

Glastonbury Parks & Recreation



General Module

Glastonbury Parks & Recreation
Staff Manual – Module #1

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1. INTRODUCTION

TOWN OF GLASTONBURY VISION STATEMENT

Building on over 300 years of tradition and heritage, Glastonbury continues to balance the preservation of its natural resources with the evolving needs of our community. Through positive community partnerships, careful planning and professional management, we are committed to the highest levels of responsive and equitable service, integrity, and fiscal responsibility. Ongoing innovation, regional cooperation, and effective leadership will ensure that Glastonbury will always be a great place to live, learn, work and do business.

DEPARTMENT MISSION STATEMENT

It is the mission of the Town of Glastonbury, Parks & Recreation Department to provide safe recreational and aquatic programs.

This goal is accomplished by:

- ensuring that Town staff are well trained, understand their responsibilities and are able to affectively perform their duties on a daily basis;
- ensuring that Town staff provides a positive environment for all residents of the community;
- recognizing that Town staff must be polite and friendly at all times; and
- displaying a positive image by actions and work ethic.

WELCOME STATEMENT

Welcome all new and returning staff! The staff manual is your guide to understanding the expectations of your employer. This manual serves as a guide and reference to your employment with the Parks & Recreation Department. It is only a guide and will not address all individual situations. You are, therefore, encouraged to consult with your Supervisor whenever you need help in interpreting or applying a policy, procedure etc. You will be expected to meet with your Supervisor and/or other staff to discuss the contents of the employee handbook as part of your orientation.

As employees of the Glastonbury Parks & Recreation Department, you are hired to serve our customer – Glastonbury residents. We believe that the success of the programs depends on the daily performance of each and every individual. Each staff member performs duties which are essential to the smooth operation of these programs and to this mission. Remember that you are representing the Parks & Recreation Department as well as yourself. Recreation staff are among the most visible representatives of the Town’s government. Accordingly, their image must be exemplary as reflected in appearance and behavior. Any misconduct, discourtesy or inattention to detail on any employee’s part is a direct reflection of the Parks & Recreation Department.

EMPLOYMENT

The Town of Glastonbury makes no guarantee of continued employment. Only the Town Council and Town Manager may enter into an employment contract, and then only in a written agreement signed by all parties.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION

