

CIVIL SERVICE BOARD
AGENDA
Special Zoom Meeting
Thursday, December 3, 2020
1 pm

1. Attendance
2. Minutes: Approval of July 15, 2020 and November 2, 2020
3. General Public: Comments and Questions
4. New Business:
 - Tabled item - Nursing Director proposes changing part-time admin to full-time position. Discussion on the proper classification of this position in accordance to Civil Service Rules, Rule 1, Section A. Nursing Director has provided job description which was requested by the civil service board on November 2, 2020.

Join the meeting online:

<https://zoom.us/j/98353726706?pwd=SIE0Z2liNGtXWG1pMURqSk5vWHVmQT09>

Webinar ID: 983 5372 6706

Password: 760685

Join by telephone: (312) 626-6799 or (877) 853-5257 (Toll Free) / Webinar ID: 983 5372 6706

CIVIL SERVICE BOARD
MINUTES from ZOOM MEETING
July 15, 2020

Present: Barbara Skibiski
Ann Langley
Alissa Hall
Gail Jarvis

Also present: Mary Ann Meier, HR Manager, Tom McCarthy, Director of HR, William Chin, and Leigh Goodman

Meeting was called to order at 12:03 pm by Ann Langley.

Gail Jarvis joined the zoom meeting at 12:10. Her computer was on mute, therefore, she was unable to vote.

MOTION by Barbara Skibiski, seconded by Alissa Hall, to accept minutes of March 11, 2020.
VOTE: 3-0, Gail Jarvis – not voting. Motion passed

MOTION by Alissa Hall, seconded by Ann Langley, to advertise, recruit and test for the Recreation Program Manager position. This position will be based on experience and training at 100% using a scoring method, thereafter, the top five candidates will be interviewed. VOTE: 3-0, Gail Jarvis – not voting. Motion passed

MOTION by Alissa Hall, seconded by Barbara Skibiski to amend Civil Service Rules, Rule 1 to read as follows:

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; all Board of Education employees; Paramedic Supervisors, Paramedics, EMT Supervisors, and EMTs of the EMS Department; professional employees of the Public Health Nursing Service; sworn employees of the Police Department; and part time and temporary employees.

VOTE: 3-0, Gail Jarvis – not voting. Motion passed

MOTION to adjourn at 12:27 pm by Barbara Skibiski, seconded by Ann Langley. VOTE: 3-0, Gail Jarvis – not voting. Motion passed

Respectfully submitted,

Mary Ann Meier

CIVIL SERVICE BOARD
MINUTES from ZOOM MEETING

November 2, 2020

Present: Barbara Skibiski
Ann Langley
Alissa Hall
Michelle Wigzell

Also present: Mary Ann Meier, HR Manager and Tom McCarthy, Director of HR

Meeting was called to order at 1:00 pm by Ann Langley.

Minutes-July 15, 2020 minutes were not attached to backup so minutes will be present at next civil service meeting for approval.

General Public: Lynn Steinbrick spoke specifically about item #5 on the agenda and why her position was changing from part-time to full-time. Michael Reedy, a Trumbull student, was asking questions regarding civil service for a government class he was taking in school. He also wanted to know how to get more involved in Trumbull.

New Business:

We skipped down to item #5, to continue the conversation from general public speaker, Lynn Steinbrick. By unanimous consent there were no objections to take #5 out of order.

Motion made by Michelle Wigzell, seconded by Alissa Hall to table item #5 until a job description is presented to the board. Motion carried unanimously (4-0)

Motion made by Michelle Wigzell, seconded by Alissa Hall to advertise, test and recruit for Assistant Tax Assessor-Administrative. This position will be based on experience and training at 100% using a scoring method, thereafter, the top five candidates will be interviewed. VOTE: 3-0, Barbara Skibiski (computer was muted temporarily) – not voting. Motion passed.

