

# **TOWN OF WALLINGFORD**

## **PERSONNEL RULES AND REGULATIONS**



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## **Town of Wallingford Department of Human Resources**

### **Personnel Rules and Regulations**

(Effective November 13, 1962)  
(Revised January 1, 2026)

#### **Rule 1 Introduction**

**Section 1.** **Town Charter.** These rules and regulations exist pursuant to, and in accordance with Chapter XVII of the Town Charter.

**Section 2.** **Incumbent Employees.** All present employees, who became members of the Classified Service by virtue of having been incumbent in regular positions on January 1, 1962, as provided by Chapter XX, Section 2 of the Town Charter, and those who were certified for employment or promotion by the Human Resources Director and had completed a probationary employment period prior to the date upon which this rule became effective, were, on completion of the probationary period, deemed to hold office in compliance with these rules and no provision hereof shall be applied retroactively as to adversely affect the status of such employees.

**Section 3.** **Regular Employees.** Regular employees in the Classified Service are those employees who have completed a probationary period of employment for the positions they currently hold.

**Section 4.** **Non-Discrimination Clause.** In the application of these rules, it shall be the policy of the Town of Wallingford that no person shall be discriminated against for reasons of race, creed, color, sex, religion, age, disability, sexual orientation, marital status, national origin, or other statutorily prohibited consideration, except in those cases where there exists a bona fide occupational qualification (BFOQ). All references to gender shall be considered to refer to both female and male.

**Section 5.** **Interpretation.** These Rules and Regulations are intended to cover most personnel administration for which the Department of Human Resources is responsible. The Human Resources Director shall handle those not specifically covered in compliance with the Charter of the Town of Wallingford and the objectives of said Rules and Regulations.

## Rule 2 Appointing Authority

**Section 1.** **Appointing Authority.** For purposes of these rules and actions relating to matters within the jurisdiction of the Department of Human Resources, the Appointing Authority shall be the commission, board, department head or official, authorized by statute, charter or regulation, to appoint employees of the Town of Wallingford. The Human Resources Director will, as a condition to any official action with respect to a personnel matter involving any board, commission, department or official, require notification in writing, setting forth the official position of such board, commission, department head or official.

## Rule 3 Roster of Authorized Positions

**Section 1.** **Roster Maintained.** The Human Resources Director shall prepare and maintain a roster of all authorized positions in the Classified Service of Town of Wallingford. The roster will record the class title by which the positions are known, and such additional information as the Human Resources Director may determine necessary to establish and maintain a comprehensive record of authorized positions, incumbents, promotions, appointments and other transactions affecting the status of each person in the Classified Service.

Each Appointing Authority shall file with the Human Resources Director a certified list of all authorized positions within its jurisdiction and such other information as the Human Resources Director may require. Each Appointing Authority shall, thereafter, promptly advise the Human Resources Director of every appointment, transfer, promotion, demotion, termination, change of salary or wage, or other action affecting the status of an employee. The roster, so established, shall be the official record for Department of Human Resources purposes.

**Section 2.** **New or Additional Positions.** Whenever a new or additional position is deemed necessary to provide essential services, the Appointing Authority shall forward his request to the Human Resources Director, giving a full description of duties and responsibilities, amount and kind of training and experience required, supervision received and/or exercised, licenses, certifications, requisite knowledge, skills and abilities necessary, proposed compensation, duration and proposed effective date, justification of and authority for its establishment. The Human Resources Director shall evaluate the extent to which the request is consistent with regulations and executive policy and shall forward the request to the Mayor with his comments, including the appropriateness of an existing job class or the

need to create a new class, if and when the request is approved and a new position authorized.

**Section 3. Changes in Positions.** The Human Resources Director shall review all authorized positions to determine changes in job duties, responsibilities, or any other change in the status of the position, and shall take whatever action is indicated to assure continued compliance with these rules and with the intent and purpose of Chapter XX (Classified Service) of the Charter.