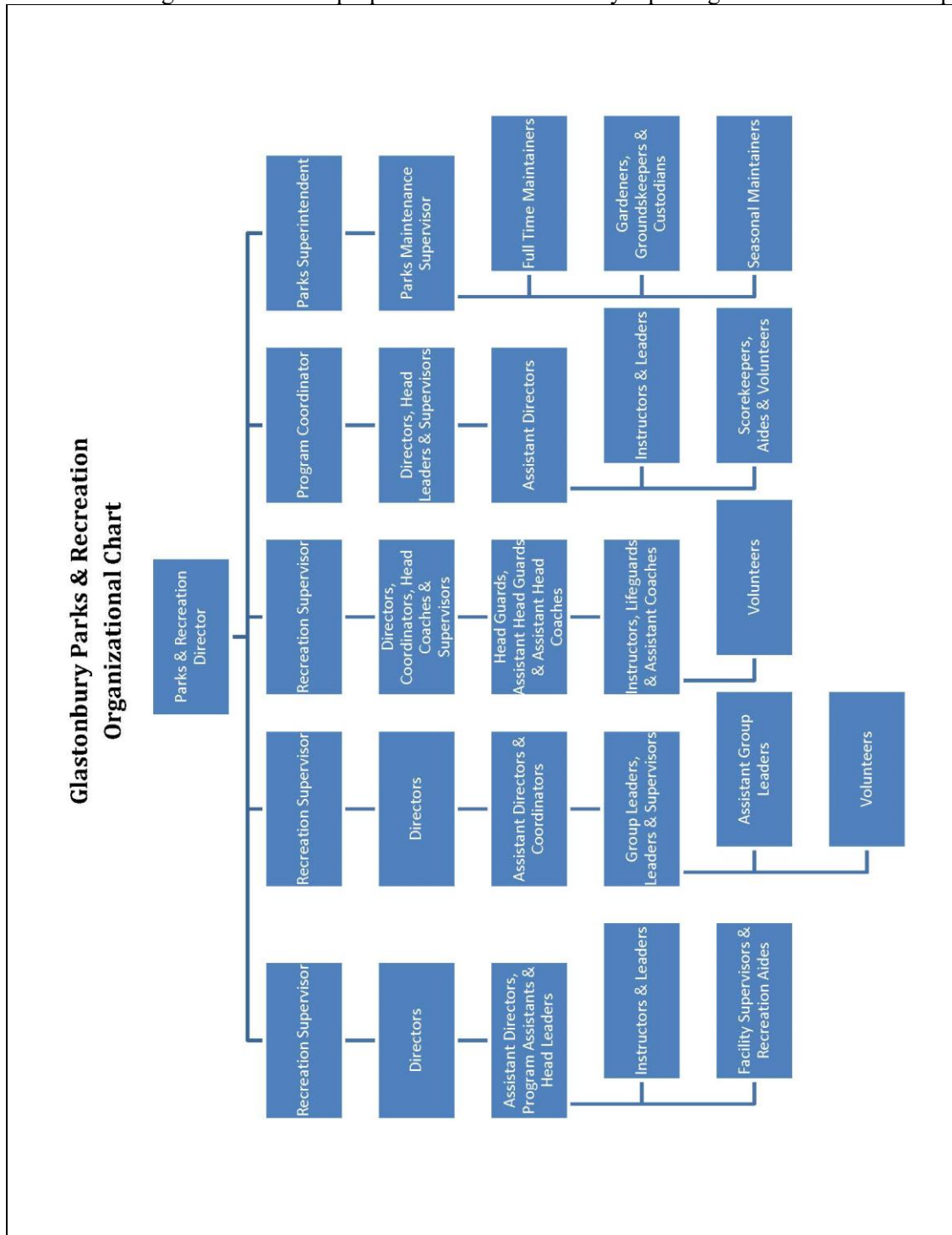
The Town of Glastonbury is committed to a policy of non-discrimination and equal opportunity for all qualified employees and applicants for employment. The Town does not discriminate on the basis of race, color, sex, age, religion, marital status, national origin, ancestry, veteran status, sexual orientation, gender identity or expression, or disability as defined by the law. The Town will make reasonable accommodations for individuals with disabilities provided that the accommodation does not impose an undue hardship on the Town.

JOB DESCRIPTIONS, ASSIGNMENTS & STAFF LIST

A job description and information regarding your assignment for your position will be provided to you.

ORGANIZATIONAL CHART

Staff is encouraged to follow the proper chain of command by reporting to their immediate Supervisor first.



2. ADMINISTRATIVE POLICIES

POLICY AGAINST SEXUAL HARRASMENT

It is the policy of the Town of Glastonbury to provide its employees with a workplace free from sexual harassment. The Town does not condone, and will not tolerate sexual harassment by, or directed toward, any of its employees. No employee should be subjected to unsolicited and unwelcome sexual overtures or conduct either verbal or physical or be led to believe that an employment opportunity or benefit will in any way depend upon cooperation of a sexual nature.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- B. submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee;
- C. the harassment unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Sexual harassment may include: verbal joking, or kidding of a sexual nature; repeated offensive sexual flirtations, advances, or propositions; continued or repeated verbal abuse of a sexual nature; graphic or degrading comments about an individual or his or her appearance; the display of sexually suggestive objects or pictures; physical contact such as patting, pinching, or brushing against another's body; or demands for sexual favors.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior which is not welcome, is personally intimidating, hostile, or offensive which debilitates morale.