Motion made by Michelle Wigzell, seconded by Alissa Hall to advertise, test and recruit for a Custodian Wage Group CC. This position will be based on experience and training at 100% using a scoring method, thereafter, the top five candidates will be interviewed. Motion carried unanimously (4-0)

Motion made by Michelle Wigzell, seconded by Alissa Hall to advertise, test and recruit for a Fleet Mechanic. This position will be based on experience and training at 100% using a scoring method, thereafter, the top five candidates will be interviewed. Motion carried unanimously (4-0)

Motion made by Michelle Wigzell, seconded by Alissa Hall to table the hiring of the Operations Director until a job description is presented to the board. Motion carried unanimously (4-0)

MOTION to adjourn at 1:49 pm by Michelle Wigzell, seconded by Alissa Hall. VOTE: motion carried unanimously (4-0)

Respectfully submitted,

Mary Ann Meier

Mary Ann Meier, Clerk

Town of Trumbull

Health Assistant

Department of Nursing

Promote a confidential and professional atmosphere within the Department of Nursing and within the School Health Offices while performing clerical and reception functions to ensure smooth operation of the Department and to support the provision of health services in schools.

General Statement of Duties:

- Complex clerical work including but not limited to: composing routine letters, email, typing department reports, confidential letters & meeting minutes, generate purchase orders/check requisitions & track department expenditures, data entry into student information system, maintain office equipment and supplies, digital and manual filing of confidential charts & documents
- Provides direct administrative support to the Director of Nursing, School Nurse Coordinator, Geriatric Wellness Nurse and School Nurses
- Orders & organizes medical supplies, maintaining stock in the department and tracking distribution to school health offices
- Ensures adequate supply of PPE and maintain records of allocation and fit testing, understands differences in types and levels of PPE required
- Enters and retrieves data from MUNIS; maintains budget
- Tracks clinical data for communicable illness using Veoci and Infinite Campus
- Tracks student census data required for ED-017.
- Answers and triages all incoming calls for the Department of Nursing, takes messages and relays information to Director, School Nurse Coordinator & Senior Wellness Nurse
- Schedules appointments for Director and maintains the Director's calendar
- Calculates and submits monthly mileage for the Director
- Maintains nursing department employee files, reviews applications of new nursing candidates, schedules interviews and participates in interview of nursing candidates
- Attends and assists in preparation for monthly staff meetings
- Coordinates training events for Nursing Department and participates in Professional Development when applicable
- Assists Director of Nursing with performance evaluations of Nursing Staff
- Assists in tracking staff attendance, licensure and credentials
- Follows all policies and procedures per Trumbull Nursing Department, Trumbull Board of Education and Trumbull Health Department
- Ability to manage projects from conception to completion
- Knowledge of and strict adherence to confidentiality standards associated with FERPA/HIPAA
- Knowledge of OSHA, DPH, SDE and current CDC guidelines as it pertains to School Nursing/Public Health
- Receives and reviews SDE HAR-3 and ED-19 pursuant to CGS Secs 10-204a and 10-206 and scans, files or directs accordingly
- Operates various health equipment: audiometer, Spot Vision Screener, automatic BP cuff, pulse oximeter, thermometer and AED
- Travels to schools and Town buildings as needed
- Interacts with Town of Trumbull and Fairfield County community resources
- Other duties as assigned by the Director

Supervision Received: The Health Assistant reports directly to the Director of Nursing, School Nurse Coordinator, and/or the Registered Nurse at the building where assigned.

Supervision Exercised: None

Minimum Qualifications:

- Knowledge of office procedures and principles of office management and/or record keeping
- Knowledge of or ability to learn; Veoci, Infinite Campus, IHP Creator, Zoom, GoogleMeet and GoogleDocs, MUNIS, Novatime
- Certified in BLS/CPR and First Aid
- Understanding of Immunization Requirements, record maintenance and record transfer, SDE HAR-3 and ED-191, IEPs and IHCPs
- Operate office equipment including calculator, fax, copier, printer, scanner, USB storage device and CD/DVD writer
- Knowledge of Professional Telephone Etiquette in a fast paced, high call volume, intense setting; Ability to respond courteously to staff, parents and the public
- Working knowledge of basic medical equipment
- Knowledge of anatomy, physiology, medical terminology and abbreviations
- Ability to follow oral and written instructions/clear & concise written & oral expression
- Mature personality with high level of integrity and compassion
- Must have valid CT driver's license

Experience and Training:

- Graduation from high school is required; additional 2 years of college level course work preferred
- Three to five (3-5) years of combined clerical and clinical experience in a medical office setting
- Basic computer skills with an emphasis on Excel, Outlook and Microsoft Word & Office
- Experience working with children, adolescents and adults

11/2020

TRUMBULL CIVIL SERVICE RULES
(Effective 1/1/85)

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; all Board of Education employees; Paramedic Supervisors, Paramedics, EMT Supervisors, and EMTs of the EMS Department; professional employees of the Public Health Nursing Service; sworn employees of the Police Department; and part time and temporary employees. (Amended 7/15/2020)

From Civil Service

Professional employees of the Public Health Nursing Service

A **professional employee** is a person who works in a field of specialty that requires advanced education or training. **Professional employees** must have a substantial degree of freedom related to how they perform their job function. They generally also have some control over the hours they work.