#### **Rule 4 Application and Examinations Process**

**Section 1. Employment Announcements, Advertisements and Closing Dates.**  
Each examination will be announced as follows:

- (a) **Official Announcements.** The Human Resources Director or his designee will prepare an official announcement of the examination, setting forth the last date and time upon which applications will be accepted; class title of the position; the salary range; a general, but not limiting, statement of duties to be performed; knowledge, skill and ability needed; required qualifications in terms of education, experience, specialized training or license(s); physical requirements and such other qualifications as may be determined necessary and desirable for satisfactory job performance. The announcement shall also include any special or limiting conditions applicable to the examination. The Human Resources Director will make available, to each interested candidate, a copy of the announcement which will thereafter be the principal basis for resolving questions relating to the examination to which it applies. The announcement shall be posted by the Human Resources Director, or his designee, at such locations as determined by him.
- (b) **Advertisements.** The Human Resources Director will give public notice of each open competitive examination for positions in the Classified Service by publishing a notice in a newspaper having a substantial circulation in the Town of Wallingford. Such notice shall include, at a minimum, the position title, salary range, and the weblink or URL to the job posting on the Town website. Nothing in this section shall prevent the Human Resources Director from using additional advertising sources such as social media and online services.
- (c) **Closing Dates.** At least one notice will be published ten (10) or more days prior to the closing date for accepting applications. When conditions warrant, the Human Resources Director may set the closing date as that date and time on which a stated number of applications or

resumes are received in the Department of Human Resources. If this rule is invoked, the Human Resources Director will cause this requirement to be stated in the employment advertisement.

**Section 2. Employment Application Process.** The following rules apply to the employment application process:

- (a) Each person desiring to participate in an examination shall complete and file with the Department of Human Resources a Town employment application form or a resume on or before the date specified in the announcement as the last day for accepting applications for a particular examination. Such application or resume shall present true and accurate statements and shall be sufficiently comprehensive to permit the evaluation of each of the factors covered in the application or resume for purposes of determining that the applicant has the required qualifications to participate in the examination, and to the extent applicable, to be eligible for appointment and continued employment in the Classified Service.
- (b) Any applicant, including existing employees of the Town, who filed an application with the Human Resources Director prior to the specific announcement in question, shall be required to submit a current employment application form by the closing date stated in the announcement. A mere notification by the candidate to the Human Resources Director, that he had previously applied for the position, will not cause any previously-filed application to be reactivated and a failure to submit a current employment application form by the closing date shall disqualify the applicant from further consideration.
- (c) The Human Resources Director will reject applications and deny admission to an examination to any applicant for the following reasons:
  1. Application or resume is not received by the Department of Human Resources by the closing period for applications, regardless of the postmarked date;
  2. Application or resume does not indicate the required qualifications as set forth in the examination announcement, unless in the Human Resources Director's judgment there are mitigating circumstances sufficient to justify reconsideration;
  3. Application or resume which contains false or misleading statements. If the candidate has completed the examination prior to the discovery of the misrepresentation, the candidate's name will be stricken from any eligibility list established as a result of such examination. For any candidate hired into a position in the Classified Service, falsification of employment applications or resumes shall be grounds for termination. Any

candidate found to have falsified such documents shall be ineligible for consideration of future employment opportunities with the Town;

4. Applications which are not signed by the applicant, if applicable.

(d) In addition to applications or resumes, the Human Resources Director may require additional information that he deems necessary and pertinent to a particular examination. This information may include, but shall not be limited to, proof of veteran status, licenses, citizenship, etc. In no event will a person be hired who has not completed the approved Town employment application form.

(e) In the event an employee of the Town of Wallingford is terminated for cause, he shall be ineligible for re-employment with the Town.

**Section 3. Notification to Applicant.** The Human Resources Director or his designee will notify each applicant, by either email or first class mail, using the mailing address or email address appearing on the application, as to whether or not said applicant is eligible to participate in an examination process. Emailing applicants shall be the primary method of notification. The notice to those eligible to participate shall include the date, time and place of the examination and may also specify any equipment or other material which the applicant should bring to the examination. The Human Resources Director shall not be expected or required to furnish any other notification. Eligibility to participate in the examination process does not constitute a determination that a candidate is totally qualified for any given position.

