Commission, upon approval of his department head, for a continuous leave of absence without pay for a period not to exceed three (3) months, provided the application is made within the first ten (10) days of absence. At the expiration of such leave, the employee shall be reinstated in the service without loss of any of his rights, except as provided in Article I, Sec. 29-c(2) and 29-e(1), unless the position is no longer available due to a budgetary reduction in staff. Failure on the part of an employee to report promptly at the expiration of the leave of absence, except for satisfactory reasons submitted in advance, shall be a cause for dismissal. Leave of absence without pay, due to illness, however, will not be granted until after all the employee's accumulated sick leave has been exhausted. No sick leave may be accumulated during a leave of absence without pay. Leave of absence without pay due to illness will not be considered a suspension of service (refer to Article I, Sec. 29-c(2) and Sec. 29-e(1)) provided that a medical certificate acceptable to the Commission may be submitted at least every thirty (30) days up to a maximum of one (1) year including the accumulated sick leave. No employee will be allowed to secure a leave of absence in order to work elsewhere. Extensions of leave for additional three (3) month periods may be granted by the Commission, but in no case shall the total period of time exceed *three(3) years. Employees who are currently probationary or temporary employees are not entitled to leave of absence.

An employee, before returning to work from leave of absence for reasons of illness, must first submit a civil service form to the Civil Service office, completed by his attending physician, stating the nature of the duties of his job and the date on which he may return to work.

4. Military Leave.

A permanent, classified employee who is a member of the State National Guard or of the military or naval forces of the United States shall be entitled to all benefits and privileges granted by existing and future laws, and shall be returned in conformity with the federal law. No sick leave which the employee may have accumulated shall be lost or lapsed because of military leave, and sick leave shall be accumulated during the first thirty (30) days of military leave. Request for leave to serve in the National Guard or organized reserve on special assignment or at summer camp must be approved by the employee's department head and by the Commission, and be certified by military travel orders.

*Effective 12/9/87

5. Exception to Leave of Absence Policies.

Employees considered as probationary or temporary employees are not entitled to sick leave or leave of absence benefits as described in Section 3(C) of the "Ordinance Establishing Conditions of Employment and Benefits for City Officials and Employees in the Service of the City of Milford" and in Sec. 2 and Sec. 3 of this Article.

6. Maternity Leave.

A permanent employee absent because of maternity is subject to the same requirements and benefits as a permanent employee on sick leave in accordance with Sections 2 and 3 of this Article.

7. Workmen's Compensation.

An employee, before returning to work from workmen's compensation, must first submit a civil service form to the Civil Service office, completed by his attending physician, stating the nature of the duties of his job and the date on which he may return to work.

All questions relating to the interpretation, application or effect of these Rules shall be directed to the Commission, and the Commission's decision on these matters shall be final and binding, provided, however, that its decision must be consistent with federal, state and municipal laws.

These Rules have been drawn up and approved by the Civil Service Commission in accordance with the provisions of Article IV, Section 12, of the City of Milford Charter dated November 9, 1959, and subsequent revisions.

City of Milford, Connecticut
CIVIL SERVICE COMMISSION

Frank McKillop, Chairman
Joseph Felix, Vice Chairman
Renato Carboni
Arthur Abeshouse
Robert Stuart
Gladys D. Meyers, Executive Secretary

Revision to Civil Service Rules and Regulations - Regular Meeting January 13, 1976.

Effective January 23, 1976.

ARTICLE XII. Section 6. Maternity Leave.

This revision replaces present Section 6.

A permanent employee absent because of maternity is subject to the same requirements and benefits as a permanent employee on sick leave in accordance with Sections 2 and 3 of this Article.

Revision to Civil Service Rules and Regulations at Regular Meeting of September 21, 1976.

Effective October 1, 1976.

ARTICLE VIII. Section 6 (n) Political Activity.

Because of the fact that there is now a State Law governing the political activities of civil service classified employees the revision below replaces the Political Activity section presently in the Rules and Regulations.

O F F E N S E	P E N A L T Y
<p>No person employed in the classified civil service may (1) use his official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office; (2) directly or indirectly coerce, attempt to coerce, command or advise a state or local officer or employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes.</p> <p>A person employed in said classified service retains the right to vote as he chooses and to express his opinions on political subjects and candidates and shall be free to participate actively in political management and campaigns. Such activity may include but shall not be limited to, membership and holding of office in a political party, organization or club, campaigning for a candidate in a partisan election by making speeches, writing on behalf of the candidate or soliciting votes in support of or in opposition to a candidate and making contributions of time and money to political parties, committees or other agencies engaged in political action, except that no classified employee shall engage in such activity while on duty or within any period of time during which such employee is expected to perform services for which he receives compensation from the municipality, and no such employee shall utilize municipal funds, supplies, vehicles or facilities to secure support for or oppose any candidate, party, or issue in a political partisan election. Notwithstanding the provisions of this section, no person employed in the classified civil service shall be a candidate for elective office in a political partisan election.</p>	<p>Immediate Discharge</p>

City of Milford, Connecticut

TO: Distribution Below.

RECEIVED

Thomas Gogliandi

Feb 11, 1988

FROM: Civil Service Commission

DP

OFFICE OF THE
CITY ATTORNEY
MILFORD, CT

DATE: February 10, 1988

SUBJECT: Revision in Civil Service Rules and Regulations

Please inform all classified employees under your supervision of the attached revision of ARTICIE XII, Section 3 of the Civil Service Rules and Regulations.

Extra copies may be obtained in the Personnel Department.

JB:ce

Distribution:

Mayor
√City Attorney
Building Inspection
City Clerk
Finance (6)
Data Processing
Health (2)
Library
Planning and Zoning
Recreation
Social Services

Public Works (4)
Sanitation
Engineering
Wastewater (4)

President - Local 1566
President - M.E.A.
President - M.S.A.
President - Prof. Nurses Assn.

Revision to Civil Service Rules and Regulations at
a Special Meeting on December 9, 1987

ARTICIE XII: ATTENDANCE AND LEAVE

Section 3: Leave of Absence without Pay.

This revision replaces the next to the last sentence in
paragraph one.

Extensions of leave for additional three (3) month periods
may be granted by the Commission, but in no case shall the
total period of time exceed three (3) years.