

TRUMBULL CIVIL SERVICE RULES

**(Effective 1/1/85)
(with revisions)**

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RULE 1. THE CLASSIFIED SERVICE

Section A. The classified service of the Town of Trumbull shall be comprised of all employees excepting the following: appointed employees as defined by Town Charter, State Statute or ordinance; certified employees and secretaries of the Board of Education; professional employees of the Public Health Nursing Service; sworn employees of the Police Department; and part time and temporary employees.

Section B. The classified service shall include Town positions hereafter created unless the contrary is expressly provided by statute, ordinance or resolution.

RULE 2. AMENDMENTS

These rules may be amended from time to time as occasion requires by a majority vote of the Civil Service Board.

RULE 3. DEFINITIONS

The following terms, as used in these rules, shall mean as follows:

“**APPLICANT**” shall mean a person who has filed an application for employment and/or examination;

“**APPOINTING AUTHORITY**” shall mean the officer, commission, board, or other body having the power of appointment to offices or positions in any municipal department, office, agency, board, commission or institution;

“**CERTIFIED APPOINTMENT**” shall mean a final appointment to a position made by the appointing authority from a list of eligible persons;

“**PROBATIONARY APPOINTMENT**” shall mean an appointment to a position for a period of not more than six months, pending the certified appointment;

“**PROVISIONAL APPOINTMENT**” shall mean a temporary appointment of a person who fulfills the required qualifications for a position, for which there is not an available qualified person whose name is on the eligible list as provided in Rule 5, Section B hereof;

“**APPOINTMENT**” shall be so construed to mean promotion where the context shall permit or require;

“**POSITION**” shall mean any office, position or employment in the Civil Service;

“**PROMOTION**” shall mean a change from one class of position to another class of position having a higher rate of compensation and involving an increase of duties and responsibilities and requiring a competitive Civil Service examination, and shall be construed to mean appointment or employment where the context shall permit or require;

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“ALLOCATION” shall mean the assignment of an individual position to an appropriate class on the basis of the kind, difficulty and responsibility of the work actually performed in the position;

“JOB SPECIFICATION” shall mean the written description of a class containing the official title, a statement of the duties, authority and responsibilities of the class and qualifications that are necessary or desirable for the satisfactory performance of the duties of the class;

“DEMOTION” shall mean the change of an employee from a position in one class to a position in another class having a lower maximum salary rate;

“DISMISSAL” shall mean the complete separation of an employee from the service by preferring charges against him/her in writing or by failure on his/her part to complete the probationary period successfully;

“ELIGIBLE” shall mean a person whose name is on a re-employment or employment list and who may be certified for appointment;

“FULL TIME POSITION” shall mean a position requiring the observance of normal working hours on a year-round basis;

“LAYOFF” shall mean the temporary separation of an employee from the service for an indefinite period by reason of lack of work or funds;

“PART TIME POSITION” shall mean a position involving less than twenty (20) hours per week;

“PERMANENT EMPLOYEE” shall mean an employee in the classified service who has satisfactorily completed his/her probationary period following appointment from an employment list or appointment to a non-competitive position;

“SEASONAL POSITION” shall mean a position requiring the observance of normal working hours, but which is filled only during certain months or seasons of the year;

“SUSPENSION” shall mean the temporary separation of an employee from the service for disciplinary reasons and for a definite period specified in writing;

“TEMPORARY POSITION” shall mean a regularly established position in the classified service created for a designated period of time. That time not to exceed six (6) months;

“REASSIGNMENT” shall mean the change of an employee from one position to another position, in the same department, in the same class or another class having the same salary limits, involving the performance of similar duties and requiring substantially the same basic qualifications;

“TRANSFER” shall mean the change of an employee from one department to another department in the same class or another class having the same maximum salary limits, involving the performance of similar duties and requiring substantially the same basic qualifications;

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“LOAN” shall mean the temporary change of an employee from one position to another position, in the same or other department, to a higher, same, or lower classification, with no lowering of pay rate; but with the appropriate higher compensation when temporarily assigned to work in a higher classification.

RULE 4. POSITION CLASSIFICATION

Section A. Whenever a new position is established, the appointing authority shall notify the Civil Service Board, giving a detailed description of the duties and responsibilities of the job, supervision received and exercised, the amount and type of experience and/or training considered essential for satisfactory performance, proposed rate of compensation, duration of position and proposed date of employment and a statement showing the official authorization for the position and availability of funds for the position. The Civil Service Board shall thereupon determine whether such position shall be included in the classified service and shall so advise the appointing authority. The Board shall determine the wage group classification.

Section B. The Civil Service Board, from time to time, will review all positions in the classified service and in the unclassified service to determine whether changes in job duties or other conditions indicate continued inclusion of a position or positions in the classified service. The Board shall determine the inclusion or exclusion of any newly established position in the classified service, unless said position is specifically excluded by statute, ordinance or resolution, and shall determine whether such position may be exempted from test and competition, in accordance with Section 7-411 of the General Statutes, as the same may be amended.

Section C. No person may be appointed to a position in the classified service unless he had been certified by the Civil Service Board as eligible for appointment to that specific position, provided that the Civil Service Board may specify certain position or classes of positions as non-competitive, as provided in Section B, and in such cases, appointments may be made without individual certification subject to the approval of the Civil Service Board as provided in these regulations.

RULE 5. METHOD OF FILLING VACANCIES

Section A. Requisition. When a vacancy occurs, the department head will submit, on a personnel requisition form, the pertinent facts relative to the duties, responsibilities and qualification requirements of the position which is to be filled. If a list of eligible persons is available, certification will be made in the following manner:

In the filling of all vacancies, the Civil Service Board shall use eligible lists in the following order:

- A. Re-employment lists
- B. Promotional lists
- C. Open competitive lists

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provided, however, that when the good of the Service indicates, a transfer of an employee from another department in an equivalent class and grade may be effected upon request of both appointing authorities with the approval of the Civil Service Board and prior notification to the appropriate unions by the Civil Service Board. The Board shall maintain a file of the names of persons desiring transfer and shall use such file in filling vacancies when there are insufficient names on appropriate re-employment lists.