The Town of Glastonbury will investigate complaints, take appropriate steps to insure that sexual harassment does not occur, and impose discipline when appropriate. Individuals who believe that they are encountering sexual harassment from a supervisor, co-worker, client or vendor should make the complaint known to the appropriate Town official as soon as possible. Employees may, at their discretion, bring a complaint directly to the Director of Human Resources, department director, immediate supervisor, or the Town Manager. All complaints will be investigated promptly, maintaining confidentiality when possible, and with the utmost discretion. No retaliation will be allowed against an employee who reports sexual harassment or who participates in a sexual harassment investigation. Appropriate disciplinary action, up to and including termination, will be taken in confirmed incidents of sexual harassment. Any questions concerning this policy should be directed to the Director of Human Resources.

POLICY AGAINST WORKPLACE HARASSMENT

It is the policy of the Town of Glastonbury to provide its employees with a workplace free from derogatory remarks, unwelcome sexual advances and any other verbal or physical conduct constituting harassment on the basis of race, color, religion, age, sex, national origin, marital status, disability, veteran status or sexual orientation. The Town of Glastonbury does not condone, and will not tolerate harassment by, or directed toward, any of its employees.

The Town of Glastonbury will investigate complaints, take appropriate steps to insure that harassment does not occur, and impose discipline when appropriate. Individuals who believe that they are encountering harassment from a supervisor, co-worker, client, or vendor should make the complaint known to the appropriate Town official as soon as possible. Employees may, at their discretion, bring a complaint directly to the Director of Human Resources, department director, immediate supervisor, or the Town Manager. All complaints will be investigated promptly, maintaining confidentiality when possible, and with the utmost discretion. No retaliation will be allowed against an employee who reports harassment or who participates in a harassment investigation.

Appropriate disciplinary action, up to and including termination, will be taken in confirmed incidents of harassment. Any questions concerning this policy should be directed to the Director of Human Resources.

POLICY AGAINST WORKPLACE THREATS AND VIOLENCE

It is the Town of Glastonbury policy to promote a safe working environment for its employees. The Town is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

The Town of Glastonbury maintains a zero tolerance policy with respect to workplace violence. Any violent act, implied or actual, and/or threatening or intimidating conduct will not be tolerated. Participating in, provoking or otherwise contributing to any threat or violent act in the workplace, including, but not limited to, verbal or physical abuse, assault, battery, property damage, oral or written threats, intimidation, and/or harassment may result in removal from the premises and the violator will be subject to disciplinary action up to and including termination of employment and/or criminal arrest.

Possession of a dangerous and/or deadly weapon, as defined by the State of Connecticut Penal Code, is not permitted on an employee's person, any Town of Glastonbury property or work location(s), including a Town vehicle, or in a private vehicle when the vehicle is being used for Town business, or if the private vehicle is parked on Town property, unless such possession of a dangerous and/or deadly weapon is by a Police Officer. Possession of such weapons will result in disciplinary action up to and including termination of employment.

It is the shared obligation of employers and employees to maintain a safe work environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on Town property, whether he or she is a Town employee or not, report it immediately to a supervisor or manager. Supervisors or managers who receive such reports must contact the Department Director, Director of Human Resources, or Town Manager. Supervisors receiving notification shall ensure that an investigation is initiated. The complaint will be documented and investigated promptly. No retaliation will be allowed against an employee who reports real or implied violent behavior or who participates in the investigation.

THREATS OR ASSAULTS THAT REQUIRE IMMEDIATE ATTENTION BY POLICE SHOULD BE IMMEDIATELY REPORTED BY DIALING 911.

The Town of Glastonbury reserves the right of inspection, pursuant to the following notice:

THE TOWN OF GLASTONBURY RESERVES THE RIGHT TO INSPECT THE PROPERTY AND PERSON OF EMPLOYEES WHILE ON ITS PROPERTY. THIS RIGHT INCLUDES, BUT IS NOT LIMITED TO, THE INSPECTION OF VEHICLES, LOCKERS, WORK AREAS AND DESKS. EMPLOYEES SHOULD NOT EXPECT TO MAINTAIN PERSONAL PRIVACY IN THE CONTENTS OF SUCH ITEMS OR LOCATIONS WHEN ON THE TOWN OF GLASTONBURY'S PREMISES.

Inspection will be conducted by no fewer than two representatives of the Town of Glastonbury. Any questions concerning this policy should be addressed to Director of Human Resources.