**Section 4. Examinations In General.**

(a) Appointments and promotions within the Classified Service will be made on the basis of merit which will be determined through competitive examinations. Upon receipt of a request for certification to fill an existing vacancy in an authorized position in the Classified Service, for which an appropriate eligibility list does not exist, and at such other times as he may deem it advisable, examinations will be conducted by or under the supervision of the Human Resources Director to determine the relative fitness of competing candidates for a specific job class. Each examination shall be approved, conducted by, or under the supervision or direction of, the Human Resources Director, in such manner as, in his opinion, will be a fair and reasonable test of the qualifications of candidates.

(b) Examinations will assess the ability of candidates to perform the work

required of a particular position or class. They may include, but are not limited to, any combination of written, oral, physical agility, performance tests (i.e., equipment operation, typing, shorthand, etc.) or other tests to determine required qualifications, such as knowledge of general or specific subjects, manual or technical skill, physical fitness, an evaluation of education or experience and such other factors as the Human Resources Director may determine appropriate and necessary for various job classes. Examinations shall not include any question relating to political affiliations or to race, creed, color, sex, religion, age, disability, sexual orientation, marital status, national origin, or other statutorily prohibited consideration, except in those cases where there exists a bona fide occupational qualification (BFOQ).

- (c) After obtaining a passing score and certified by the Human Resources Director as eligible for appointment on a list, candidates may be expected to successfully complete other processes for certain positions prior to appointment. This may include, but are not limited to, polygraph, psychological, drug and alcohol screening, fingerprinting, background, credit, criminal, motor vehicle and other investigations.

#### **Section 5. Administration of Examinations and Weighting Components.**

- (a) The parts to be included in an examination shall be specified in the announcement, together with the percentage weight each part will be given in determining a final earned rating. The Human Resources Director may include in the announcement alternate weights for each part of an examination and may select any of the alternates so specified provided such determination shall be made prior to testing.
- (b) A passing score must be attained in the first part of an examination or on subsequent parts in order to be eligible to participate in subsequent parts of the examination. A candidate who fails any part will be considered to have failed the examination and, therefore, will be ineligible for further competition or appointment. Such failure shall in no way prejudice the candidate in any future examinations. This requirement may be waived by the Human Resources Director for certain testing processes.
- (c) In those instances where an oral test is all or part of the examination process, and when the practicalities of administering such testing may limit the number of candidates that can be accommodated, it shall be announced prior to the written examination that the number of candidates who will proceed to the oral portion may be limited. The

process utilized by the Human Resources Director or his designee to limit such candidates will be via a resume and/or application screening.

## **Section 6. Open Competitive Examinations and Promotional Examinations.**

(a) Open Competitive Examinations. Competitive examinations will be open to any applicant who meets the requirements set forth in the announcement of the examination unless a decision is made to limit candidates in accordance with Section 5 above. However, no applicant may take the same examination within three (3) months from the date he last took it.

(b) Promotional Examinations. Examinations for promotion will be open to probationary and regular employees in the Classified Service who otherwise meet all the qualifications set forth in the official announcement. Except as provided below, no current employee will be permitted to retake any test within three (3) months of last taking the test, regardless of a passing or failing score. An employee may retake an examination if, in the discretion of the Human Resources Director, the test instrument has substantially changed within that three (3) month period. In the event an employee of the Classified Service retakes an examination, the score he attains on that examination shall constitute his new score and that new score, if passing, will be reflected on the promotional eligibility list. Test scores shall remain valid unless the examination is substantially amended by the Human Resources Director or until any other time when the list is rejected or nullified.

## **Section 7. Scoring Methodology and Preference Credits.**

(a) Scoring Methodology.

1. The minimum passing score which must be earned on an examination or any of its parts shall be determined by the Human Resources Director. When all prescribed parts of an examination have been completed, the Human Resources Director will apply announced weights to the attained score for each part and will compute the final earned ratings for each successful candidate. To this rating will be added any additional points to which the candidate may be entitled according to law or these regulations, thus establishing the final rating for each successful candidate, with the condition that the candidate obtain a minimum passing score in order for such additional points to be added. Each candidate will be notified of the results of his own examination by email or first-class mail, addressed to the email or address on the employment application.