Section B. PROVISIONAL APPOINTMENTS. When an appointing authority finds it essential to fill a vacancy and the Civil Service Board is unable to certify eligible persons for such vacancy because there is no existing appropriate list, or because there is not a sufficient number of persons on appropriate lists who are willing to accept appointment, the Civil Service Board may authorize the appointing authority to fill the vacancy by means of a provisional appointment, provided said authority requests an examination to fill this position permanently. A provisional appointment may be made without the prior approval of the Civil Service Board and payment may be made for services rendered by the appointee prior to such approval when, in the opinion of the appointing authority, Town services or functions would deteriorate without said provisional appointment. However, this authority is extended only until the next regularly scheduled meeting of the Civil Service Board, at which time approval for continuing the appointment may be granted or denied by the Board. A provisional appointment shall expire when a list has been prepared or shall expire automatically six (6) months from the date of such appointment and shall not be subject to renewal. Provisional employees are not protected under this section from suspension, layoff or discharge.

RULE 6. RE-EMPLOYMENT AND EMPLOYMENT LISTS

Section A. RE-EMPLOYMENT LISTS. When a permanent employee is laid off because of lack of work, lack of funds, or any other reason not attributable to himself/herself, his/her name shall be placed on a re-employment list to be effective for a period of one year.

Section B. PROMOTIONAL AND OPEN COMPETITIVE EMPLOYMENT LISTS. The Civil Service Board shall establish and maintain such promotional and open competitive employment lists for the various classes of positions as it deems necessary or desirable to meet the needs of the Service. On each such list the eligibles shall be ranked in order of their ratings earned in tests given for the purpose of establishing such lists. The Civil Service Board shall cancel such portion of any list that has been in force for more than one year. After one-third of an eligible list has been drawn, the Board may hold another examination to obtain a new list. Any person remaining on the list may retain his/her score or, at his/her option, may enter the test and obtain a new rating which will supersede the former rating.

Section C. ORDER OF NAMES ON LIST. Names of eligible persons shall be placed on the lists in order of their final earned rating plus veterans' preference credit where applicable. In the case of ties in the final ratings, names shall be placed on the list in the order of ratings earned in the part of the examination given the greatest weight.

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Section D. REMOVAL OF NAMES FROM EMPLOYMENT LISTS. The name of any person appearing on an employment list may be removed by the Civil Service Board if the eligible person requests in writing that his/her name be removed or if he/she cannot be located by postal authorities or other means of ordinary communication within five (5) days following the date of notification. The name of any eligible person may also be removed if the person has been certified for appointment three (3) times and has not been appointed, or if the eligible person has waived appointment twice.

Any cause specified in these rules for the rejection of applications may likewise be cause for the removal of the name of an eligible person from the eligible list on which it appears.

Section E. VETERANS' PREFERENCE. Any war veteran, if he/she is not eligible for compensation from the United States through the Veterans' Administration for a service-connected disability and if he/she has attained at least the minimum earned rating on any examination held for entrance into the classified service shall have five (5) points added to the final grade. Any such veteran, if he/she is eligible for such compensation or pension for such service-connected disability and if he/she has attained at least the minimum earned rating on such examination, shall have ten (10) points added to the final grade. No veterans' preference shall be given on any promotional examination. "War Veteran", for the purpose of this section, shall be defined as in Sec. 27-103 of the 1975 Revision of the General Statutes of the State of Connecticut. Credits shall be based on examinations with a possible rating of one hundred points.

Section F. CERTIFICATION OF ELIGIBLE PERSONS. In the filling of all positions, with the exception of transfers, the names certified to the appointing authority shall be those of the five persons standing highest on the appropriate list. If there is more than one position vacant, the Civil Service Board shall certify one additional name for each additional position. (Amended 5/11)

Section G. DECISION AS TO SELECTION OF APPOINTEE. An appointing authority, upon receipt of certification of eligibles for appointment to the classified service, shall, within the succeeding fifteen days, appoint an eligible person, such appointment to be effective on the date designated by the appointing authority and within 30 days of the certification date. If an eligible person wishes to waive an appointment, he/she shall so notify the appointing authority, with a copy to the Civil Service Board, stating the reasons. Upon receipt of such a waiver, the Civil Service Board shall certify the next name on the list of eligible persons. If the appointing authority is unable to make arrangements with a person whose name has been certified to begin work within a specified period, he/she shall report such fact to the Civil Service Board who may grant an extension of time, if such extension is deemed advisable.

RULE 7. APPLICATIONS AND APPLICANTS

Section A. APPLICATION FORMS. Applications for employment in the classified service shall be made on forms provided by the Civil Service Board. Such forms shall require information covering training, experience, references and other pertinent information, and may include certificates of one or more examining physicians. All applications must be signed by the person applying. Information on applications cannot be altered once the closing date for applications has passed.

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If for any reason the Town Hall is closed on the last day advertised for acceptance of applications, the closing date will be extended to the next working day.

Section B. DISQUALIFICATIONS. The Civil Service Board shall reject any application which indicates on its face that the applicant does not possess the minimum qualifications required for the position or who fails to file by announced closing date for receiving applications, unless prior to such date an extension has been publicly announced. Applications also shall be rejected if the applicant is unfit for the performance of the duties of the position to which he/she seeks appointment; has been convicted of a crime other than a minor motor vehicle violation; has made any false statement of any material fact in, or practiced or attempted to practice any deception or fraud in, his/her application. Whenever an applicant is rejected, notice of such rejection with a statement of the reason therefore shall be mailed to the applicant by the Civil Service Board. If the applicant is not a citizen of the United States, proper authorization to work must be presented. (Amended 7/12/00)

RULE 8. EXAMINATIONS

Section A. GENERAL QUALIFICATIONS. All appointments and promotions to competitive positions in the classified service shall be made according to merit and fitness to be ascertained by competitive examination and, in the case of promotions, efficiency and seniority. Examinations may include written, oral, physical or performance tests or any combination of these. They may take into consideration such factors as education, experience, aptitude, knowledge, character, physical fitness, residence or any other qualification which in the judgment of the Civil Service Board will assist in determining the relative fitness of applicants. Applicants may be required to furnish proof of their age, citizenship, educational qualifications, veterans' status or other data at the time of filing application.

