

City of New Haven

ADA Disability Accommodation Request Policy and Procedure

Purpose: The purpose of this statement is to establish the City's policy on providing accommodations for people with disabilities and to set forth a clear procedure for all municipal employees to request an accommodation because of disability in accordance with the Americans with Disabilities Act (hereinafter, "ADA"). Employees of the Board of Education will be exempt under this policy since the New Haven Board of Education adopts and enforces its own policies in compliance with State law.

Issuing Authority: The Chief Administrative Officer is the issuing authority for this policy.

Enforcement Authority: Daily administration is the responsibility of Department Heads and the Director of the Department of Services for Persons with Disabilities.

Policy

1. The City will make a reasonable accommodation for an employee who is a qualified individual with a disability in order for them to perform the essential job functions of their position unless the accommodation creates an undue hardship, creates a direct threat to the employee or others, or is not otherwise required by the ADA.
2. The City will make modifications to its policies, practices and procedures to ensure qualified individuals with disabilities have an equal opportunity to participate in the City's programs, services or activities unless the modification fundamentally alters the program, service or activity, creates a direct threat to the employee or others, or is not otherwise required by the ADA.
3. Initial requests for an accommodation should be made in writing and submitted to the Director of the Department of Services for Persons with Disabilities, in consultation with the Director of Labor Relations, with a copy to the employee's supervisor. Any questions can be directed to the Director of the Department of Services for Persons with Disabilities at 946-7651 or TTY 946-8582.
4. Upon receipt of a request for a disability-related accommodation, the supervisor will conduct an inquiry in conjunction with the Department of Services for Persons with Disabilities, in consultation with the Director of Labor Relations, to determine the employee's eligibility for an accommodation, what accommodations are available and the feasibility of such accommodation. While not an exhaustive list of topics for exploration, the inquiry will likely make determinations regarding:
 - The qualified employee's disability status as defined by the ADA
 - The qualified employee's job description and essential job functions of the position
 - The employee's ability to perform the essential job functions with or without an accommodation

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ADA Disability Accommodation Request Policy and Procedure

- The accommodations request and/or available to enable the qualified employee to perform the essential job functions of his or her position
 - The costs associated with making an accommodation
 - The reasonableness of the available accommodations
5. While the employee may suggest possible accommodations during this process, the City will ultimately make the decision of what reasonable accommodation will be offered to the employee.
 6. A preliminary determination regarding the accommodation request will be made within thirty (30) days and communicated to the employee in writing.
 7. All requests for accommodations and disability related information shall be strictly confidential. Additionally all records related to disability or accommodation request must be maintained in a file separate from the employee's personnel file.
 8. The employee has the right to accept or reject an offer of reasonable accommodation and should do so in writing. If an employee rejects an offer of reasonable accommodation and no other reasonable accommodations are available, the City, at its discretion, may not offer any other accommodations.

Issuing Authority: _____

Effective Date: _____

Previously Revised: N/A

A copy of this policy is available for review at the Department of Human Resources, and on the City's computer network at N:\POLICIES or the City's website at <http://www.cityofnewhaven.com/HumanResources/Policies.asp>

City of New Haven

ADA Disability Policy Statement And Administrative Procedures

Purpose: The purpose of this policy is to set forth federal legal obligations and acceptable standards of conduct for all municipal employees by providing a work place free of discrimination, including harassment based on disability as defined in the Americans with Disabilities Act (42-USC 12101 et al). Harassment based on disability is a form of discrimination and is therefore unlawful and is prohibited by the Americans with Disabilities Act, the Rehabilitation Act of 1973 and the Connecticut Fair Employment Practices Act. Employees of the Board of Education will be exempt under this policy because the New Haven Board of Education adopts and enforces its own policies in compliance with State law.

Issuing Authority: The Chief Administrative Officer is the issuing authority for this policy.

Enforcement Authority: Daily administration is the responsibility of Department Heads and the Director of the Department of Services for Persons with Disabilities.

Policy

1. The City will take disciplinary action against any employee found to have engaged in discrimination or harassment of another employee based on disability. The extent of discipline will depend upon the nature and severity of the offense and may include warning, suspension, and termination.
2. The City does not discriminate on the basis of disability in the hiring or promotion of its employees, nor does it discriminate in the terms and conditions of employment because of disability.
3. The City will make a reasonable accommodation for an employee who is a qualified individual with a disability in order for them to perform the essential job functions of their position unless the accommodation creates an undue hardship, creates a direct threat to the employee or others, or is not otherwise required by the ADA.
4. The City does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities.
5. The City will make reasonable modifications to its policies, practices and procedures to ensure qualified individuals with disabilities have an equal opportunity to participate in the City's programs, services or activities unless it fundamentally alters the program, service or activity, creates a direct threat to the employee or others, or is not otherwise required by the ADA.
6. This policy will be enforced at all levels of municipal government including but not limited to employees, applicants for employment, vendors, volunteers and visitors.
7. Forms of discrimination or harassment based on disability may include treating someone with a disability adversely because of their disability, inappropriate and/or unwelcome comments, jokes, questions, or unwarranted disclosure of disability related information by employees and non-employees.

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Examples of discrimination or harassment based on disability include but are not limited to:

- hostile behavior or comments about a person with a disability because they requested and/or received a disability related accommodation as required by law
- tampering with or using without permission medical equipment, assistive devices/technology or accommodation related equipment belonging to or used by a person with a disability
- use of degrading or slang terms when referring to someone with a disability (for information on appropriate terms and etiquette, contact the Department of Services for Persons with Disabilities)
- inappropriate inquiries as to the existence, extent or treatment of someone's disability
- unwarranted disclosure of confidential disability related information
- denial of an employee benefit or opportunity because of an employee's disability
- jokes about disabilities or persons with disabilities
- engaging in the above stated conduct or harassing a person because they are associated with a person with a disability

Complaint Procedure:

- A. **Informal Procedure.** The informal process is discretionary and is not required prior to filing a formal complaint.

Any person who wishes to pursue the informal process should:

- promptly notify the offender that his/her conduct is unwelcome, inappropriate and illegal and should cease immediately, or
- make the complaint known to their Department Head, or
- notify the Department of Services for Persons with Disabilities, when the Department Head is the offender.