BELOW ARE ALL THE FULL TIME NON-UNION EMPLOYEE AND THEIR CLASSIFICATIONS

**LISTED BELOW ARE ALL FULL TIME NON-UNION, NON CS POSITION.
THESE INDIVIDUALS ARE APPOINTED OR ELECTED POSITIONS
THEIR BENEFITS FOLLOW NON-UNION FOR APPOINTED & ELECTED.
THEY ARE EXEMPT FROM CIVIL SERVICE RULES**

Classification	Job Class Description	Hours	Benefits
AP	DIRECTOR OF FINANCE	40	AP, EL, CS Policies
AP	EXECUTIVE ASSISTANT TO CHIEF	35	AP, EL, CS Policies
AP	EXEC. SEC. TO FIRST SELECTMAN	35	AP, EL, CS Policies
AP	CHIEF ADMINISTRATIVE OFFICER	40	AP, EL, CS Policies
AP	CHIEF ADMINISTRATIVE OFFICER	40	AP, EL, CS Policies
AP	HEALTH DIRECTOR	40	AP, EL, CS Policies
AP	DIRECTOR OF PUBLIC WORKS	40	AP, EL, CS Policies
AP	DIRECTOR OF HUMAN RESOURCES	40	AP, EL, CS Policies
EL	FIRST SELECTMAN	40	AP, EL, CS Policies
EL	TOWN CLERK	40	AP, EL, CS Policies

THESE INDIVIDUALLY HAVE CONTRACTS STATING THEIR BENEFITS

THEY ARE EXEMPT FROM CIVIL SERVICE

AP W/CNT	CHIEF OF POLICE	40	Contract
AP W/CNT	ASSISTANT CHIEF	40	Contract
AP W/CNT	DEPUTY CHIEF OF POLICE	40	Contract
CNT	DIRECTOR ECONOMIC&COMM DEVELOP	40	Contract
CNT	OPER DIR-GOLF COURSE PROPERTY	40	Contract

THESE GROUPS ARE NON-UNION, NON CIVIL SERVICE

**THESE GROUPS HAVE POLICIES OUTLINING THEIR BENEFITS. THEY ARE
NOT APPOINTED, ELECTED OR CONTRACTUAL IN ACCORDANCE TO CIVIL SERVICE**

EMS	PARAMEDIC SUPERVISOR, PARAMEDICS & EMTS	40	EMS policies
NURSE	NURSES	37.5	Nurse policy booklet

**ALL OTHER FULL TIME TOWN POSITIONS ARE IN UNIONS
AS CLASSIFIED IN CIVIL SERVICE**

PROPOSED POSITION

STRUCTURE OF BENEFITS?

JOB DESCRIPTION?

TITLE?

DISCUSSION: WHERE DOES THIS POSITION BELONG?

WHAT IS THE CORRECT CLASSIFICATION?