Section B. TESTS FOR ORIGINAL APPOINTMENT in the classified service shall be open competitive tests open to all applicants who are citizens of the United States and who meet such age, residence, experience, educational, character, physical and other requirements as may be established in the official announcement of such test.

Section B a. Examinations which are advertised for Trumbull Residents Only shall be open also to current Civil Service employees who are non-residents. (Amended 1/8/86)

Section B b. When requested to fill a routine vacancy in which there is no change of job description and no special stipulations as to the requirements concerning qualifications of applicants or testing procedures, the Personnel Manager will have the right to begin the procedure to fill the vacancy, after first informing the Chairman of the Civil Service Board of the request. Under no circumstances will any hiring be allowed from the resultant eligibility list until after the next regularly scheduled meeting. (Amended 9/11/85)

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Section C. TESTS FOR PROMOTION shall be open to all permanent employees who have completed at least one year of service in the class or classes held to be appropriate. Promotional examinations may be limited to a single department or major division thereof. In connection with promotional examinations, the most recent efficiency rating shall be considered unless such rating is more than six months old. In such event, a new efficiency rating shall be required.

Section C a. Except that in Section B and C above, when a vacancy occurs, and with the approval of the Civil Service Board, a competitive examination may be given to include only Town Civil Service employees and Town employees hired under the Comprehensive Employment Training Act (CETA) or any other temporary program funded by the Federal government.

Section D. RATINGS. In all examinations, the minimum rating by which eligibility may be achieved shall be determined by the Civil Service Board. Candidates shall be required to attain at least a minimum rating on each of the announced parts of the test, and in addition, a general average of not less than the minimum determined by the Civil Service Board. The final earned rating of the candidate shall be determined by multiplying the earned rating on each part of the examination by the announced weights for such parts and adding the results.

Section E. RATING TRAINING AND EXPERIENCE. Where a rating of experience and training forms a part of the examination, the Civil Service Board shall develop such procedures for the evaluation of these factors as will serve to assist in the selection of the best qualified candidates. These procedures shall give due regard to the quality, recency, and amount of training. The Civil Service Board may take appropriate action to verify statements contained in any application and secure further information concerning the applicant's character and fitness. If, after a list is established, information which materially affects the rating of experience and training, character or fitness of the applicant is discovered, the Civil Service Board shall make a new rating of the applicant's examination and make the necessary adjustments in the lists.

Section F. NOTIFICATION OF EXAMINATION RESULTS. Each person who takes an examination shall be given written notice as to whether he/she passed or failed in such examination and of his/her relative standing on the list or of his/her failure to attain a place on the list. Each person in an examination shall be entitled to inspect his/her rating and examination papers, but the examination papers shall not be open to the general public. Such inspection shall be permitted only during the regular business hours at the office of the Civil Service Board and under such conditions as the Civil Service Board may prescribe.

Candidates may inspect their examination papers not sooner than five (5) days after the completion of the entire examination, but not later than fifteen (15) days after the completion of the entire examination.

A candidate appealing any part of the examination must submit an appeal in writing to the Civil Service Board not later than eighteen (18) days after the completion of the examination. The Civil Service Board will act upon the appeal as soon thereafter as deemed practicable. The decision of the Board is final.

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Section G. MEDICAL CERTIFICATE OF FITNESS. Each person who passes an examination and is placed on an employment list shall, before being appointed, furnish the Civil Service Board with a certificate from a reputable physician certifying that he/she is physically fit to perform the duties of the position in question. Each person who passes an examination shall be notified of this requirement at the time he/she is placed on such employment list.

RULE 9. POLITICAL ACTIVITIES OF CLASSIFIED MUNICIPAL EMPLOYEES

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

(underlined words amended 1/8/86)

RULE 10. PROBATIONARY PERIOD

Appointments shall be made on probation for a period of 90 days. After such probationary period, the appointing authority shall furnish the Civil Service Board a statement of satisfactory completion of probationary period; whereupon, the appointment shall be deemed complete. Thereafter, the person shall not be discharged except for cause.

RULE 11. MINIMUM AGE

No person shall be employed in the classified service unless he/she has reached his/her 18th birthday prior to the closing date of application for the position sought.

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RULE 12. DISMISSALS - NOTICE TO EMPLOYEES

An appointing authority may dismiss any employee in the classified service when he/she considers the good of the service will be served thereby, provided written notice of such dismissal shall be given to such employee at least two weeks in advance of his/her dismissal and a copy of the same filed with the Civil Service Board. Such notice shall set forth the reasons for dismissal in sufficient detail to indicate whether the employee was discharged for incompetency or other reasons relating to the effective discharge of duties. The name of any such employee dismissed for incompetency or other reasons relating to the effective discharge of duties shall be immediately removed from the eligible list in the office of the Civil Service Board.

PERSONNEL PRACTICES

RULE 13. VACATION LEAVE

All full-time permanent employees shall be granted annual leave as follows, except where this differs from Town agreement with its bargaining units, the bargaining unit contract shall be applied for those employees covered by such contracts.