- B. **Formal Procedure.** In the event the aggrieved party does not wish to pursue the informal procedure, or the informal procedure fails to produce satisfactory results, the following procedure should be followed to initiate a formal complaint to the City's designated ADA Coordinator:

- Immediately file the complaint, i.e., a written description of the offensive conduct, with the Director of the Department of Services for Persons with Disabilities, the City's designated ADA Coordinator.
- A written complaint should contain the name and address of the complainant and a description of the discriminatory or harassing conduct because of complainant's disability.
- All employment related complaints must be filed within 180 days of occurrence in accordance with State law.
- The Director of the Department of Services for Persons with Disabilities must acknowledge receipt of the complaint within 10 days.
- The recipient of the complaint or his/her designee will undertake a thorough, objective and complete investigation of all allegations.
- The investigator(s) shall make a written report of the results of the investigation to the Corporation Counsel and Chief Administrative Officer within 90 days of receipt of the complaint.
- An investigator(s) may consult with the Office of Corporation Counsel on any formal complaint.

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- The Department Head and the Department of Services for Persons with Disabilities will endeavor to protect the confidentiality and legal rights of all parties involved.
- The Department of Services for Persons with Disabilities in conjunction with the Chief Administrative Officer shall take appropriate action to remedy the issues raised in the complaint.

Persons filing charges of disability discrimination or harassment are instructed to notify the investigator(s) of any retaliatory conduct.

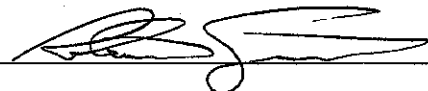
Definition of Disability under the Americans with Disabilities Act and for Purposes of this Policy

In order to be granted protection under the Americans with Disabilities Act you must be a qualified individual with a disability. A qualified individual with a disability is a person that can perform the essential job functions of his/her position with or without a reasonable accommodation. Generally a person has a disability if they have:

- a) a substantial impairment of a major life activity; or
- b) a record of a substantial impairment of a major life activity, or
- c) is regarded as having a substantial impairment of a major life activity.

Issuing Authority: _____

Effective Date: _____



December 11, 2009

Previously Revised: N/A

A copy of this policy is available for review at the Department of Human Resources, and on the City's computer network at N:\POLICIES or the City's website at <http://www.cityofnewhaven.com/HumanResources/Policies.asp>

City of New Haven

Computer Hardware and Software Policy

Purpose: This statement defines and describes the City's policy regarding acceptable usage of City personal computer hardware and software by City employees other than employees of the New Haven Board of Education who are governed by policies issued by the Board of Education. The purpose of this policy is to:

- a) Communicate to employees the City's requirements regarding the use of computer hardware and software.
- b) Facilitate efficient usage of City resources.
- c) Facilitate the management and support of City owned computer hardware and software.
- d) Maintain software standards, ensuring compatibility between City departments.
- e) Establish the ownership of the work product created with computer hardware and software, as well as responsibilities regarding records retention.

Issuing Authority: The Controller is the issuing authority for this policy.

Enforcement Authority: Daily administration is the responsibility of all Coordinators and Department Heads. Violations must be reported by Department Heads to the Information Technology (IT) Manager. The IT Manager will log all reported violations with Internal Audit.

Notice: Pursuant to Connecticut Public Act 98-142, this policy serves as notice that the City reserves the right to monitor communications on its electronic communications systems, to obtain information stored or otherwise contained in any such system, and to access all files and remove unauthorized data files and software programs.

Policy

1. Failure to adhere to all aspects of this policy may result in the employee being held personally responsible for damages resulting from intentional actions. Actions which may violate Federal, State or local law shall be reported to law enforcement officials. Any person found in violation shall be subject to appropriate disciplinary actions including but not limited to warnings, suspensions, or termination.
2. This policy applies to all stand alone PC's which include the computer and all its attached peripherals; networked PC's which include the computer, attached peripherals and connection to the network; and notebook/laptop PC's. This policy applies whether the equipment is located on or off City property.
3. Computer hardware as well as all installed software are solely for business use. Personal use is prohibited at any time.

City of New Haven

Computer Hardware and Software Policy

4. The installation or playing of computer games shall be strictly prohibited.
5. All hardware and software are the property of the City. Equipment shall not be removed from City premises without written permission from the IT Manager. Exceptions apply for notebooks/laptops where permission has already been granted.
6. Computer systems shall not be physically moved from one City office to another City office without written permission from the IT Manager.
7. Hardware is to be handled carefully and in a professional manner. Physical abuse of the hardware is prohibited.
8. Consuming food or beverages in proximity to any computer hardware is prohibited.
9. Software installation and configuration is to be performed by appropriate IT employees only. Employees are prohibited from installing any software on City PC's, changing the configuration of a PC, and installing any hardware components or peripheral devices unless authorized in writing by the IT Manager.
10. All software installed by the IT Department must be appropriately licensed.
11. Employees are prohibited from making copies of any City owned software programs.
12. To prevent computer viruses from being transmitted through the system, no employee shall download software. All software downloads must be done by the City's IT Department.
13. Equipment not purchased centrally must be approved by the IT Manager for compatibility during the purchase process. Notification to the IT Manager must be made upon delivery to facilitate the addition of the equipment to the City's central fixed asset inventory list.
14. No equipment may be connected to the City's network by anyone other than the City's IT Department without obtaining prior permission from the IT Department.
15. Security passwords shall be kept private. No employee shall use a password assigned to another employee to log onto the computer network without authorization from the immediate supervisor. Each user will be responsible for any system issues related to their User ID. Should a user suspect their security-ID has been compromised, it is their responsibility to request a new password from the IT Department or change the password.

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Computer Hardware and Software Policy

16. All files created, maintained, or used by employees are the property of the City of New Haven. Upon request from the IT Manager, an employee must provide the necessary information to access or inspect any such files. As property of the City of New Haven, all data files are potentially subject to rules and requirements of the Freedom of Information Act and record retention regulations of the State. Questions regarding the Freedom of Information Act shall be directed to the Corporation Counsel. Questions regarding State records retention laws shall be directed to the Controller.
17. The City reserves the right to monitor and access all files and remove unauthorized data files and software applications.
18. Unless authorized by the IT Department, employees are prohibited from reconfiguring, or attempting to reconfigure any hardware or software settings.
19. Only a limited number of City PC's are configured to scan for viruses. Therefore, any work on any removable media must be scanned for viruses before being introduced into the City's computer network. Designated scanning machines will be located in each department.