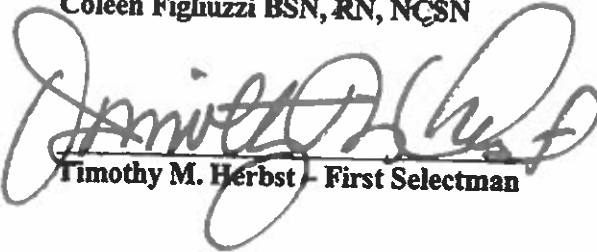
Group/BU	Job Class Description	Status
CS	ASST.DIR. FINANCE/RISK MGR.	FT
CS	CHIEF OF EMS	FT
CS	PARAMEDIC SUPERVISOR	FT
CS	PERSONNEL MANAGER	FT
HWPk	EQUIPMENT OPERATOR JR GRD HWY	FT
HWPk	EQUIPMENT OPERATOR SR GRADE	FT
HWPk	LANDSCAPE GARDENER	FT
HWPk	MAINTAINER II - PARKS	FT
HWPk	MAINTAINER II- HIGHWAY	FT
HWPk	MAINTAINER III - HIGHWAY	FT
HWPk	MAINTAINER III - PARKS	FT
HWPk	MAINTAINER IV	FT
HWPk	MASON-MAINTENANCE	FT
HWPk	MOTOR EQUIPMENT REPAIRMAN	FT
HWPk	PARK LEADMAN	FT
HWPk	PLUMBER-MAINTENANCE LEADMAN	FT
HWSV	FLEET SUPERVISOR	FT
HWSV	GENERAL FOREMAN	FT
HWSV	HIGHWAY SUPERVISOR	FT
HWSV	OFFICE MANAGER	FT
HWSV	PARK SUPERINTENDENT	FT
HWSV	SUPERVISOR SOLID WASTE/RECYCLG	FT
MATH	ACCOUNTING MANAGER	FT
MATH	ASSISTANT REC PROGRAM MANAGER	FT
MATH	ASSISTANT SEWER ADMINISTRATOR	FT
MATH	ASSISTANT TOWN ENGINEER	FT
MATH	ASSOC DIRECTOR LIBRARY INFO	FT
MATH	ASST DIRECTOR TRUM LIB SYSTEM	FT
MATH	ASST. GOLF COURSE SUPT.	FT
MATH	CHIEF PARK RANGER	FT
MATH	DIRECTOR OF HUMAN SERVICES	FT
MATH	DIRECTOR OF INFO TECHNOLOGY	FT
MATH	LAND USE PLANNER	FT
MATH	PURCHASING AGENT	FT
MT	ACCTING ASSISTANT/POL	FT
MT	ADMINIST. DETECTIVE BUREAU	FT
MT	ADMINISTRATIVE ASSISTANT	FT
MT	ADMINISTRATIVE ASSISTANT EMS	FT
MT	ADMINISTRATIVE ASST. - LIBRARY	FT
MT	ADMINISTRATIVE SUPPORT I	FT
MT	ADMINISTRATIVE SUPPORT II	FT
MT	ADMINISTRATIVE SUPPORT III	FT
MT	ADULT SERVICES LIBRARIAN	FT
MT	ALCOHOL AND DRUG COUNSELOR FT	FT
MT	ASSISTANT BUILDING OFFICIAL	FT
MT	ASST TAX ASSESSOR/APPRaisal	FT

MT	ASST. TOWN CLERK	FT
MT	CAPITAL ASSETS BUDGET ANALYST	FT
MT	CASEWORKER COORDINATOR	FT
MT	CIRC/TECH SERVICES ASSISTANT	FT
MT	CIRCULATION COORDINATOR	FT
MT	CIVIL ENGINEER I	FT
MT	CLERK	FT
MT	CUSTODIAN	FT
MT	DEL& DEF TAX CLERK	FT
MT	DEPUTY BUILDING OFFICIAL	FT
MT	DEPUTY TAX COLLECTOR	FT
MT	DISPATCHER	FT
MT	FM ADMINISTRATIVE ASST.	FT
MT	GREENSKEEPER	FT
MT	IT TECHNICIAN	FT
MT	MECHANIC - POLICE	FT
MT	MECHANIC OPERATOR GOLF COURSE	FT
MT	OFFICE MANAGER- PARKS AND REC	FT
MT	P.W. ENGINEERING AIDE/RODPERSN	FT
MT	P.W. SURVEY PARTY CHIEF	FT
MT	PENSION/BUDGET ADMIN ASST	FT
MT	RECORDS CLERK	FT
MT	RECREATION ADMIN ASSISTANT	FT
MT	REFERENCE SERVICES COORDINATOR	FT
MT	REGISTERED SANITARIAN	FT
MT	ROAD CONST & MAINT. INSPECTOR	FT
MT	SEWAGE PUMP STATION OPERATOR	FT
MT	STAFF ACCOUNTANT	FT
MT	TRAFFIC CLERK	FT
MT	YOUTH LIBRARIAN	FT
MT	YOUTH & FAMILY COUNSELOR II	FT
MT	YOUTH SERVICES COORDINATOR	FT

TOWN OF TRUMBULL
School Nursing
PERSONNEL POLICIES/PROCEDURES
Effective Date: July 1, 2013