2. Nothing in these rules shall be construed so as to prevent the Human Resources Director from utilizing various methods of grading examinations such as are accepted and recognized as professional personnel practices. These may include, but are not limited to, marking on a curve, adding points, lowering the passing score and using ranking. None of these techniques shall be used to alter the relative ranking.

(b) Preference Credits. The Human Resources Director may apply the following preference credits to the passing scores of applicants not already members of the Classified Service. Such points added may not exceed ten (10) in total.

1. Veteran Credit. A veteran, as defined in Section 27-103 of the Connecticut General Statutes (CGS), as amended, whose final earned score is at or above the passing grade in an open competitive examination, shall have five (5) points added to his earned score to establish his final rating and position upon the eligibility list established as a result of such examination. Veteran credit will be allowed only if proof of war service, acceptable to the Human Resources Director, has been filed with the Department of Human Resources on or before the date the examination is given.
2. Disabled Veteran Credit. A veteran, as defined in CGS Section 27-103, who at the time of such examination, is receiving compensation from the U.S. Veteran's Administration for a war service disability, shall have an additional five (5) points added to his earned score, if such is at or above the passing grade, in order to establish his final rating and position on the eligibility lists. Credit will be allowed only if proof of compensable war service disability, acceptable to the Human Resources Director, has been filed with the Department of Human Resources on or before the date the examination is given.
3. Volunteer Firefighters Credit. The Human Resources Director may add up to five (5) points to the final earned score of an active Wallingford Volunteer Firefighter who passes each component of a Firefighter or Emergency Medical Technician (EMT) examination. Credit will be allowed only if proof of active Volunteer Firefighter status, acceptable to the Human Resources Director, has been filed with the Department of Human Resources on or before the date the examination is given.

(c) Preference Credit for Members of the Classified Service. The

following preference credit may be applied by the Human Resources Director to the passing scores of employees who are regular members of the Classified Service.

1. **Seniority Credit.** When applied, seniority credit will be determined in the following manner: For each full year of service in the Classified Service, an employee will receive an additional one-half (1/2) point added to his final earned score, if such is at or above the passing grade, in order to establish his final rating and position on the eligibility lists. The maximum points which may be added shall not exceed five (5). In no event will credit be awarded for partially completed years of service.

#### **Section 8. Election to Retake Written Examinations.**

- (a) If the written testing instrument has not been revised candidates on any list will be notified by the Human Resources Director of their option to retake the written test or to have their current scores merged with the scores of the other candidates on the new list. A candidate will be permitted to retake a test if more than three (3) months has passed since he last took the test. If the test has been substantially revised, as determined by the Human Resources Director, the candidate may be permitted to take such revised test for the same position if such test was taken during the past three (3) months. If the testing instrument is substantially revised, the Human Resources Director may nullify the list and advise candidates holding a position on such list of this fact. If the list is nullified, candidates on such list may re-apply for the position. In the event such candidates elect to re-apply they must retake the examination and that score, if passing, will be reflected on the new list.
- (b) Candidates on a current list must re-apply by the advertised deadline and inform the Human Resources Director of their interest in the position and whether they desire to keep their current score or to retake the examination. If the decision is made to re-take the examination, that score, if passing, shall constitute the new score and will be reflected on the eligibility list.

#### **Section 9. Right to Review Test.** Any candidate who participates in an examination shall have the right to review the examination within fifteen (15) calendar days after he has been notified of the results of his test, provided he shall make a request in writing for review and schedules an appointment with the Human Resources Director. This right may be restricted or limited by any security or license agreement between the Town and a testing agency or vendor selected by the Human Resources Director. Any review will occur in the presence of the Human Resources Director or his designee. The

candidate shall not be permitted a copy of any testing material, nor permitted to make notes nor remove any testing material from the Department of Human Resources. Candidates will not be permitted to review the answer sheet for such examination, however, they will be allowed to be informed which questions were incorrectly answered.