CODE OF ETHICS

Staff is advised not to accept gifts for any reason from individuals participating in the program or from their Parents. The Town of Glastonbury has a Code of Ethics with the purpose to maintain and enhance a tradition of responsible and effective public service by setting forth standards of ethical conduct to guide employees in the conduct of the public responsibilities. Included is the Town's Administrative Policy for your review:

The Town of Glastonbury Code of Ethics, Section 2-62 states Gifts & Favors: No Official, Employee or Consultant or any member of his/her Immediate Family, nor Agency, Employee organization or group of Employees shall solicit or accept any Valuable Gift, whether in the form of a service, a loan at a less than commercially available rate, a material thing or a promise, from any person, or entity who or which is interested directly or indirectly in any business transaction or pending matter that is within the purview of such prospective recipient's official responsibilities. No Official, Employee or Consultant shall accept any valuable favor, treatment, consideration or advantage beyond that which is generally available to citizens of the Town from any person who, to the knowledge of the Official, Employee or Consultant, is interested directly or indirectly in any business transaction or pending matter that is within the responsibilities of the Official, Employee or Consultant. For the purposes of this section, a pending matter includes, but is not limited to any application to an Agency, a bid for work to be performed, application for employment, and any bid for the furnishing of supplies, equipment or services. A "Valuable Gift" is a gift of more than \$50 in value. A Valuable Gift includes, but is not limited to, entertainment, food, beverage, travel, and lodging to the extent that the gift value exceeds \$50 for any one occasion, and \$100 total in any one year from the same person, as well as loans that are not commercially reasonable.

WORK RELATED INJURY

If an employee is injured, he/she must notify their Supervisor or the Parks & Recreation office **immediately**. Employees must complete an Employee Report of Injury. If there is a witness to your injury, that person completes an Accident Witness Statement.

If the injury requires medical attention, you will be referred to the Town's participating medical provider. Injured employees will be required to treat only with providers listed in the Preferred Provider Network (P.P.N.). If treatment occurs outside the P.P.N. Worker's Compensational benefits shall be suspended.

Employee Injury Procedure forms is located in the Parks & Recreation Department offices and at all satellite program locations.

SAFETY/WORK ENVIRONMENT

It is the basic responsibility of each staff member to make safety a part of their daily and hourly concern. The Town is committed to providing a safe and healthy work environment. Staff are expected to be safety conscious at all times and to and follow all the safety procedures in place to prevent accidents and injuries. Staff are also expected to be able to identify conditions that might cause an accident or create a hazard. Staff should know and understand Emergency Protocol and report any unsafe conditions to their immediate supervisor as needed. Always familiarize yourself with the location of fire extinguishers, fire exits, first aid locations and kits, emergency equipment etc.

Staff are expected to keep their work area neat and orderly at all times. Neatness and good housekeeping are signs of efficiency and good customer service. It is necessary to keep hallways and passageways clear of any obstructions that might hinder an escape route should an emergency arise.

3. DEPARTMENT POLICIES & GUIDELINES

DRESS CODE

Employees are required to have a personal appearance appropriate for their specific line of work. While the Town has no desire to dictate the styles of clothing worn by employees, it is expected that everyone will dress appropriately while at work. Dress for staff members should be comfortable and conservative. Please be as neatly dressed as your work permits.

- If a staff shirt is to provide to you it should be worn **at all times**. Staff shirts are not to be altered in any way.
- Appropriate footwear should be worn.
- Jewelry that will interfere with your job in any way is not allowed (i.e. long dangling earrings)
- Hats may be worn while on duty, when outdoors.

Different positions may require specific dress codes. Employees requiring clarification on this policy should consult with their Supervisor.