Coleen Figliuzzi BSN, RN, NCSN



Timothy M. Herbst - First Selectman

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INTRODUCTION

The Town of Trumbull employs Registered Nurses for all Board of Education schools and all private schools within the Town. School Health Rooms are staffed daily by the Registered Nurses to provide: Assessment of the ill and injured, First aid to the ill and injured, Prevention, Control and Tracking of communicable diseases, Immunization review to ensure state compliance, Health screening based on grade level (color deficiency, vision, hearing, scoliosis), Maintenance of student health records, Coordination of chronic health condition management, Connection with community health resources, and Medication administration. The Registered Nurse is the healthcare expert on campus. With this expertise, the nurse will promote a healthy school environment via health education for families, students and staff. The nurse will be a resource for families, students and staff. This will outline the policies and procedures in place for Registered Nurses employed by the Town of Trumbull. Upon hire, the Town will provide the Registered Nurses with additional policies applicable to all Town employees, including, but not limited to, the Town's policy regarding sexual harassment, drug free workplace, and workplace violence and the BOE Policy regarding Employee Health Examinations.

The Town reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits. This document is not a guarantee of employment and does not in any way limit the Town's management right to operate and direct the workforce in its sole discretion, except as specifically stated otherwise.

DEFINITIONS

For the purposes of these personnel policies/procedures, the following terms are defined as:

Board of Education or Board (BOE) – The Trumbull Board of Education.

Full Time Permanent Employee – An employee scheduled to work 20 hours or more per week.

Part Time Employee – An employee scheduled to work less than 20 hours per week.

Per Diem Employee – An employee hired to perform work on an as-needed basis.

APPLICATION and APPOINTMENT

1. All applicants must submit the Nursing Department's application form. A personal interview will be scheduled for applicants meeting experience and licensure requirements. The Town of Trumbull does not discriminate on the basis of race, color, religion, gender, age, national origin, or any other basis prohibited by Federal or State law.
2. A pre-employment physical examination, including a PPD or chest X-ray, must be completed and submitted at the expense of the employee. Any employee having a positive PPD or electing not to have a PPD, must submit a negative chest x-ray report. No further chest x-rays will be required unless symptoms or a health condition indicate the need.
3. Applicants must submit to a criminal history records check.
4. Successful applicants will receive written notice of appointment and must acknowledge acceptance in writing.

PROBATIONARY PERIOD and EVALUATIONS

1. The probationary period is 90 working days. A full time, permanent employee is eligible for health insurance benefits after the first 45 business days.
2. Full time permanent employees begin accumulation of sick leave on the first day of employment. Probationary employees may not use sick leave.

The Director will write a 90 day performance evaluation recommending either, continued employment, or dismissal. An annual evaluation will be provided thereafter.

STAFF DEVELOPMENT

1. The Nursing Department will provide orientation to the role of the school nurse to include, but not limited to, policies and procedures, use of electronic medical record system, building familiarity, data collection and reporting.
2. The Nursing Department will provide in-service education periodically to update policies, procedures and programs, to remain current in the scope of school nursing practice and for professional growth. In-service education programs will be provided at staff meetings or on teacher staff development days when possible.
3. Attendance at workshops or symposiums will be scheduled on a rotating basis among the staff. The nurses attending the workshop will share the knowledge gained at the next staff meeting. One educational day per semester will be provided to each nurse, contingent upon finding a substitute nurse and the relevance of the class as it relates to current school nurse practice. The individual nurse will pay the tuition and travel expenses of the workshop. The certificate of attendance and/or CEU certificate must be submitted following the workshop.

4. The Nursing Department follows the American Heart Association guidelines regarding CPR/AED certification. All Trumbull School Nurses must be certified every other year. This training takes place on Election Day, during even years. If current certification expires prior to the provided training, it must be renewed at the nurse's expense.
5. All nurses are required to renew their nursing license annually, at the nurse's own expense.

HOURS OF WORK

1. Employees are required to work 7½ hours per day, Monday through Friday, excluding a ½ hour duty free lunch. School Nurses are expected to be in their school buildings 15 minutes before school starts and 15 minutes after dismissal. The nurse will provide emergency assistance and support any time he or she is on campus, even if it is outside of the standard working hours.
2. Nurses attending an after school or evening meeting, do so on a voluntary basis, and are not compensated.