## **Rule 5 Certification for Appointment**

**Section 1. Rule of 5.** The Human Resources Director will, when the request for certification is justified and approved by the Mayor, officially designate, in writing, the names of the five (5) highest ranked candidates for the position class in which the vacancy exists. Such designation shall constitute a complete and valid certification for selection and appointment. Nothing in this section shall prohibit the Appointing Authority from conducting a thorough background investigation which may or may not affect the candidate's standing on a certified list. When the request for certification is to fill more than one (1) vacant position in the same position class, the Human Resources Director will add one (1) additional name for each additional vacancy. The Appointing Authority may select any one (1) of the names on the list submitted by the Human Resources Director. Nothing in these rules and regulations shall restrict an Appointing Authority from rejecting all candidates on a list. When rejecting all candidates on a list, an Appointment Authority must do so in writing stating the reasons thereof to the Human Resources Director.

**Section 2. Incomplete Certified List.** When fewer than five (5) names exist on a certified eligibility list, the Human Resources Director may provide the Appointing Authority an incomplete certified list consisting of the name(s) remaining on the list and, in such case, appointment may be made from the name(s) so certified. The Appointing Authority may refuse to accept an incomplete certification but must do so in writing to the Human Resources Director. If this occurs, the Human Resources Director will conduct an examination and establish a new eligibility list upon written notice from the Appointing Authority of his decision to reject the incomplete certified list.

**Section 3. Duration of Lists.** Certified lists for initial appointment and promotion to positions in the Classified Service shall be valid for a period of two (2) years from the date the list is established by the Human Resources Director. Nothing in this section shall prohibit the Human Resources Director from nullifying a certified list sooner than this two (2) year period.

**Section 4. Certification from a Higher List.** When there is no certified list for a position, the Human Resources Director may certify the names from a higher classification list to a lower classification position on the condition the open

position is in the same class series.

## Rule 6 Appointment

**Section 1. Appointment from Certified List.** No person may be appointed to, or employed in, any position in the Classified Service unless such person has been certified by the Human Resources Director to the Appointing Authority as eligible for appointment in such a position before such appointment or employment occurs. Any authorization for employment, or agreement to make an appointment, in advance of the Appointing Authority's receipt of certification, and unless in conformity with the certification, shall not be binding upon the Town of Wallingford. This provision shall not apply to positions which have been declared by the Human Resources Director to be exempt from competitive tests. An Appointing Authority may select one of the persons, officially certified by the Human Resources Director as eligible, and appoint such person within a reasonable time from the date of such certification.

**Section 2. Removal from Certified Eligibility List.** Any person certified as eligible for appointment to any position shall be removed from such eligibility list(s) if:

- (a) he fails to appear for two (2) personal interviews when so requested by first-class mail, addressed to the last address on file in the office of the Human Resources Director or,
- (b) he is unable to report for duty on the date specified, if offered appointment, without a reason acceptable to the Appointing Authority, or,
- (c) he fails to meet all requirements of the recruiting process required by local, State or federal laws, rules or regulations. Examples include, but are not limited to, the following:
  1. Police officer candidate who does not complete the Police Officer Selection Training requirements to the satisfaction of the Appointing Authority;
  2. Candidate who fails a requisite background investigation;
  3. Maintainer candidate who fails to obtain and maintain a valid Connecticut CDL license.
  4. Candidate who fails to successfully complete a pre-employment drug and/or alcohol screening or a post-offer employment physical examination; or,
- (d) he makes a written request to the Human Resources Director to have his name removed from the list.

A candidate, not already a member of the Classified Service, may remove himself from consideration for a vacancy on any list provided he gives

written notice to the Human Resources Director of his desire to be removed from consideration for a specific vacancy yet remain on the list. Such written notice must be received by the Human Resources Director prior to the offer of an interview by the Appointing Authority. This right may be exercised only one (1) time for any list. Subsequent requests will not be considered and the candidate will have his name permanently removed from the list.