YEARS OF COMPLETED SERVICE

1 through 5 years of completed service	- 10 days
6 through 10 years of completed service	- 15 days
11 years of completed service	- 16 days
12 years of completed service	- 17 days
13 years of completed service	- 18 days
14 years of completed service	- 19 days
15 through 19 years of completed service	- 20 days
20 or more years of completed service	- 25 days

(Amended 1/96)

- Section A.** Voluntary accumulation of up to 10 days of vacation may be allowed with the approval of the department head and the Civil Service Board. Accumulated time must be used prior to the anniversary date the following year or it will be forfeited.
- Section B.** The vacation period shall coincide with the anniversary date and the time when an employee shall take his/her vacation shall be determined by the department head with due regard for the wishes of the employee and the particular regard for the needs of the Town.
- Section C.** If a legal holiday, as recognized by the Town of Trumbull, falls within the vacation period, the vacation shall be lengthened by one day.
- Section D.** Seasonal, temporary and part-time employees shall not be eligible for vacation benefits.
- Section E.** Prorated vacation pay will be granted to employees who have over one year's service who voluntarily quit after giving two weeks' notice to the Town, or who are laid off or terminated for the convenience of the Town.

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RULE 14. HOLIDAYS

There shall be thirteen (13) recognized holidays as follows, except that those employees covered by Union contracts shall abide by the holiday provisions of those contracts:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veterans' Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	Christmas Day
A floating holiday to be established by the First Selectman (Amended 3/99)	

Section A. Whenever a legal holiday falls on Saturday, the previous Friday shall be granted. If a holiday falls on Sunday, the following Monday shall be granted.

RULE 15. SICK LEAVE

Full-time permanent employees shall be granted sick leave on the basis of 1 1/4 days per month and the accumulation of such sick leave shall be unlimited, except those employees covered by a bargaining unit contract shall abide by the provisions of said contract.

Section A. Employees may be required to present a doctor's certificate for absences of three days or more due to illness. Certificates should be attached to the appropriate work record sheet. In the event of excessive absenteeism, an employee may be required to submit to a physical examination given by a doctor of the Town's choosing, the Town to pay for this examination.

Section B. Probationary employees are not eligible to receive sick leave benefits during their probationary period, but accumulation starts with the original date of employment.

Section C. Sick leave shall not be granted in advance.

Section D. Seasonal, temporary and part-time employees shall not be eligible for sick leave benefits.

Section E. If a holiday falls within an employee's paid sick leave period, such employee's sick leave shall not be charged for that holiday, but the employee shall be paid for the holiday at his/her regular rate of compensation.

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RULE 16. SICK LEAVE OF ABSENCE

In the event an employee is ill or disabled and has exhausted all accumulated sick leave, an extended leave of absence without pay may be granted for a period not to exceed six (6) months from the date the sick leave is exhausted. The employee shall request an extension in writing to the department head clearly stating the reasons and circumstances why such an extension should be considered. The sick leave may be approved by the department head prior to a review by the Civil Service Board in the event of an emergency, but the Board must be updated on the matter at the next regularly scheduled meeting and retains the final authority to approve or disapprove.

Section A. Employees on Sick Leave of Absence without pay shall not be eligible for holiday pay, accumulation of sick leave or other fringe benefits during this period.

Section B. Seasonal, temporary and part-time employees shall not be eligible for the benefits of this rule.

Section C. The above shall be fully complied with, except those employees covered by a Union contract shall abide by said contract.

RULE 17. PERSONAL LEAVE OF ABSENCE

Leave of absence without pay may be granted for 30 days, renewable up to 90 days, upon the recommendation of the department head and with the approval of the Civil Service Board. In the event of an emergency, the department head may grant the leave without prior approval of the Board, but must fully review the matter at the next regularly scheduled Board meeting. The Board retains the final authority to approve or disapprove.

Section A. Personal leave of absence shall not be granted for taking or seeking other employment.

Section B. Employees on personal leave of absence shall not be eligible for holiday pay, accumulation of sick leave or other fringe benefits during this period with the exception of insurance coverage as provided by Section C below.

Section C. Employees on personal leave of absence for any period exceeding 30 days shall be expected to reimburse the Town of Trumbull upon their return for the cost of any pension or insurance maintained during their absence. Such continuation of benefits is contingent on the employee's requesting in writing, and in advance, specifically, the benefits to be continued.

Section D. The above shall be fully complied with except those employees covered by Union contracts shall abide by provisions of said contracts.

RULE 18. PERSONAL LEAVE

Absence with pay up to two days per year to conduct personal business may be granted, at the discretion of the department head, providing it does not interfere with the operation of any department. Personal days may not be added to the vacation period. Probationary, seasonal, temporary, and part-time employees shall not be eligible for Personal Leave.

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RULE 19. FUNERAL LEAVE

Section A. Each full-time permanent employee shall be granted three (3) working days with pay for attendance at the funeral of the employee's spouse, child, mother, father, sister, brother, current mother-in-law, father-in-law, daughter-in-law, or son-in-law.

Section B. Each full-time permanent employee shall be granted one (1) working day for attendance at the funeral of the employee's grandparent, grandchild, brother-in-law, sister-in-law, niece, nephew, aunt or uncle.

RULE 20. JURY DUTY

A full-time permanent employee required to be absent for compulsory jury duty shall receive his/her basic salary provided he/she returns to the Town any payment received for such service from other sources and provided:

- (a) Such employee shall notify the department head immediately upon receipt of the jury duty questionnaire for consultation on his/her availability.
- (b) Such employee shall notify the department head immediately upon receiving a call to jury duty.

RULE 21. MILITARY LEAVE

Any employee who serves in the Armed Forces Reserve Training program or the State National Guard shall be granted leave with pay for the purpose of fulfilling his/her duty obligations up to a maximum of fifteen (15) days per year. The combination of pay from the military and the Town shall not exceed the employee's regular salary.