RULES OF CONDUCT

- Use or possession of drugs, alcohol or tobacco products are not permitted while on duty.
- Use of profanity and telling of inappropriate stories is not permitted while on duty.
- Be enthusiastic and supportive at all times.
- No one-on-one alone time with kids under any circumstances (ask another staff person to accompany you if a child needs assistance in the bathroom etc.).
- Staff visitors are not allowed without prior approval.
- Communicate ideas or problems to your supervisor

TIMESHEETS, PAYCHECKS & PAY SCHEDULE

PayCom will be used for timesheets and employee record keeping. All Employees are responsible for keeping their information up to date in PayCom. Timesheets are the responsibility of each individual staff member. You are required to fully and accurately complete your time sheet at the end of each shift and to verify that all information regarding date, and hours worked are correct. Falsification of time sheets is grounds for dismissal.

- Your timesheet must be **COMPLETED** and **APPROVED**.
- Round off your time in 1/4 hours (i.e. 1/4 hr.; 2 hr.; 3/4 hrs. 1 hr.)
- Select the correct allocation/project code for the program you worked (if you work more than one program).

The payroll period is bi-weekly with paydays on the Friday following the completion of the period, a schedule of pay periods can be provided upon request.

All new employees are required to receive their checks via Direct Deposit and paystubs may be found in your PayCom account. Returning staff may change their Direct Deposit accounts through PayCom.

MISCELLANEOUS GUIDELINES

Personal Cell Phones

Staff should not be using their cell phones for personal reasons while on duty. Personal cell phones are permitted, but should be turned off or on silent and used for important/emergency situations only.

When answering a facility or town cell phone, use the following statement: “(Name of Program or Facility), this is (your name) speaking. How may I help you?”

Personal Belongings

Personal belongings are your responsibility at all times. Please ensure articles of value are secured. The Parks & Recreation Department does not expect nor require staff to use their personal belongings in the performance of their job and is not liable for damage to or loss of personal possessions.

Transportation of Participants & Personal Vehicles

Employees of the Parks & Recreation Department are not permitted to transport program participants in their personal vehicles under any circumstances. In other words, even should an employee: “not mind” or “volunteer to do so” Department policy does not permit it.

Lost & Found

Lost & Found items should be turned into the facility or Parks & Recreation Department office. If the item is of significant value, put the name & number of the person submitting the item. These items will be submitted to the Police Department.

Expenditure of Funds

Department funds are not to be expended for any reason without the approval of your Supervisor.

Use of School/Town Facilities

It is your responsibility to ensure our use of school areas comply with the policies and general operating procedures of the Board of Education and Town of Glastonbury. Our continued use of school facilities depends on you. Do not underestimate your responsibility.

Equipment Use & Care

Staff members are responsible for equipment at their area. All equipment should be checked before the area is opened. The proper care and storage of equipment is your responsibility. Any equipment moved from its stored position must be put back in place at the conclusion of its use.

Natural Environment

Always treat the natural environment with respect. Protect the grounds from litter by disposing of trash in proper places. Stay on paths and sidewalks as much as possible so as not to destroy plant life.

Public Relations

Any requests for information from the media will be provided by the Parks & Recreation Department. Should staff be approached for any information by the media, they should refer the matter to their Supervisor or the Parks & Recreation Department Office. **You are not authorized to talk to the media.**

CUSTOMER SERVICE

As an employee of the Parks & Recreation Department one of your roles is to serve the residents of the town. If you can't answer their questions or concerns, direct them to someone who can. Always remember you are representing the Parks & Recreation Department and the Town.

- A resident is not a person with whom to argue or match wits.
- A resident is not dependent on us. On the contrary, we are dependent on him/her.
- A resident is not an outsider in our work. He/she is part of it.
- A resident is not an interruption of our work. He/she is the purpose of it.
- A resident is not a cold statistic. He/she is a human being with feelings and emotions like our own.

COMPLAINT RESOLUTION PROCEDURE

Staff is encouraged to bring questions, suggestions and complaints to the attention of their immediate Supervisor who will give careful consideration to each in a continuing effort to improve operations. If there is a problem, please present the situation to your immediate supervisor so it can be handled quickly. Most problems can be settled through a basic examination and discussion of the facts with your immediate supervisor. If you are not satisfied with the response, or if for some reason you do not wish to bring the matter to your immediate Supervisor, you may want to discuss it with administrative personnel. The Town wants to provide its employees with every reasonable opportunity to discuss a problem freely so that it may be remedied.