Definitions

Hardware: The system unit, monitor, keyboard, mouse, and any other additional peripherals such as printers, scanners, modem or video capture devices

Software: Any program or feature requiring set-up or installation of any type. This definition includes, but is not limited to programs, feature enhancements, upgrades, add-ins, clip-art, etc. This also includes purchased items subject to any licensing agreement, shareware, or items distributed for free.

Issuing Authority: 

Effective Date: 12-18-09

Previously Revised: Date _____

A copy of this policy is available for review at the Department of Human Resources. It is also available on the City's computer network at N:\POLICIES or the City's website at <http://www.cityofnewhaven.com/HumanResources/Policies.asp>



JUSTIN ELICKER
MAYOR

CITY OF NEW HAVEN

COMMUNITY SERVICES ADMINISTRATION

DEPARTMENT OF HEALTH

54 Meadow Street, 9TH Floor • New Haven, Connecticut 06519
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MARITZA BOND, MPH
DIRECTOR OF HEALTH

Confidentiality Statement and Agreement

This Confidentiality Statement and Agreement (hereinafter “Agreement”) is applicable to all Health Department employees, volunteers, students, physicians, contractors and vendors (each such individual or entity is hereinafter referred to as “Covered Person”) of the City of New Haven Public Health Department (hereinafter “Department”) who through their work and association with the Department may have access to confidential health information of patients, clients and employees.

Covered Persons will learn of or have access to confidential health information because of the nature of his/her/its work. Because of the private and sensitive nature of that information and a need to comply with Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) or its relevant regulations, it is required that Covered Persons not only refrain from disclosure of confidential health information to third parties or entities outside the City, but also vigilantly safeguard such confidential health information from improper disclosure.

The term “confidential health information” cannot be precisely defined but includes patient, client and employee information contained in medical records, reports, prescriptions, psychiatric, psychological, other health care provider and social work reports and records, and well as similar information communicated whether orally or in writing to Covered Persons. It also includes patient, client and employee names, addresses, contact information, social security numbers, tax identification numbers, addresses, identification numbers, records and passwords. It applies whether the information is contained in paper or electronic form or other means of storage. If a Covered Person is unsure as to whether information he/she/it is aware of is confidential in nature, he/she/it must consider the information to be confidential and protect the information until he/she/it has sought advice from the Director of Public Health, or her designee, as to whether the information can and should be disclosed. To assure that the maximum level of confidentiality is maintained, each Covered Person is required to sign this Agreement and follow all policies of the Department and the City related to his/her/its function. Covered Person shall hold the City harmless against any damages, liability, loss or claim arising from his/her/its violation of this Agreement. Any violation of this Agreement may subject the further action, including without limitation, (i) injunctive relief, (ii) recovery of costs, and (iii) termination of the Covered Person’s relationship with the City of New Haven.

Accordingly:

A Covered Person will only access patient/client/employee confidential information as necessary to perform his/her/its duties.

Unauthorized access, use, disclosure, or distribution of confidential information is strictly prohibited. Access to confidential information other than what is necessary to do perform duties is prohibited **without written authorization** from the Director of Public Health.

Covered Person will safeguard and not disclose passwords or other security access codes and credentials assigned to him/her/it for his/her/its use, and not for use by any third party. Covered Person is the only individual authorized to utilize his/her/its assigned password and/or security access codes and credentials. Covered Person further agrees that he/she/it will not utilize any password, security code or credential assigned to anyone else **without written permission** from the Director of Public Health.

Covered Person understands that access to the Department's computer and security systems is monitored on a regular and random basis. Covered Person further understands that he/she/it cannot attempt to access any information to which he/she/it has not been granted permission to use.

Covered Person will respect confidential information and handle, store, and/or dispose of confidential information in a responsible manner, so as not to intentionally, unintentionally and/or inadvertently disclose confidential information to any third party.

To avoid disclosure of confidential information to unauthorized individuals or entities, Covered Person agrees that he/she/it shall not operate and or use unapproved Department software and/or computer systems and programs when performing his/her/its duties.

Covered Person will not (i) make copies of proprietary software, (ii) make unauthorized copies of software provided to perform duties or (iii) install unauthorized software on Department computers or devices.

Covered Person agrees to immediately report any breach of security, improper disclosure of confidential information, any potential improper disclosure of confidential information, or any accidental or unintentional disclosure of confidential information to the Director of Public Health of the City of New Haven.

Covered Person agrees that he/she/it will not access the Internet using City of New Haven equipment unless necessary for the performance duties and without the prior written authorization and approval of the Director of Public Health.

Covered Person agrees that he/she/it will not use any information, confidential or otherwise, obtained in the course of his/her/its work for the City for any purposes other than the performance of duties, including but not limited to research, academic study, or teaching purposes without the prior written authorization of the Director of Public Health Department of the City of New Haven and if relevant, without the prior written authorization of appropriate Institutional Review Board.

I have read, understand and agree to abide by the requirements set forth above.

For Individuals:

For Entities:

Entity Name: _____

Covered Person

Name: _____

Date: _____

By _____

Name: _____

Date: _____

Duly Authorized

City of New Haven

Drug-Free Workplace Policy

Purpose: The purpose of this policy is to comply with the requirements of the Federal Drug Free Workplace Act of 1988. This act requires that any employer receiving federal funding must certify that it will maintain a drug-free workplace.

Issuing Authority: The Chief Administrative Officer is the issuing authority for this policy.

Enforcement Authority: Daily administration is the responsibility of the Coordinators, Department Heads and the City's Human Resources Department.

Notice: Pursuant to the Federal Drug Free Workplace Act of 1988, this policy serves as notification to all employees of the requirements of that act and of the City's Drug Free Workplace policy.

Policy

1. All employees, Full-time, part-time, temporary, contractual and seasonal, as a condition of employment, must abide by the terms of this statement. Employees covered by bargaining unit agreements may additionally be subject to drug testing in conjunction with those agreements.