RULE 22. COMPENSATORY TIME

Extra work authorized for and performed by regular full-time employees working less than 40 hours per week may be compensated for by allowing equivalent compensatory time off, provided, however, that time and one half must be paid for any hours worked over 40 in a given week in conformance with State and Federal Wage and Hour laws. Further, any 35-hour employee would be paid straight time for the eighth hour worked in one day, and time and one half for work beyond eight hours. In either case, both the employee and the supervisor must agree in writing to compensatory time rather than pay for the hours worked.

Employees shall use their compensatory time during the work week following the work week in which it was earned, and in accordance with Connecticut General Statutes Section 71B. Department heads shall not be included in this rule.

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RULE 23. OVERTIME

Section A. Payment for hours actually worked over eight (8) in any work day and hours actually worked over forty (40) in any week shall be made at one and one half (1 1/2) times the hourly rate of the employee except those employees who may be exempted under the Federal Wages and Hour Act.

Section B. Except where Saturday is part of the regular work schedule, payment for time worked on Saturday shall be at one and one half (1 1/2) times the employee's hourly rate.

Section C. Except where Sunday is part of the regular work schedule, compensation for time worked on Sunday shall be at two (2) times the employee's hourly rate.

RULE 24. TIME RECORDS

All employees shall be required to keep a daily record of time worked and absences taken. No employee shall record another employee's time record nor shall he/she allow his/her own time to be recorded by another employee. Violations of this provision may result in disciplinary action up to and including discharge.

Section A. Each classified employee's time record shall, at the end of each week, be certified correct by that employee and shall then be forwarded to the department head who, in turn, shall certify to the correctness of the report. Time records shall then be forwarded to the Civil Service Board who shall keep an appropriate record of same.

RULE 25. JOB RECLASSIFICATIONS

All requests for job reclassifications and upgradings, and the reasons for such requests, must be placed in writing and tendered to department heads. They in turn should forward this information along with their comments to the Board for final determination.

Section A. A job should be classified only when major and significant changes to job duties and/or responsibilities have occurred or are anticipated to occur.

1. When a position has been presented for a reclassification, whether change is granted or denied, said position may not be presented for one year from date of the decision of the Board. (Amended 2/11/87)

Section B. No reclassification involving an increased rate of pay shall become effective until a transfer of funds or supplemental appropriation is duly approved by the Board of Finance or town council.

RULE 26. LONGEVITY PAYMENTS

Longevity pay shall be as follows:

- a) Ten (10) years of service\$200
- b) Fifteen (15) years of service.....\$425 (amended 10/25/88)

Years of continuous service shall be based upon and computed from the employee's date of continuous employment with the Town. Longevity payments are to be made in the first payday of December and years of service are to be computed as of December 1 of each year.

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RULE 27. PENSION PLAN

All classified employees who have completed twelve (12) months of active service with the Town and who have attained age eighteen (18) are eligible to participate in the "Town of Trumbull Retirement Policy". Such participants are subject to the rules and procedures adopted and amended by the Pension Board of the Town of Trumbull.

RULE 28. UNIONS

Classified employees may form or belong to unions as provided by State law. Any rule, regulation or contractual agreement agreed to by the Town and bargaining units will supersede Civil Service rules in the event of any conflict or inconsistency.

RULE 29. SETTLEMENT OF DISPUTES

When a dispute arises over any of the foregoing rules or the application thereof, a classified employee may attempt to settle the problem as follows:

- (a) Union grievance, if member of a bargaining unit.
- (b) Appeal to Civil Service Board, if not a member of a bargaining unit.

Under no circumstances will the Board consider any disputes that have been processed to the full extent of the Union contract grievance procedure.

This rule is not intended to provide a choice on the part of a classified employee in settling a dispute. Since most Union contracts specify that the grievance procedure shall be the sole means for settling disputes, it is the procedure to be followed by bargaining unit members. The Civil Service Board will continue to be the appeals panel for non-bargaining unit employees.

RULE 30. MERIT INCREASES

The Board will not grant merit increases to employees whose rates of pay are governed by a contractual agreement. Civil Service employees who are not covered by a bargaining unit may petition the Board for a merit increase by the following procedure:

1. Clearly state, in writing to the Board, why he/she feels that the job performance has exceeded normal job requirements. Such statements should cite as many specific examples of job excellence as possible.
2. A copy of the above correspondence is to be sent to the employee's immediate supervisor, the supervisor to note agreement or disagreement with the employee's evaluation. The supervisor's appraisal to be forwarded to the Board for final review.

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3. If the Board is in agreement with the employee, it may accelerate the employee's progression along the step rate system but cannot exceed the top rate of the employee's job classification. Requests for change of job classification are to be handled per Rule 25.
4. No merit increase shall become effective until a transfer of funds or supplemental appropriation is duly approved by the Board of Finance or Town Council.

RULE 31. STEP RATE SYSTEM

Plan adopted by the Board at meeting of 11/19/84. See Appendix A for details.

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(Effective 1/1/85)

CHARTER OF THE TOWN OF TRUMBULL
11/3/81

CHAPTER VII

Section 20. CIVIL SERVICE BOARD

A. COMPOSITION AND APPOINTMENT

The Town shall have a Civil Service Board which shall consist of five (5) members, each appointed by the First Selectman for a term of five (5) years. The term of one (1) member shall expire every year.

B. POWERS AND DUTIES

The Civil Service Board shall have the following powers and duties, and in addition thereto, shall have such other powers and duties as are conferred or imposed on Civil Service Boards through the adoption of the provisions of Chapter 113, Part 1, of the General Statutes of the State of Connecticut:

1. The classification and evaluation of jobs for Town employees.
2. The preparation and administration of a standard compensation plan. The Board shall submit to the Board of Finance a comprehensive pay scale which, upon adoption by the Board of Finance and approval of the Council, shall govern rates of pay for classified Town employees. Conditions of employment, such as vacations, sick leave, leaves of absence, attendance, salary increases, promotions, transfers, and the like shall be administered by the Board.
3. The attraction, selection and testing of employees for entrance in and promotion within the classified service.
4. The administration of a rating system designed to measure job performance and the maintenance of personnel history files as an aid to the Board and departments in evaluating pay increases, promotions, lay-offs or disciplinary action.
5. The development of an employee relations program including job training, health, safety, counseling and related activities.
6. The review of appeals relating to the discipline, by suspension or discharge, of classified employees prior to dismissal to the Personnel Appeals Board.