4. EMERGENCY INCIDENT PROCEDURES

A safe environment is our top priority. Development of protocols is a key component in ensuring participants are not disrupted by any safety concern and that staff are properly trained to respond to emergency situations. The Department will be using the same Standard Response Protocol used in the Glastonbury Public Schools to ensure familiarity for youth and the police department response.

PREPAREDNESS

Identification

Staff must be clearly identified.

- If provided with a Staff Shirt, it should be worn at all times.
- If provided with a Staff Name badge, it should be worn at all times.

Communication

Communication is key to assessing and reacting to emergency situations. Some staff members will be issued a two-way radio to enable quality communication between staff. The radio is not a toy and participants should never be allowed to use it.

If issued a radio, your radio:

- Must be with you at all times (on the lanyard or clipped to a pocket etc.)
- Is Your Responsibility! Notify your immediate Supervisor of any damage etc.
- Must be left at the facility and charged overnight. You are not allowed to take it home.

Awareness

- Be aware of your surroundings (look for safety hazards, people who don't belong, know where exits are etc.)
- Don't allow anyone to stay who doesn't belong there.
- Always know your head count....Do You Have all your Kids?
- Do practice drills weekly to make sure everyone knows what to do when they need to do it!

Building Security

When possible, only the main building entrance should be open during the program day. Rooms used should be opened and locked, so in the event of an emergency, staff can close the door and it will be locked.

IF AN EMERGENCY OCCURS

1. EVALUATE THE SITUATION

Follow the directives from Standard Response Protocol. Putting you own safety and those of the participants with you first.

2. CALL 911

The 911 call is the first action to be taken after initial assessment of an emergency situation.

3. CALL PARKS & RECREATION

Call Parks & Recreation 860-652-7678 to report the emergency/incident.

4. ACCOUNT FOR PARTICIPANTS

Make sure you have an accurate list of Attendance, Child Information Forms and that everyone has been accounted for. It is important your paperwork is always in order and easy to grab when needed.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

EMERGENCY PHONE NUMBERS

A list of emergency phone numbers will be posted at all sites, when possible. Staff should save emergency numbers in their personal cell phones if they are able to.

IMPORTANT PHONE NUMBERS

WHEN CALLING FROM SCHOOL/TOWN PHONE DIAL 9 FIRST

EMERGENCY NUMBERS

EMERGENCY (Medical, Fire, Police):	911
POISON CONTROL CENTER: (U-Conn Health Center)	1-800-222-1222

TOWN NUMBERS

PARKS & RECREATION (Main Office):	860-652-7678
FIRE DEPARTMENT (Routine Calls):	860-652-7550
POLICE DEPARTMENT (Routine Calls):	860-633-8301 (Press 8)
HEALTH DEPARTMENT:	860-652-7534

5. PERFORMANCE APPRAISAL & DISCIPLINE

EMPLOYEE PERFORMANCE EVALUATION

A written performance review will be conducted periodically at the discretion of the Supervisor. The purpose of the review is to help you become aware of your progress, and to identify areas that need improvement, as well as areas of strength.

EMPLOYEE DISCIPLINARY PROCEDURES

The following disciplinary protocol will be followed when an employee's performance, attitude, work habits or personal conduct, at any time falls below a desirable level. Depending on the nature of the infraction, any of the steps may be skipped.

1. **Verbal Acknowledgment:** In minor incidents such as the first time an employee is a few minutes late, a verbal acknowledgment is sufficient. No documentation is required.
2. **Verbal Warning:** In instances where the employee's performance, attitude, work habits, or personal conduct falls below a desirable level, a verbal warning with some consultation of how to improve his/her performance is warranted. A verbal warning can be given by the immediate supervisor. The person issuing the warning will complete a Report of Verbal Warning to be submitted to the office.
3. **Written Warning:** In situations where a verbal warning has not resulted in expected improvement or in situations where more severe initial action is warranted, a written reprimand provided by the Supervisor may be sent to the employee.
4. **Suspension or Termination of Employment:** If significant improvement after a written warning is not accomplished, or in situations where appropriate, the Supervisor may recommend to the Director of Parks & Recreation that the employee be suspended without pay or dismissed.