2. **A. Program Statement**

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, whether the employee is on or off duty, in City workplaces, vehicles and City-owned residences, or while conducting City business off City worksites, is prohibited. It is also prohibited for any employee to be under the influence of a controlled substance, including alcohol, not prescribed for him/her by a physician, while on the job or in the workplace. All employees are expected and required to report to work on time, and in appropriate mental and physical condition for work. Violations of this policy will result in disciplinary action, up to and including termination and certain violations may also have criminal consequences.

B. Reporting Convictions

As mandated by the Drug-Free Workplace Act of 1988, employees, as a condition of employment, must report any conviction under a criminal drug statute. **This report must be made within five (5) days after the conviction to the employee's Department Head and to the City's Human Resources Department.** In no case should more than five (5) days elapse between conviction and reporting.

- 1) The Department Head, Human Resources, and the Corporation Counsel shall establish a confidential file and record keeping system for convictions reported pursuant to this policy.

City of New Haven

Drug-Free Workplace Policy

- 2) Reports of convictions should be in writing and contain the name of the employee, the date of the offense, the nature of the violation(s), the location of the violation, the employee's department and usual work site, the date of the conviction and the charge(s) for which the employee was convicted.
- 3) Within **10 days** of receipt of a report of a conviction the Substance Abuse Coordinator must notify any concerned federal granting/contracting agency of the violation.
- 4) Copy of the notification will be forwarded to the Mayor and the Department Head within **10 days** of receipt of a report of a conviction.

C. Penalties for Violations

Within 30 days of receipt of a report of a conviction appropriate personnel actions must be taken. The nature of the personnel action is described below:

- 5) Conviction for distribution (including sales), manufacture or dispensing of illegal drugs, including conspiracy to distribute, manufacture or dispense, as well as possession with intent to sell, distribute, manufacture or dispense, will result in the **AUTOMATIC TERMINATION** of employment with the City of New Haven.
 - 6) First conviction for other narcotic statute violations will require an **AUTOMATIC REFERRAL** to the Employee Assistance Program (EAP) for evaluation and referral to substance abuse treatment.
 - 7) A subsequent conviction of violation(s) of the narcotic statutes in City workplaces, vehicles and City-owned residences, or while conducting City business off City worksites will result in the **AUTOMATIC TERMINATION** of employment with the City of New Haven.
3. The City as required by the Drug Free Workplace Act of 1988 has established the following Awareness program to help maintain a drug free workplace.

A. Treatment Services:

The City recognizes drug and/or alcohol dependency as an illness and a major health problem. The City also recognizes drug and/or alcohol abuse as a potential health, safety and security problem. Employees needing help in dealing with such problems are encouraged to use the City's Employee Assistance Program (EAP) and health insurance plans, as appropriate. Conscientious efforts to seek such help will not jeopardize any employee's job and will not be noted in any personnel record. Employees are encouraged to contact the Employee Assistance Program (EAP) provider assigned to his/her department. Contact Human Resources at 946-8252 for current provider telephone numbers.

City of New Haven

Drug-Free Workplace Policy

You may also call:

Office of Substance Abuse Policy and Prevention

946-8445

Medical Benefits Coordinator/ Employee Assistance Program

946-6341

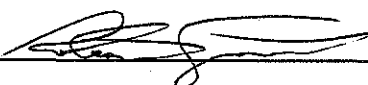
B. Training and Education:

The City of New Haven will be providing on-going training for employees, supervisors and managers through its current EAP Program. These training's will be organized and presented by instructors of the EAP program in consultation with the City's Substance Abuse Coordinator.

Definitions

Controlled Substances: Controlled Substances are specifically defined in federal law and consist of two classes of drugs: (1) those commonly thought of as illegal drugs; and (2) certain medications if not being taken under a physician's prescription or according to a physician's orders, which the federal government has determined have a potential for abuse, or are potentially physically or psychologically addictive.

Drug-Free Workplace: The term "drug-free workplace" means a site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including alcohol, in accordance with the requirements of the law.

Approved by: 

Effective Date: 12/11/09

Previously Revised:	Date	5/90	11/94	5/96	12/09
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A copy of this policy is available for review at the Department of Human Resources and is also available on the City's computer network at N:\POLICIES or the City's website at <http://www.cityofnewhaven.com/HumanResources/Policies.asp>

City of New Haven

Electronic Mail and Internet Access Policy

Purpose: This statement defines and describes the City's policy regarding acceptable usage of the Internet and the City's electronic mail system by City employees other than Board of Education employees who are governed by policies issued by the BOE. The purpose of this policy is to:

- a) Communicate the legal requirements regarding the use of the Internet and electronic mail facilities.
- b) Minimize exposure to computer viruses and reduce system security risks.
- c) Minimize legal liability to the City.

Issuing Authority: The Controller is the issuing authority for this policy.

Enforcement Authority: Daily administration is the responsibility of all Coordinators and Department Heads. The Information Technology (IT) Department is responsible for insuring compliance with the requirement to provide notice according to Connecticut Public Act 98-142.

Notice: *This policy serves as the notice required by Connecticut Public Act 98-142, that the City reserves the right to monitor communications on its electronic communications systems, to obtain information stored or otherwise contained in any such systems, and to access all files and remove unauthorized data files and software programs.*

Policy

1. Violations of this policy must be reported by Department Heads to the IT Manager. The IT Manager shall log all reported violations with Internal Audit. Actions which may violate federal, state or local law shall be reported to law enforcement officials. Any person found in violation shall be subject to appropriate disciplinary action including but not limited to warnings, suspensions or termination.
2. All messages created, sent or retrieved over the E-mail or the Internet are the property of the City of New Haven and as such, considered public information; and therefore subject to review by the Freedom of Information Act (FOIA). E-mail messages sent or received by public officials are public records pursuant to CGS §1-18A. These records are therefore subject to State record retention requirements administered on behalf of the City by the Controller's office. The City reserves the right to access and monitor all messages and files on the computer system. **E-mail and Internet messages are public communications and are not private.** All communications, including text and images, may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.
3. E-mail and Internet access must be used exclusively for official City business. The electronic mail system may be used to notify employees of events officially sponsored by the City of New Haven. Prior approval must be received by the IT Manager for any E-mail where citywide distribution is planned. E-mail regarding personal events are strictly prohibited (e.g. selling personal merchandise, notifying employees of tag sales, etc.). The E-mail and Internet access shall not be used to:
 - a) transact personal business
 - b) for personal gain