WAGES

1. Full time School Nurses' pay is calculated by multiplying the hourly wage times the 44 working weeks and is distributed weekly over 44 weeks in the year. Part time and Per Diem School Nurses are paid an hourly wage, disbursed weekly, based on the previous week work hours.
2. Annual wage increases are determined by the Director and submitted to the First Selectman for his/her review at the beginning of the annual budget process. The First Selectman will make his/her recommendation and submit it to the Board of Finance.

LONGEVITY (applies to employees hired prior to Jan. 1, 1999)

1. In addition to the annual wages, any full time permanent employee who has served 10 continuous years, but less than 15 continuous years, as of December, will receive a longevity payment of \$200.00, Employees who have served 15 or more continuous years as of December will receive a longevity payment of \$425.00.
2. Longevity payments are made on the first payday in December of each fiscal year.

PERSONAL DAYS

1. School Nurses are granted 2 personal days per Board of Education school year.
2. Unused personal days may not be carried over to the next school year and will be forfeited.

VACATION

Full time permanent nurses will receive vacation days as dictated by the Board of Education schedule or that of the individual school schedule.

HOLIDAYS

Full time permanent nurses receive the holidays approved by the individual school schedule/Board of Education calendar and generally include:

New Year's Day, Martin Luther King Day, Presidents Day, Good Friday, Memorial Day, Labor Day, Rosh Hashanah, Columbus Day, Election Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day.

Election Day is considered a school holiday; however, it will be an in-service education day for School Nurses. Holidays are subject to change depending on the school calendar.

SICK DAYS

1. Full time permanent School Nurses accumulate one (1) sick day per month, for a maximum of 10 sick days per year and a total maximum accumulation of 180 sick days. One sick day is equal to 7 ½ hours.
2. Probationary employees are not eligible to receive sick leave benefits. Accumulation of sick time for a full time permanent employee begins on the original date of employment.
3. Sick days may be used for the purposes stated in Public Act 11-52, namely:
 - (A) The employee's, the employee's child or spouse's:
 - (i) Illness, injury or health condition;
 - (ii) Medical diagnosis, care or treatment of mental illness or physical illness, injury or health condition, or
 - (iii) Preventative medical care.
 - (B) Where a service worker is a victim of family violence or sexual assault:
 - (i) For medical care or psychological or other counseling for physical or psychological injury or disability,
 - (ii) To obtain services from a victim services organization,
 - (iii) To relocate due to such family violence or sexual assault, or
 - (iv) To participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.

4. Employees who have accumulated in excess of 180 sick days as of June 1, 2012 may continue to use those days up to that amount accrued as of June 1, 2012. However, as employees utilize their sick leave and the total drops below 180, then the 180 day maximum shall apply as set forth above.
5. Employees may be required to present a doctor's certificate for absences due to illness of 3 days or more. Questionable patterns of sick leave use will be addressed with the employee and may result in disciplinary action.
6. Replacement coverage for anticipated sick leave is to be arranged by each nurse with written notification (via e-mail) sent to the Director and the School Nurse Coordinator. Last minute, unanticipated sick calls should be made to the Director by 10:30 pm the evening before, or at 6:00 am the morning that coverage is needed. Employees must communicate with the Director the status of their condition and the probable length of time off needed for recovery.

Upon "normal" retirement (as defined by the Town Retirement Plan(s) employees hired prior to June 1, 2012, who give at least 1 month written notice of resignation, are entitled to a payout of a maximum of 20 days of accrued sick leave. Employees hired after June 1, 2012 are entitled to a maximum payout of 15 sick days.

7. Part time nurses are entitled to accrue sick leave pursuant to the Town's Paid Leave Policy for Part Time Employees.

INSURANCE

1. Medical, Dental, Vision and Life Insurance programs are provided for full time permanent employees. Eligible employees should consult the insurance plan documents for details and the Human Resource Department for questions.
2. Eligible employees contribute a percentage contribution as determined by the Applicable Plan via payroll deduction, toward the cost of group medical and dental insurance coverage. The percentage contribution is set annually as part of the budget process and by recommendation of the First Selectman and is subject to change in the discretion of the Town.
3. Eligible employees may elect to waive all group health coverage and will receive an annual payment as follows: single-\$1,875.00; two-person-\$3,700.00; family-\$5,000.00.
4. Notice of intent to elect and re-elect the waiver must be filed with the Human Resources/Civil Service Department by June 30th each year. The waiver shall remain in effect until the employee files a written request for reinstatement of insurance. Employees must notify Human Resources at least 30 days prior to the first of the month in which medical coverage will resume and are required to return to the Town of Trumbull a pro-rated portion of the bonus, one-twelfth (1/12) for each month of the calendar year that the coverage is in effect, payable in a manner indicated by the Town. Reinstatement of Town medical coverage in the middle of the plan year is permitted if the employee experiences a loss of health insurance coverage by his/her carrier.