Sufficient cause for disciplinary action may include, but not be limited to the following:

- Any act or conduct prohibited by the Town Charter, Town Ordinance, or any Town policy or procedure, or any state or federal law or regulation.
- Failure to meet prescribed standards of work, including failure to perform the normal quantity or quality of work, as well as incompetence, inefficiency or negligence in the performance of one's duties.
- Theft or careless destruction of Town property or equipment.
- Insubordination including failure to obey a lawful order of the supervisor.
- Abusive or threatening language or conduct toward a supervisor, co-worker, or the public.
- Conviction of a criminal offense.
- Unauthorized absences or abuse of leave privileges.
- Acceptance of any valuable consideration which was given with the expectation of influencing the employee in the performance of his/her duties.
- Falsification of records.
- Use of official position or employment status with the Town of personal advantage.
- Dishonesty, recklessness on the job, habitual tardiness, misconduct or attitudes which constitute an unwholesome influence on other employees or negatively affect the employee's performance.
- Possession of alcohol or illegal drugs in the workplace or reporting to work under the influence of alcohol or illegal drugs.
- Immoral, unethical, notoriously disgraceful or any other action of personal conduct affecting or impairing the efficiency of Town service or that may bring the Town into disrepute.
- Performing remunerative services for others while working on Town time.

Town of Glastonbury
Parks and Recreation Department

Part-Time and Seasonal Employee Performance Evaluation

Employee Name: _____ Position: _____

Date of Evaluation: _____ Evaluation Period: From: _____ To: _____

Evaluation Status (Please Circle): 1st 2nd Follow-Up Final

Performance Ratings:

1	Unacceptable
2	Needs Improvement
3	Satisfactory
4	Above average
5	Outstanding

Circle the Appropriate Rating for Each Performance Category Listed Below:

1. Job Knowledge	1	2	3	4	5
2. Quality of Work	1	2	3	4	5
3. Dependability/Reliability	1	2	3	4	5
4. Initiative	1	2	3	4	5
5. Working Relationships	1	2	3	4	5
6. Judgment	1	2	3	4	5
7. Behavior & Work Attitude	1	2	3	4	5
8. Punctuality	1	2	3	4	5
9. Participants & the Public	1	2	3	4	5
10. Leadership	1	2	3	4	5

The Following Categories are applicable to Supervisors only:

11. Communication	1	2	3	4	5
12. Decision Making	1	2	3	4	5
13. Planning & Organization	1	2	3	4	5
14. Delegation of Duties	1	2	3	4	5
15. Administration/Paperwork	1	2	3	4	5
16. Performance Evaluations	1	2	3	4	5
17. Training and Instruction	1	2	3	4	5
18. Staff Supervision	1	2	3	4	5

Immediate Supervisor's Comments Including Explanations of all Unacceptable and Outstanding Ratings:

Employee Name: _____

Date: _____

How can Employee Improve His/Her Performance:

Additional Comments:

Overall Rating: 1 2 3 4 5

Recommendation:	<u>1st</u>	<u>2nd</u>	<u>Follow-Up</u>	<u>Final</u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
		<u>No Action Required</u>		<u>Rehire</u>
		<u>Follow-Up Required</u>		<u>Re-Interview</u>
		<u>Dismissal</u>		<u>Do Not Rehire</u>

Immediate Supervisor's Signature: _____

Date: _____

Department Head's Signature: _____

Date: _____

Director's Signature: _____

Date: _____

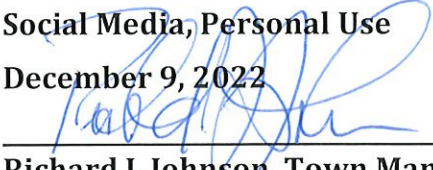
Employee's Comments:

Employee's Signature: _____

Date: _____

Agree: _____ Disagree: _____

Town of Glastonbury

Administrative Policy No.: 7
Subject: Social Media, Personal Use
Effective Date: December 9, 2022
Approved By: 
Richard J. Johnson, Town Manager

Purpose: This policy has been established to provide Town employees, elected and appointed officials with guidance for personal social media activity that affects or reflects upon the Town of Glastonbury organization.