City of New Haven

Electronic Mail and Internet Access Policy

- c) to advance a person's individual beliefs
4. Users are prohibited from publishing information over the E-mail or the Internet which may infringe on the rights of others.
 5. When using E-mail or the Internet, employees are acting as representatives of the City of New Haven and are therefore responsible to use the Internet ethically and lawfully.
 6. All transmissions over E-mail or the Internet must have the employee's name attached. Harassing, fraudulent or obscene messages and offensive language are strictly prohibited. Specifically, the City prohibits harassment based on race, color, ancestry, national origin, sex, sexual orientation, age, disability, marital status, religious beliefs or any other characteristic protected by federal, state or local law.
 7. Internet relay chat channels may only be used to conduct official City business. Permitted activities include gaining technical or analytical advice, and accessing databases for information required to conduct City business.
 8. Users of E-mail or the Internet must not disrupt the operation of the City network or the networks of other users.
 9. To prevent computer viruses from being transmitted through the system, no employee shall download or install software without obtaining prior permission from the IT Department. ***All software downloads must be done by the City's IT Department.***
 10. No employee shall transmit or access any files or records which breach the confidentiality of information regulations which are protected pursuant to confidentiality requirements under the Municipal Employees Relations Act or State Personnel Statutes. ***All questions about protected information should be directed to the Office of Human Resources or the Office of Corporation Counsel.***

Definitions

E-mail: Electronic-mail (E-mail) refers to messages transmitted by computer technology. E-mail systems include messages, calendars, directories, distribution lists, attachments such as word-processing documents, and communications generated on external systems (e.g. the Internet). E-mail provides instant communications, allowing the transmittal of up-to-date information. Like postal or interoffice mail, E-mail messages can be stored on electronic media, and are retrievable at a future date.

Issuing Authority: _____

Effective Date: 12-18-09

Previously Revised: Date 12/09 _____

A copy of this policy is available for review at the Office of Human Resources. It is also available on the City's computer network at N:\POLICIES or the City's website at <http://www.cityofnewhaven.com/HumanResources/Policies.asp>

City of New Haven

Personal Communications Devices Usage Policy

Purpose: The purpose of this policy is to establish a citywide policy governing the procurement, management and use of personal communications devices as provided by the City to employees who are authorized to use such devices for conducting City business.

Issuing Authority: The Controller is the issuing authority for this policy.

Enforcement Authority: Daily administration and monthly review of each personal communications device account to assure compliance with this policy is the responsibility of the Controller and the Administrative Committee.

Administrative Committee: An administrative committee (hereinafter referred to as the "Committee") comprised of the Purchasing Agent, or his designee, the Controller or his designee, , and the Chief Administrative Officer or his designee shall meet monthly to review vendor bills phone and other device usage and requests for new equipment or plan changes. The Committee will arrange for City employees to be trained on use of communications equipment that is provided to assure the most economical use. The Purchasing Agent, or his designee, shall be the sole contact with personal communication device providers, shall procure rate plans and equipment deemed to be in the best interest of the City, shall maintain a master list of authorized communication device users, shall receive the master monthly bill, shall make payments on behalf of user Departments and shall review and approve any requests for new equipment or plan changes.

Cell Phone Policy

- Each Department Head shall be responsible for assignment of personal communications devices to department employees based upon job requirements. Each Department Head shall notify the Committee of the employees to whom communications devices have been assigned, and provide notification to the Committee of any changes to these assignments. Cellular phones are provided and assigned to employees at the discretion of Department Heads as a business communication tool. Personal use is to be kept to a minimum.

- The Administrative Committee will review monthly usage and advise Department Heads of any apparent abuses of city issued communications devices. Where abuses are identified the Committee will direct the Department Head to require reimbursement from the employee. If an employee wishes to contest the reimbursement charge they may appeal to the Administrative Committee by describing the circumstances requiring use of the communications device and requesting that the reimbursement charges be paid by the Department for that month. The Department Head shall either support or not support the employees appeal. The Administrative Committee will review the appeal and notify the Department Head of its decision.

- Employees are required to make any information (directory assistance) calls using the toll free number 1-800-373-3411 in order to save the City charges for each such

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Personal Communications Devices Usage Policy

call. If an employee makes more than two information (directory assistance) calls per month to a non toll free number the Committee will direct the Department Head to recoup the cost of all such information calls from the employee.

- It is the responsibility of each employee to safeguard personal communications devices on their person or in a secure location while not in use in order to avoid damage, loss, or theft. In the event that a personal communication device is lost, stolen, or damaged the employee will be required to pay all replacement costs when they have been found to have not properly secured, protected or maintained the equipment.
- EMPLOYEES ARE PROHIBITED FROM USING A CELLULAR PHONE WHILE DRIVING. ANY NON EMERGENCY RESPONSE EMPLOYEES WHO, WHILE DRIVING, RECEIVE A CALL OR NEEDS TO MAKE A CALL, SHOULD USE JUDGEMENT AND PULL OVER TO THE SIDE OF THE ROAD WITH CAUTION AND RESUME DRIVING ONLY AFTER COMPLETION OF THE CALL. The City does not supply hands free devices for use with cellular phones, however, employees may, at their own expense; purchase such a device to enable use of the cell phone while driving.
- Any costs incurred other than for purchase of the basic equipment and monthly usage charges, will be the responsibility of the employee. Examples include: downloading ring tones, information calls (unless they are made using 1-800-373-4311), text messaging (if available), hands free devices, blue tooth devices, earpieces, and specialized device cases and belt clips.
- Personal communications devices are the property of the City. Upon separation from City service, a prolonged leave of absence, or as otherwise directed, an employee is required to return each cellular phone or other communications device that the employee has been assigned the use of, in the condition received, to the Department Head.
- Employees may not lend cellular phones or other personal communications devices to anyone and each employee should exercise discretion in giving out their cellular phone or other communications device numbers.