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C. SCOPE

The departments and groups of employees presently within the Merit System shall remain therein. Additional departments or groups of employees may be included within the Merit System either (1) by vote of the Council, when a majority of the employees in the department or group request such inclusion, or (2) by approval of a majority of the electors voting thereon at a regular election or a special election called at the request of the Council for the purpose. Departments or groups of employees now or hereafter included in the Merit System may be removed therefrom only by approval of a majority of the electors voting thereon at a regular election or a special election called at the request of the Council for the purpose.

D. POLITICAL ACTIVITY

No member of the Civil Service Board shall solicit any contribution to the campaign fund of any political party or candidate for public or party office or take part in the management of any political campaign or serve as a member of a committee of any political party. Nothing herein shall be construed to affect the right of a member of the Civil Service Board to register as a member of a political party, express his opinion and vote.

E. CLERKS AND SECRETARIES

The First Selectman shall have the authority to assign additional duties to clerks and secretaries within their classification.

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CONNECTICUT STATE STATUTES

MERIT SYSTEM

Sec. 7-407. METHOD OF ADOPTION

Any political subdivision of this state may adopt the provisions of this part in the manner hereinafter provided. The legislative body or, if there is no such body, the administrative officers of such political subdivision may and, upon petition of electors of such subdivision in number not less than ten per cent of the total number of votes cast therein at the election last preceding, shall submit the question of adopting the provisions of this part in such departments of such political subdivision as such body or officers determine or as such petition requests, as the case may be, to a vote of the electors thereof at the next election, or at a special meeting called for such purpose, in the manner provided in Section 9-369. The designation of such question upon the voting machine ballot label shall be "For the Merit System, Yes" and "For the Merit System, No".

Sec. 7-408. CIVIL SERVICE BOARD; APPOINTMENT; TERMS OF OFFICE; REMOVAL

Within thirty days after such official determination, the Chief Executive Officer of such political subdivision shall appoint three persons as Civil Service Commissioners to hold office, one for two years, one for four years and one for six years, and until their respective successors are appointed and have qualified, which commissioners shall constitute the Civil Service Board; and biannually thereafter, such Chief Executive Officer shall appoint one commissioner to serve for six years and until his successor is appointed and has qualified. Two commissioners shall constitute a quorum. All appointments to said Board, both original and to fill vacancies, shall be so made that not more than two members shall, at the time of appointment, be members of the same political party, and no such commissioner shall, during his term of office, hold any other lucrative office or employment under the United States or the State or any political subdivision thereof having employees classified under the provisions of this part. Each commissioner, before entering upon the duties of his office, shall take the oath prescribed for executive officers. The Chief Executive Officer may remove any commissioner appointed by him, for lack of moral character, incompetency, neglect of duty, malfeasance or partisan activity while in office, but he shall, at the same time, file with the clerk of the superior court for the appropriate judicial district, a report in writing of such removal with his reasons therefore. In case of any vacancy, the unexpired portion of the term shall be filled by appointment by such Chief Executive Officer.

Sec. 7-409. PURPOSE OF PART. RULES

The purpose of this part is to provide means for selecting and promoting each public official and employee upon the sole basis of his proven ability to perform the duties of his office or employment more efficiently than any other candidate therefor, and such board shall make rules to carry out such purpose, shall investigate the enforcement and effect of such rules and shall have power to secure, by subpoena, the attendance and testimony of witnesses and the production of books and papers relevant to such investigation.

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Sec. 7-410. CIVIL SERVICE BOARD; PRESIDENT; CHIEF EXAMINER

The Board shall select one of its members as president and shall, after holding a competitive test therefor, employ a chief examiner whose duty it shall be, under the direction of the Board, to superintend tests. The chief examiner shall be, ex officio, secretary of the Board and shall, under the direction of the Board, keep the minutes of all its proceedings, preserve all reports made to it, keep a record and index of all tests held under its direction and perform such other like duties as the Board prescribes. The files and records of the Board shall be open at all reasonable hours to inspection by the public. The Board may incur necessary expenses for travel, compensation of secretary, clerk hire, stationery, and other incidental expenses.

Sec. 7-411. CLASSIFICATION OF OFFICERS AND EMPLOYEES

Such Civil Service Board shall, within ninety days after the initial appointment of such commissioners, classify all the officers and employees in the department for which the merit system has been adopted, except elective officers, as provided in Section 7-407; and the Board may also, in its discretion, exempt from test and competition, the officer responsible for the policy of any department, and one deputy, private secretary or other confidential employee of such officer. The officers and employees so classified by the Board shall constitute the classified Civil Service, and no appointment of any such officer or employment of any such employee shall be made except in accordance with the rules hereinafter provided for.

Sec. 7-412. PUBLICATION AND FILING OF RULES

All rules made herein provided and all changes therein shall be printed forthwith for distribution by such board, and the Board shall give public notice of the place or places where copies of such rules may be obtained. In each such publication shall be specified the date, not less than ten days subsequent to the date of such publication, when such rules shall take effect. The rules affecting any test shall in no case be changed after the publication of notice of such test. Copies of all such rules and of all changes therein, certified by the secretary of the Board, shall be filed with the clerk of the superior court for the appropriate judicial district, within ten days after the adoption thereof, and shall be filed, preserved and indexed by such clerk.