Policy: The Town of Glastonbury, (“the Town”), recognizes the interest many employees have in using social media to share pictures, events, ideas, and opinions with others. However, given its public nature, such activity has the potential to affect Town operations. For this reason, employees are expected to observe the following guidelines concerning personal social media use.

The Town acknowledges that, in certain circumstances, individuals have the right under the First Amendment to speak out on matters of public concern, and this policy is not meant to infringe on that constitutionally-protected right. Additionally, nothing in this policy prohibits employees from engaging in protected, concerted activity with coworkers and others, including, but not limited to, making statements regarding hours, wages, or working conditions.

Definitions:

1. **Social Media.** Any website or forum that allows for open communication on the Internet including, but not limited to: social and professional networking sites (e.g. LinkedIn, Facebook, Twitter); micro-blogging sites (e.g. Twitter); blogs and other online journals and diaries; bulletin boards and chat rooms; online encyclopedias (e.g. Wikipedia); video and photo-sharing sites (e.g. YouTube); and employee review sites (e.g. Glassdoor, Vault). The lack of explicit reference to a specific site does not limit the application of this policy.
2. **Social Media Activity.** Communicating through, or adding content of any sort to the Internet (i.e. “posting”). This includes permitting content posted by others to remain when one has control over the forum.
3. **The Town.** Names, logos, buildings, images, equipment, and entities affiliated with Town of Glastonbury, Connecticut organization.

Procedure:

1. **Content and restrictions.** Employees' personal social media activity must not:
 - a. Be used for Town-related business;
 - b. Be conducted during work time (excluding breaks), while operating Town vehicles, machinery, or other equipment; using Town-issued devices (e.g., computers, tablets, smartphones), email addresses or credentials;
 - c. Include information about Town operations without the applicable department director's permission;
 - d. Breach Town confidentiality obligations, or disclose confidential or proprietary information that is not "public" under Freedom of Information laws, including, but not limited to personally identifiable information that could be used to steal an individual's identity or otherwise harm, or violate the individual's right to privacy;
 - e. Violate any Town policy, federal, state, or local law, including, but not limited to those prohibiting defamation, harassment, discrimination, or retaliation;
 - f. Create a hostile or offensive work environment or otherwise interfere with the work of Town operations;
 - g. Harm the goodwill and reputation of the Town;
 - h. Include use of, or reference to the Town, or include photos of employees engaged in work or identified as Town employees;
 - i. Mention Town employees or members of the Glastonbury community without the individual's express consent, unless addressing an issue of public concern, such that the user's post is covered by Constitutional protections; or
 - j. Represent the employee as a spokesperson for the Town

Responsibilities:

- a. Employees are responsible for their social media activity, and thus may be held personally, legally liable for content viewed as defamatory, libelous, pornographic, proprietary, harassing, or which creates a hostile work environment.
- b. Social media activity is subject to all Town policies governing employee on or off-duty conduct, including, but not limited to: Respectful Workplace - Sexual and Other Harassment Prevention; Policy Against Workplace Threats and Violence; References; Technology Use, Internet, and E-Mail; and the Town of Glastonbury Code of Conduct.

No Retaliation

The Town of Glastonbury prohibits taking adverse action against any employee for reporting a possible violation of this policy or cooperating in any investigation with respect to a potential violation. Furthermore, retaliation against an employee who does not accept a "friend" request is not permitted. Any employee who retaliates against another employee will be subject to disciplinary action up to and including termination of employment.

Discipline

When use of social media violates this policy, disciplinary action, up to and including termination of employment may be imposed. Nothing in this policy should be interpreted to infringe on any employee's right to use social media to exercise their right to self-expression, or to engage in lawful, protected, concerted activity or political activity.