Issuing Authority: _____



Effective Date: 12-21-09

Previously Revised: Date 12/09

A copy of this policy is available for review at the Department of Human Resources, and on the City's computer network at N:\POLICIES or the City's website at <http://www.cityofnewhaven.com/HumanResources/Policies.asp>

City of New Haven

Sexual Harassment Policy and Administrative Procedures

Purpose: The purpose of this policy is to set acceptable standards of conduct for all municipal employees by providing a work place free of discrimination based on sex and sexual orientation. Sexual harassment is a form of sexual discrimination and is therefore unlawful. Sexual harassment is prohibited by Civil Rights Act 1964 as amended in 1972, the Connecticut Fair Employment Practices Act amended effective October 1, 1980 and the Code of the City of New Haven Sec. 12½. Employees of the Board of Education will be exempt under this policy because the New Haven Board of Education adopts and enforces its own policies in compliance with State law.

Issuing Authority: The Chief Administrative Officer is the issuing authority for this policy.

Enforcement Authority: Daily administration is the responsibility of all Coordinators and Department Heads.

Policy

1. The City will provide a work atmosphere that is conducive to productivity.
2. The City will take disciplinary action against any employee found to have engaged in sexual harassment of another employee. The extent of discipline will depend upon the nature and severity of the offense.
3. In the event an investigation finds that the complainant falsely accused another employee of sexual harassment knowingly or in a malicious manner, the complainant will be subject to appropriate disciplinary action.
4. This policy will be enforced at all levels of municipal government including but not limited to employees, applicants for employment, vendors, volunteers and visitors.
5. Forms of sexual harassment include unwanted sexual advances; employee harassment of non-employees; harassment of employees by non-employees; male harassing female coworker; female harassing male coworker; same-sex harassment; and unwanted physical contact.
6. The City will provide all department heads and coordinators with a working understanding of sexual harassment, and prevention and actions to take when sexual harassment complaints are brought to their attention.

7. Complaint Resolution

- A. **Informal Procedures.** The informal process is discretionary and is not required prior to filing a formal complaint.

Any person who wishes to pursue the informal process, however, should do the following:

City of New Haven

Sexual Harassment Policy and Administrative Procedures

- promptly notify the offender that his/her conduct is unwelcome, inappropriate and illegal and should cease immediately, or
- make the complaint known to his/her Department Head, or
- notify the Director of Human Resources when the Department Head is the offender.

B. **Formal Procedures**. In the event that the aggrieved party does not wish to pursue the informal procedure, or the informal procedure fails to produce satisfactory results, the following procedure should be followed to initiate a formal complaint:

- Immediately file the complaint, i.e., a written description of the offensive conduct with the Affirmative Action Officer or the Director of Human Resources or the Commission on Equal Opportunities.
- All complaints must be filed within 180 days of occurrence in accordance with State Law.
- The recipient, i.e.: the Director of Human Resources, the Affirmative Action Officer or the CEO, must acknowledge receipt of the complaint within 10 days.
- A thorough, objective and complete investigation of all allegations will be undertaken by the recipient of the complaint or his/her designee.
- The investigator(s) shall make a written report of the results of the investigation to the Director of Human Resources within 90 days of receipt of the complaint.
- Copies of the complaint and report will be provided to the complainant and respondent.
- An investigator(s) may consult with the Office of Corporation Counsel on any formal complaint.
- The Department Head, the Director of Human Resources, and the Affirmative Action Officer will endeavor to protect the confidentiality and legal rights of all parties involved.
- The Director of Human Resources, the Affirmative Action Officer or the CEO shall take appropriate actions.

8. Persons filing charges of sexual harassment are instructed to notify the investigator(s) of any attempt at retaliation. Retaliation by anyone is a violation of the Civil Rights Act Sec. 704(a). Department Heads will be required to:

- mediate any informal complaints.
- notify the Director of Human Resources and/or the Affirmative Action Officer of anyone wishing to file a formal complaint.
- maintain files on all sexual harassment complaints.

Definitions

Sexual Harassment: Is the introduction of unwelcome sexual activities, advances, comments, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

City of New Haven
Sexual Harassment Policy and
Administrative Procedures

- a) submission to such conduct is made either explicitly or implicitly a term or condition of employment (quid pro quo); or
- b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions; or
- c) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include but are not limited to:

Verbal

- sexual propositions, sexual innuendo, or suggestive comments
- sexually teasing or kidding, practical jokes, jokes about gender specific traits
- whistling, cat calls, verbal slurs or stereotypic comments
- gender based remarks about someone's clothing, body or sexual activities
- requesting sexual favors in exchange for employment or to avoid negative consequences

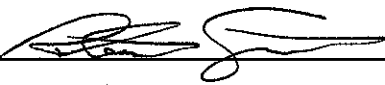
Non-verbal

- giving gifts of a personal nature, sexually explicit materials such as posters, cartoons, pictures, calendars or similar materials
- displaying of foul or obscene printed or visual materials

Physical

- touching or rubbing oneself sexually around another person
- hugging, patting, pinching, or brushing against another person's body
- sexual gestures with hands or through body movements
- assault, attempted rape, rape

In addition to being examples of sexual harassment, incidents of assault, attempted rape, rape and similar actions constitute criminal behavior and will be reported by the City to the proper authorities.

Issuing Authority: 

Effective Date: 12/11/09

Previously Revised: Date 3/83 12/09

A copy of this policy is available for review at the Department of Human Resources and is also available on the City's computer network at N:\POLICIES or the City's website at <http://www.cityofnewhaven.com/HumanResources/Policies.asp>

City of New Haven

Smoking Policy

Purpose: The purpose of this policy is to set acceptable standards of conduct concerning smoking to protect the health and welfare of City employees and visitors and to comply with Connecticut General Statutes § 1 - 21b which prohibits smoking in public buildings.

Issuing Authority: The Chief Administrative Officer is the issuing authority for this policy.

Enforcement Authority: Daily administration and enforcement is the responsibility of all Coordinators and Department Heads. The Director of Labor Relations shall be the authority responsible for interpreting, monitoring and making determinations as to the operation and administration of this policy. The Director of Labor Relations, upon approval of the Chief Administrative Officer, may modify, suspend or cancel any part of the policy. Those Department Heads responsible for the maintenance and operation of individual City owned, leased or rented buildings, shall ensure compliance with the signage requirements of CGS §1-12b.