Sec. 7-413. EXAMINATION OF APPLICANTS. CERTIFICATION

Each applicant for an office or employment in such classified service, except those exempted by or as provided by this part, shall be subjected to a test, which shall be public and competitive, subject to limitations specified in the rules of the Board as to residence, age, health, habits and moral character. Such tests shall be practical in their character and shall relate to those matters which will fairly disclose the relative capacity of the persons tested to discharge the duties of the position to which they seek to be appointed, and may include tests of mental qualification, of physical qualifications and health and, when appropriate, of manual and technical skill.

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No questions in any test shall relate to political or religious opinions or affiliations. When a training school has been established in any institution, the pupils thereof may be classified, under the rules of the commission, as apprentices, subject to promotion to higher grades in the service as provided in this part. The rating of apprentices, unskilled laborers and domestic servants need not relate to more than capacity and fitness for labor, habits of industry and sobriety and honesty. The Board shall control all tests and may, whenever a test is to be made, designate a suitable number of persons to be examiners or the commissioners may, at any time, act as such examiners without appointing other examiners. Notice of the time, place and general scope of each test shall be given by the Board by ample publication for three weeks preceding such test, and such notice shall also be posted by such board in a conspicuous place in its office for three weeks before such test. Such further written or printed notice of tests may be given as the Board prescribes. Application for tests shall be made in writing, to the Board on a form prescribed by the Board, not less than forty-eight hours before the test is to take place. The Board may refuse to certify an applicant who is found physically unfit to perform the duties attaching to such position, or who is addicted to the use of intoxicating beverages to excess, or who has been guilty of a crime of infamous or notoriously disgraceful conducts, or who has, within two years, been dismissed from the public service for delinquency or misconduct, or who has intentionally made a false statement of any material fact or practiced or attempted to practice any deception or fraud in his application or in his test or in securing his eligibility to appointment.

Sec. 7-414. CLASSIFIED SERVICE; ELIGIBLE LIST; PROMOTION

The Board shall, from the returns or reports of the tests, prepare a register or eligible list, for each grade or class of positions in the classified service, of the persons who are otherwise eligible. Such persons shall take rank as candidates upon such register or list in the order of their relative excellence as determined by test, without reference to priority of time of test. The Board shall provide by its rules for promotions in such classified service, on a basis of ascertained merit in service, seniority in service and special test. The Board shall submit to the appointing power for each promotion, the names of not more than five applicants having the highest rating. The method of testing and the rules governing the same and the method of certifying shall, as far as possible, be the same as provided for applicants for original appointment. (Amended 5/11/11)

Sec. 7-415. CREDIT ALLOWANCES TO VETERANS IN EXAMINATIONS FOR ORIGINAL APPOINTMENT

Any veteran who served in time of war, if he is not eligible for disability compensation or pension from the United States through the Veterans' Administration and if he has attained at least the minimum earned rating on any examination held for the purpose of establishing an employment list for original appointment shall have five points added to his earned rating.

Any such veteran, if he is eligible for such disability compensation or pension and if he has attained at least the minimum earned rating on any such examination, shall have ten points added to his earned rating. Names of veterans shall be placed on the list of eligibles in the order of such augmented rating. Credits shall be based upon examinations with a possible rating of one hundred points. No such points shall be added to any earned rating in any Civil Service or merit examination except as provided in this section, the provisions of any municipal charter or special act notwithstanding.

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Sec. 7-416. APPOINTMENTS

The appointing officer under whom a position classified under the provisions of this part is to be filled, shall notify the Board of that fact, and the Board shall certify to him the names and addresses of a limited number of candidates, as provided in its rules, who stand highest upon the register for the class or grade to which such position belongs, and the appointing officer shall select one of the persons so certified. After a candidate has been certified three times by the Board and has not been accepted, the name of such may be stricken from the register. Emergency lists of persons who have passed the required tests may be maintained for any grade or class in which the numbers employed vary so greatly, in short intervals of time, that certification after notice would be impracticable, and such list may stand as a call list for positions in such grade or class only; but no appointment from an emergency list, except from the persons having the highest ratings thereon and eligible to permanent appointment, shall stand for more than sixty days, or be subject to renewal within fifteen days thereafter, except from a list of unskilled laborers or domestics actually employed and paid as laborers or domestics.

Sec. 7-417. PROBATION; NOTICE OF APPOINTMENT OR OF CREATION OR ABOLITION OFFICE

Appointments shall be on probation for a period to be fixed by the rules of the Board. At the expiration of such period of probation, the appointing officer may discharge a candidate at will, but, if he is not then discharged, the appointment shall be deemed complete. The Board may strike, from any eligible list, the name of any candidate which has remained thereon more than one year. After one-third of an eligible list has been drawn, the Board may hold another examination to obtain a new list. Any person remaining on the eligible list may retain his rating or, at his option, may enter the test and obtain a new rating which shall supersede his former rating. Immediate notice in writing shall be given by the appointing power to the Board of all appointments, permanent or temporary, made in the classified Civil Service and of all transfers, promotions, resignations or vacancies from any cause in such service, and of the date thereof, and a record of the same shall be kept by the Board. When any office or employment is created or abolished or the compensation attached thereto altered, the officer or board making such change shall report it immediately in writing to the Board.

Sec. 7-418. INMATES OF INSTITUTIONS EXCEPTED

Inmates of any institution, supported in and by any political subdivision of the state in which the merit system is adopted and a Civil Service Board appointed, may be assigned by the lawful authorities thereof, without test or registration, to such minor duties, in such institution as they are fitted to perform, but without pay or compensation other than privileges or liberties of the institution, except by special permission of the Civil Service Board.

Sec. 7-419. REMOVAL OF OFFICERS OR EMPLOYEES

No officer or employee in the classified Civil Service shall be removed, discharged or reduced in rank or pay because of religious or political opinion or affiliation. No removal from the classified Civil Service, except at the expiration of the period of probation, shall be made by any appointing power except for reasons given in writing to the Board, and a copy of such reasons shall be furnished to the person removed.