5. An Employee may not receive compensation for waiving group health coverage, if the employee's spouse is an employee of the Town or Board of Education and participates in the group health plan. The Town of Trumbull may, at its discretion, amend the program's schedule or discontinue the program.
6. Life insurance is provided to full time permanent employees up to \$20,000.
7. Employees are required to notify the Town of any change(s) in their personal status which may have an effect upon their coverage under the insurance plans provided by the Town.
8. Workers' Compensation is provided according to State laws. Workers' Compensation claims must be filed within 24 hours after the injury occurs.
9. Each nurse is expected to carry his/her own malpractice insurance. This is in addition to the liability insurance provided by the Town.

RETIREMENT

In accordance with the provisions of Town Resolution TC23-178, employees who have contributed to the Town of Trumbull Retirement Plan, the defined benefit plan ("DB Plan") prior to the effective date of Resolution TC23-178 may continue to participate in the "DB Plan", pursuant to the eligibility requirements and conditions set forth within the Plan. Eligible employees should consult the DB Plan for details.

In accordance with the provisions of Town Resolution TC23-178, employees who have not contributed to the Town of Trumbull Retirement Plan ("DB Plan") as of the effective date of Resolution TC23-178 are hereby prohibited from participating in the "DB Plan" and are hereby eligible to contribute towards the Town of Trumbull Defined Contribution Retirement Plan ("DC Plan") pursuant to the eligibility requirements and conditions set forth within such Plan. Eligible employees should consult the DC Plan for details.

FUNERAL LEAVE

Each full time permanent employee is granted 5 paid working days for attendance at the funeral of the employee's spouse, child, mother, or father.

Each full time permanent employee is granted 3 paid working days for attendance at the funeral of the employee's sister, brother, current mother-in-law, current father-in-law, current daughter-in-law, current son-in-law, or grandchild.

Each full time permanent employee is granted 1 paid working day for attendance at the funeral of the employee's grandmother, grandfather, niece, nephew, aunt, uncle, current sister-in-law, or current brother-in-law.

JURY DUTY

1. An employee serving on a jury, will receive his/her basic rate of pay, less any payments received for such service from other sources for up to 5 days, in accordance with Connecticut General Statute § 51-247(a).
2. To be eligible for such compensation, the employee must submit satisfactory evidence of jury duty service to the Director. Employees are expected to report for a scheduled work day if jury duty service is not required on that day.
3. The District reserves the right to request an employee who is called for jury duty be excused if their absence would create a hardship on the operational effectiveness of the Department.

LEAVE OF ABSENCE

Leave of absence may be granted under the following circumstances:

1. Family medical leave will be granted in accordance with the law for a period of up to 12 weeks. Eligibility determinations are made by the Personnel/First Selectman's office. Should the employee fail to return to employment, he/she may be responsible for reimbursement of the cost of insurance maintained during the leave. Employees should consult the Town's family leave policy for additional leave procedures and details. A short term personal absence for illness in the family may be granted at the discretion of Director, and would be without pay. The Town complies with all applicable State and/or Federal laws regarding maternity leave.
2. In the event an employee is ill or disabled and has exhausted all his/her 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 his/her sick leave is exhausted. Eligibility for extended leave and reinstatement for absences extending beyond the six (6) months will be made by the First Selectman's office.
3. Employees on leave of absence without pay are not eligible for holiday pay, accumulation of sick leave or other fringe benefits during the leave of absence.
4. Employees on leave of absence without pay shall be expected to reimburse the Town for the cost of any pension, insurance, or other benefits maintained during their absence which the Town is not required by law to maintain during leave. Such continuation of benefits is contingent on the employee requesting in writing, and in advance the benefits specifically to be continued.