Policy

1. Violation of this policy is a serious offense and may result in appropriate disciplinary action.
2. Smoking of any kind throughout all City owned, leased or rented buildings is prohibited except as provided in the following section.
3. All areas which had been previously designated as smoking areas, either officially or by past practice, must continue to be smoking areas unless the following actions are taken: (a) the Department Head notifies Labor Relations, in writing, of its request to eliminate the area as a smoking area; and (b) the impact of elimination of the smoking area is negotiated between Labor Relations and the affected union(s) as required by the Municipal Employees Relations Act.
4. "No Smoking" signs must be placed in a conspicuous place in any building where smoking is prohibited.
5. Department Heads must have on file for review by the Director of Labor Relations an approved request for designation of or change of an employee smoking area which is inside a City owned, leased or rented building. The Director of Labor Relations shall maintain a list of such approved areas.
6. If any previously designated smoking area is a public area, it must be made non-smoking in accordance with State Law.
7. Smoking is also prohibited in any City owned vehicle when a non-smoker is present and has requested the vehicle remain smoke free.
8. Anyone may bring violations of this policy to the attention of the Coordinator and Department Head, who must enforce this policy according to the following complaint procedure.

City of New Haven

Smoking Policy

Complaint Procedure

City of New Haven supervisors, employees and the general public have the right to file a complaint with the Department Head requesting a cessation of smoking by any employee of the City if the following are true:

1. The activity occurred in an undesignated place for smoking, or
2. The activity occurred in an office where the public has probable access, or
3. The activity occurred in any City owned, leased or rented buildings not excluded by statute, or
4. The activity occurred in a City vehicle while a non-smoker was present and requested that the vehicle remain smoke free.

Names of complainants should be kept confidential. Public complainants should be notified as to the actions taken to resolve the issue.

When a complaint is filed, the employee should be instructed to immediately refrain from smoking in any undesignated area or public common place.

If disciplinary action becomes necessary, the Department Head will notify the Director of Labor Relations who is responsible for interpreting, monitoring and making determinations regarding the administration of this policy.

Each employee must comply with all occupational safety and health standards, rules, regulations and policies issued that apply to their own actions and conduct on the job. Any willful violation of this policy may result in disciplinary measures including but not limited to the issuance of warnings, fines, suspensions or termination.

Definitions

Smoking: The lighting or carrying of any lighted cigarette, cigar, pipe or similar device.

Issuing Authority: _____

Effective Date: _____

Previously Revised: Date 6/1/97 _____

A copy of this policy is available for review at the Office of Human Resources. It is also available on the City's computer network at N:\POLICIES or the City's website at <http://www.cityofnewhaven.com/HumanResources/Policies.asp>

City of New Haven

Time and Attendance Policy

Purpose: The purpose of this policy is to provide a more efficient and dependable method for enforcing the City's workplace rules regarding punctuality and attendance and to establish clear guidelines and procedures for the utilization of timekeeping devices.

Issuing Authority: The Chief Administrative Officer is the issuing authority of this policy.

Enforcement Authority: Daily administration is the responsibility of the Department Heads.

Policy

1. The City of New Haven regards coming to work on time, working one's shift as scheduled, and leaving at the scheduled time as essential functions of every job and an important part of every employee's job description.
2. It is at the discretion of the Department Head to determine whether or not to utilize the timekeeping devices (e.g. KRONOS) for any or all classifications of employees in the Department. The decision to use the timekeeping device should be consistent within each job classification in that Department, provided however that the Department Head may make exceptions based on an individual's job location, as appropriate.
3. The Department Head may opt to enforce the provisions of Paragraph 11 of this policy for employees in the Department who are not subject to the use of a timekeeping device. Such enforcement should be consistent within each job classification in that Department, provided however that the Department Head may make exceptions based on an individual's job location, as appropriate. Notwithstanding anything to the contrary in this paragraph, all members of Local 424 shall be subject to the provisions of Paragraph 11, regardless of whether they use a timekeeping device or not.
4. Where timekeeping devices are utilized, they must be used to record the start time and end time of the workday, and for overtime purposes. Use of the device for the lunch period or for personal time off during the day shall be at the discretion of the Department Head.
5. Any employee who will be late for work must notify his/her supervisor as soon as possible (in no event less than 60 minutes prior to the scheduled shift start time, absent exigent circumstances). Such notification must be given by phone, personally and directly, to the supervisor. Notification of tardiness will not excuse the employee from disciplinary actions pursuant to this policy.

6. Non-exempt employees will be paid only for hours which are actually worked or which are excused absences pursuant to the applicable collective bargaining agreement.
7. All overtime must be authorized by the Department Head before it may be worked. Employees who remain punched in beyond their authorized working hours shall be subject to discipline.
8. Employees using a timekeeping device must punch in and out of work in a timely manner. Employees shall be afforded a grace period of seven minutes. Thus, employees will not have their pay docked for clocking in late or clocking out early within this timeframe.
9. Employees may not make up time for which they are docked.
10. Timekeepers may not manually override the system for the purposes of allowing employees to make up for docked pay for hours not actually worked. Adjustments to the time clock hours shall be limited to instances (1) where the employee cannot punch in or out for legitimate business reasons (e.g., they are reporting to a different work location for meetings or training or need medical treatment under worker's compensation) or (2) where the time clock does not accurately reflect hours actually worked for purposes of regular or overtime pay. Department Heads shall designate those individuals with authority to adjust the time clock, and shall notify the applicable union of such designation. Abuse of timekeeping adjustment privileges shall be subject to discipline.
11. For simple instances of violations of this policy (e.g. tardiness, unauthorized early departures, punching in or out outside of established times, forgetting to punch in or out, etc.), discipline shall be administered as follows:

3 instances in one calendar month = oral warning
4 instances in one calendar month = written warning
7 or more instances in one calendar month = 1 day suspension

Violations in subsequent months will subject the employee to progressive discipline in addition to the level of discipline stated above. Disciplinary action shall remain in the employee's personnel file in accordance with the provisions of that employee's collective bargaining agreement.

12. Department Heads are authorized to create specific protocols and rules regarding time and attendance and the use of time keeping devices within that Department to supplement the terms of this policy, subject to approval by the Director of Labor Relations. Notice of such specific protocols and rules shall be provided to the applicable bargaining units prior to implementation, and the union may have an opportunity to bargain any such protocols and rules which conflict with the requirements of this policy.