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Sec. 7-420. INTERFERENCE WITH OR FALSE GRADING OF APPLICANTS

No person shall, either by himself or in cooperation with any other person or persons, willfully or corruptly defeat, deceive or obstruct any person in relation to his right of test under the provisions of this part, or falsely mark, grade, estimate or report upon the test or standing of any person so tested hereunder, or aid in so doing, or furnish to any person any special or secret information for the purpose of either improving or injuring the rating of any person so tested, or to be tested, or the prospects of any such person for appointment, employment or promotion.

Sec. 7-421. POLITICAL ACTIVITIES OF CLASSIFIED MUNICIPAL EMPLOYEES

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Section 5-266a of the general statutes, as amended by public act 83-36, is repealed and the following is substituted in lieu thereof:

- (a) No person employed in the classified state service or in the judicial department may (1) use his official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office; (2) directly or indirectly coerce, attempt to coerce, command or advise a state or local officer or employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes.
- (b) A person employed in the classified state service or in the judicial department who leaves such service to accept a full-time elective municipal office shall be granted a personal leave of absence without pay from his state employment for not more than two consecutive terms of such office or for a period of four years, whichever is shorter. Upon reapplication for his original position at the expiration of such term or terms of office, such person shall be reinstated in his most recent state position or a similar position with equivalent pay or to a vacancy in any other position such person is qualified to fill. If no such positions are available, such person's name shall be placed on all reemployment lists for classes in which he has attained permanent status. Any person employed in the classified state or in the judicial department who accepts an elective state office shall resign from such employment upon taking such office. In either event, such person shall give notice in writing to his appointing authority that he is a candidate for a state elective office of a full-time elective municipal office within thirty days after nomination for that office.

Sec. 2. Section 7-421 of the general statutes is repealed and the following is substituted in lieu thereof:

- (a) No person employed in the classified Civil Service may (1) use his official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office: (2) directly or indirectly coerce, attempt to coerce, command or advise a state or local officer or employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes.

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- (b) A person employed in said classified service retains the right to vote as he chooses and to express his opinions on political subjects and candidates and shall be free to participate actively in political management and campaigns. Such activity may include, but shall not be limited to, membership and holding of office in a political party, organization or club, campaigning for a candidate in a partisan election by making speeches, writing on behalf of the candidate or soliciting votes in support of or in opposition to a candidate and making contributions of time and money to political parties, committees or other agencies engaged in political action, except that no period of time during which such employee is expected to perform services for which he receives compensation from the municipality, and no such employee shall utilize municipal funds, supplies, vehicles or facilities to secure support for or oppose any candidate, party, or issue in a political partisan election. Notwithstanding the provisions of this subsection, any municipal employee may be a candidate for a municipal elective office in a political partisan election. No person seeking or holding municipal office in accordance with the provisions of this subsection shall engage in political activity or in the performance of the duties of such office while on municipal duty or within any period of time during which such person is expected to perform services for which such person receives compensation from the municipality.
- (c) Any municipal employee who leaves his municipal employment to accept a full-time elective municipal office shall be granted a personal leave of absence without pay from his municipal employment for not more than two consecutive terms of such office or for a period of four years, whichever is shorter. Upon reapplication for his original position at the expiration of such term or terms of office, such person shall be reinstated in his most recent municipal position or a similar position with equivalent pay or to a vacancy in any other position such person is qualified to fill. If no such positions are available, such person's name shall be placed on all reemployment lists for classes for which he is eligible. Such person shall give notice in writing to his municipal employer that he is a candidate for a full-time elective municipal office within thirty days after nomination for that office. (1984 Rev. P.A. 84-532)

Sec. 7-421a. INCONSISTENT STATUTORY OR CHARTER PROVISIONS

Notwithstanding any general statute, special act or local law, ordinance or charter to the contrary, the provisions of Section 7-421 shall apply to all municipal employees in the classified service.

Sec. 7-421b. LIMITATION ON RESTRICTIONS OF POLITICAL RIGHTS OF MUNICIPAL EMPLOYEES

Notwithstanding any general statute, special act or local law, ordinance or charter to the contrary, any municipality which has not adopted a merit system shall not impose restrictions on the political rights of its employees other than those provided in Section 7-421.

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Sec. 7-422. PERSONNEL APPEALS BOARD

Any town, city or borough may, by ordinance, create a personnel appeals board which shall consist of five members who shall be electors of such municipality holding no salaried municipal office and whose term of office and method of election or appointment shall be fixed in the ordinance. Not more than three members shall be members of the same political party. The terms of office shall be arranged so that not more than one of such terms shall expire in any one year. Vacancies shall be filled for the unexpired portion of the term in the manner fixed in the ordinance. Three members shall constitute a quorum. Said board shall hear and determine any grievance, as defined in such ordinance, of any employee or group of employees of such town, city or borough. It shall adopt rules of procedure which shall insure any aggrieved employee a prompt and fair hearing and an opportunity to be heard in person or by a representative of his choosing. The decision of said board may be appealed to the superior court within ninety calendar days from the date such board renders its decision.

Sec. 7-423. TECHNICAL SERVICES BY STATE PERSONNEL DEPARTMENT

Any municipality or other political subdivision of the state may enter into an agreement with the Commissioner of Administrative Services to procure the technical services available in the Department of Administrative Services for the establishment or continuation of local administration of a merit system. Any such agreement shall provide for the reimbursement of the state for the actual cost of such service and overhead, as determined by the director.

Sec. 7-424. PENALTY

Any person who, willfully or through culpable negligence, violates any rule promulgated in accordance with the provisions of this part shall be fined not less than the amount of one month's salary of the office or position, or offices or positions affected by such violation, not more than the amount of two years' salary thereof, or in case no office or position is directly affected, shall be fined not less than fifty dollars nor more than one thousand dollars or imprisoned not more than six months or be both fined and imprisoned.