GRIEVANCE PROCEDURE

The goal of this procedure is to provide a systematic structure for achieving equitable solutions to grievances. Grievances are to be kept confidential by all involved parties.

1. **Level One: Director of Nursing**
The School Nurse with a grievance or dispute will discuss the issue/concern with his/her immediate supervisor (Director of Nursing) within 3 working days with the objective of resolving the matter informally.
2. **Level Two: Human Resources**
All matters not resolved at Level One will be submitted in writing, to Human Resources within 5 working days.
3. **Level Three: First Selectman or Designee**
If no decision has been made within 30 days of the initial filing, or if the School Nurse is not satisfied with the disposition of the grievance following levels one and two, the employee should notify the First Selectman/Designee in writing.

SENIORITY

1. A nurse's seniority is determined by the length of continuous, full time service with the Town.
2. A nurse will lose his/her seniority if he/she:
 - a) Quits, resigns, or is discharged
 - b) Is absent from work for 3 consecutive days without notifying the Director
 - c) Exceeds a leave of absence without explanation
 - d) Fails to report to work from layoff within 5 working days after receipt of notice of recall pursuant to the "**School Closure**" provision;
 - e) Accepts employment elsewhere while on leave of absence;
 - f) Fails to return from maternity leave.

UNIFORM POLICY

Employees must wear professional clothes, with the option of covering with a laboratory coat and should wear a name tag or school identification visible above the waist at all times.

SCHOOL CLOSURE

1. The Superintendent of Public Schools or the Headmaster of a private school has the discretion to cancel school in the event of inclement weather or other unique circumstances that warrant such.

In the event a school is permanently closed or a nursing position is eliminated, the least senior nurse(s) in the District will be laid off first. The nurse(s) with greatest seniority will replace the least senior nurse, provided he/she can perform the nursing functions at the "new" building. The "relocated" nurse will be subject to a 4 working day "recall probationary period." At the end of the "recall probationary period" the relocated nurse will receive a written evaluation with recommendation for continued employment or dismissal; the Director will make the final decision. In the event the relocated nurse(s) is dismissed after the probationary period, the laid off nurse with the most seniority will be recalled. The recalled nurse will not be subject to a probationary period upon return to work. The recalled nurse will not replace any nurse with more seniority.

TERMINATION OF EMPLOYMENT

1. Nurses are expected to give at least one (1) month written notice of resignation.
2. Termination of employment for due cause is reserved by the First Selectman through the Director. Each case will be judged individually.

**ACKNOWLEDGMENT OF RECEIPT OF
SCHOOL NURSES PERSONNEL POLICIES/PROCEDURES**

I have received, I have read, and I understand the Town of Trumbull School Nursing Personnel Policies/Procedures, effective July 1, 2013. I acknowledge that this form will be retained in my personnel file and I will maintain a personal copy.

Signature of Employee

Date

Employee's Name – Printed

Personnel Manager

Date



- History
- Text
- Global
- Limit Update
- Pending
- Import
- Bank Enrollment
- Donate Time
- Prev Yr Remain
- View History
- Post Liability
- Factor

Employee Identification

Employee	SSN	Last Name	First Name	MI	Suffix	Status
1230 ...						INACTIVE

Employee Accrual Information

Location	0602 - SCHOOL NURSES	SOY Balance	238.0000
Group/BU	NA - NON-AFFILIATED	Earned YTD	819.0000
Job Class		Used YTD	919.7500
Type	1 - SICK	Available	137.2500
Table	135 - MATE UNION CILU - SICK 7HR		
<input type="checkbox"/> Send Accrual Threshold Alert <input type="checkbox"/> Active		Pending	.0000
Accr Date	10/27/1994	Liability	3982.82
Start Date	10/11/2005	<input type="checkbox"/> Review	
End Date	12/31/9999	UOM	H
Default Limit	1260.00	Default Rate	7.0000
Actual Limit	1260.00	Actual Rate	0.0000

History

Start	End	Earned	Used	Running Balance	
07/01/2015	WED 07/02/2015	THU	.0000	8.5000	137.2500
06/24/2015	WED 06/24/2015	WED	7.0000	.0000	145.7500
06/10/2015	WED 06/11/2015	THU	.0000	9.0000	138.7500
05/27/2015	WED 05/27/2015	WED	7.0000	.0000	147.7500