13. Exempt employees may be required to utilize a timekeeping device, and may be subject to disciplinary action for violation of workplace rules in accordance with this policy. However, there shall be no impact to their pay pursuant to applicable state and federal laws.
14. Nothing in this Policy shall affect any grievance rights provided in the City's collective bargaining agreements, provided however that any grievances regarding this Policy shall be limited to alleged violations of the Policy, and not to the implementation of the Policy itself.

Issuing Authority: _____

Effective Date: March 16, 2012

City of New Haven

Weapons Policy

Purpose: The purpose of this policy is to ensure the safety of all municipal employees and the general public; to regulate the possession of weapons and/or explosive devices during the course of the work day; to set acceptable standards of conduct concerning the displaying, brandishing, possessing or transporting of any weapon within the confines of any city owned, leased or rented offices, buildings, vehicles or property. This policy does not apply to employees of the Police Department who lawfully possess and are required by the Department to carry weapons

Issuing Authority: The Chief Administrative Officer is the issuing authority for this policy.

Enforcement Authority: Daily administration and enforcement is the responsibility of all Coordinators and Department Heads.

Policy

1. **In order to avoid a potentially dangerous situation to bodily life and limb, any employee found to be in violation of this policy shall be subject to immediate termination.**

- a) No employee shall bring any weapon or dangerous instrument into any City worksite.
- b) No employee shall use or attempt to use, or even threaten to use a weapon or dangerous instrument in a City worksite.
- c) No employee shall cause or threaten to cause death or physical injury to any individual in a City worksite.

2. Many employees of the City of New Haven have legally valid municipal and State permits for the possession and transportation of firearms. Notwithstanding these permits, employees are **STRICTLY PROHIBITED** from possessing any weapons and/or explosive devices during the course of their work day or in performance of their City duties. Further, no weapons or explosive devices of any sort, either open or concealed, shall be allowed on work premises including:

- a) lockers
- b) private vehicles parked on City of New Haven property
- c) any City owned, leased or rented property including vehicles

The City views this prohibition as essential to ensure that a safe and efficient work place is provided for City employees and for the general public.

Definitions

Weapon: Any firearm or air gun (loaded or unloaded), knives (with a blade longer than 1.5'), clubs, metal or brass knuckles, sling shots, stilettos, cross bows martial arts instruments, or any electronic defense device with which an electronic impulse or current may immobilize or kill an animal or person.

Dangerous Instrument: Any instrument, article, or substance that under the circumstances is capable of causing death or serious physical injury.

Work Day: Any time an employee is engaged in the performance of duties on behalf of the City of New Haven including travelling to and from his/her workplace.

Issuing Authority: 

Effective Date: 12/11/09

Previously Revised: Date 12/09

A copy of this policy is available for review at the Department of Human Resources. It is also available on the City's computer network at N:\POLICIES.

City of New Haven

Workplace Violence Policy

Purpose: The purpose of this statement is to notify employees that the City of New Haven has a policy of zero tolerance for acts of violence in the workplace by or among its employees. This policy is inclusive of acts and/or threats of violence, including intimidation, by and to employees, property or premises of the City.

Issuing Authority: The Chief Administrative Officer is the issuing authority of this policy.

Enforcement Authority: Daily administration and enforcement is the responsibility of all Coordinators and Department Heads.

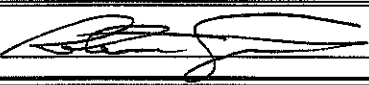
Policy

1. Acts or threats of violence in the workplace by City employees may result in disciplinary actions up to and including suspension(s) or termination(s), and will not be tolerated by the City.
2. The goal of the City is to prevent and intervene when acts of violence or threats occur including intimidation, by and to City employees, property or premises. The Director of Human Resources and or the Director of Labor Relations will investigate and report all threats or acts of violence and take appropriate action to protect employees and City property and premises. All reports will be confidential.
3. Employees are strongly encouraged to report any acts of violence towards themselves or City property without fear of reprisal. Reports should be made to their Department Head, the Director of Human Resources at 946-6767 or to the Employee Assistance Program (EAP). Contact Human Resources at 946-8252 for current EAP provider information. In cases of immediate emergency call 911.
4. Department Heads are required to make an immediate report of any threat or act of violence to the Director of Human Resources.

Definitions

Violence in the Workplace: Any comment or behavior that would be interpreted by a reasonable person as indicating the potential of physical violence toward people or property. Some examples include:

- a) Physical assault, threat to assault, or stalking an employee or customer.
- b) Possessing or threatening with a lethal weapon, vandalism or arson.
- c) Racial epithets or other derogatory remarks associated with hate crimes.
- d) Bizarre or offensive comments condoning or inciting violent events or behaviors.
- e) Harassing phone calls, voicemails, or email messages.

Issuing Authority: 

Effective Date: 12/11/09

Previously Revised: Date 12/09

A copy of this policy is available for review at the Department of Human Resources, and on the City's computer network at NAPOLICIES also on City's website at <http://www.cityofnewhaven.com/HumanResources/Policies.asp>

CITY OF NEW HAVEN

Health Department



54 Meadow Street, 9th Floor • New Haven, Connecticut 06519 • 203-946-6999

Justin Elicker, Mayor • Maritza Bond, MPH, Director of Health

Welcome to the New Haven Health Department. As part of your orientation to the role as a public health nurse, you are required to review and sign-off on the orientation materials listed below. Additional mandatory, role specific, clinical orientations(s) to your assignment(s) will be provided during your first week on-site with the New Haven Health Department.

Once you have read and understood all relevant policies, please date and initial date below next to each document.

Name of Nurse: _____

Name of Policy/Procedure/Protocol/Training	Date Reviewed	Initials
Health Department Policies		
Confidentiality Agreement		
VEOCI Policy: https://veoci.com/v/p/form/sd8e83tje7vt		
City Policies		
ADA Disability Policy Statement & Administrative Procedures		
ADA Disability Accommodation Request Policy & Procedure		
Computer Hardware & Software Policy		
Drug-Free Workplace Policy		
Electronic Mail and Internet Policy		
Personal Communication Devices Usage Policy		
Sexual Harassment Policy Statement and Administrative Procedures		
Smoking Policy and Compliant Procedure		
Time and Attendance Policy		
Weapons Policy		
Workplace Violence Policy		