The Appointing Authority shall notify the Human Resources Director in writing in the event any candidate fails to appear for an interview. The Human Resources Director shall notify the candidate or employee that failure to appear for an interview will result in his name being removed from the eligibility list.

To maintain a complete certified list for appointment purposes, additional names may be certified by the Human Resources Director, if such action is deemed appropriate.

When the Human Resources Director deems it to be in the best interest of the Town of Wallingford, he may authorize the Appointing Authority to pay or defray the reasonable, and substantiated interview expenses incurred by an applicant for a given position. The monies shall come from the budget of the hiring department.

**Section 3. Availability of Eligible Candidates.** Certified eligible candidates must notify the Human Resources Director in writing of any change affecting availability for employment including, but not limited to, email address, mailing address, or phone number. Failure to respond to any notice from the Appointing Authority or the Human Resources Director will result in removal from a list.

**Section 4. Notification of Appointment.** The Appointing Authority shall immediately advise the Human Resources Director whenever an appointment to any position in the Classified Service has been made, giving the name of the person appointed, the class title of the position, starting salary, entry-on-duty date, type of appointment (i.e., original or promotional) and such other information as the Human Resources Director may require. Applications and other material related to examinations and appointments shall be retained in the files of the Human Resources Director. Appointment letters shall be written and forwarded by the Appointing Authority to the new appointee with a copy of such letters sent to the Human Resources Director. Such letters shall include information as required by the Human Resources Director.

**Section 5. Temporary Appointments.** In order to facilitate the continuation of

necessary operations, and to prevent disruptions of service important to the best interests of the Town of Wallingford, the Human Resources Director, when there is no appropriate eligibility list for the position class, may authorize temporary appointment to a vacancy in an authorized position class, pending and subject to examination and the preparation of an appropriate eligibility list. Temporary appointments, when authorized by the Human Resources Director, will be made by the Appointing Authority, but each such appointment shall be immediately reported and subject to determination by the Human Resources Director, that the appointee meets the required qualifications for the position class in accordance with the Charter. Any temporary appointment made under this section shall not exceed ninety (90) calendar days.

A regular employee in the Classified Service, transferred or promoted temporarily under these circumstances, shall be entitled to return to his previous position, without prejudice, unless after examination, he qualifies and is regularly appointed to the position to which he was temporarily appointed. Temporary appointees shall be compensated at a step which is at least equal to that which he received in the position in the Classified Service from which he was transferred or promoted.

**Section 6. Prohibition Against Holding Multiple Positions.** No person shall hold more than one (1) position in the Classified Service simultaneously, nor shall any person be on the Town payroll for more than one (1) position in the Classified Service.

### Rule 7 Probation

**Section 1. Probationary Period.** Each person appointed to a position in the Classified Service shall satisfactorily complete a probationary period of employment in the position in which he has been appointed before such appointment becomes final and the appointee is entitled to the status of a regular employee. The probationary or working test period will be regarded as part of the testing process. It will be used by supervisors and Appointing Authorities to observe employees' work, to secure effective adjustment of new employees to their positions, and to reject employees whose performance does not meet required work standards. Appointing Authorities may extend the probationary period provided written notice of the decision is given to the employee and the Human Resources Director.

The probationary period will normally be for a period of six (6) months, however, this duration may differ for Classified Service employees in unionized positions. The probationary period will begin on the first date of employment and will expire six (6) calendar months (or another duration

pursuant to the applicable labor agreement) from that date at midnight unless extended as described above.

An appointee may be terminated by the Appointing Authority without recourse to the grievance procedure (see Rule 12) during the period of probation if the employee is found to be unfit, unsuitable or unable to satisfactorily perform the duties or services required or otherwise unqualified to continue in the position. If this becomes necessary, the Appointing Authority shall advise the Human Resources Director, in writing, of such termination, giving the exact date upon which the separation from service is effective.

A probationary period will be deemed satisfactorily completed unless the employee's services have been terminated or the probationary period extended and the Human Resources Director so notified before midnight of the date the probation is scheduled to expire.

**Section 2. Promoted Employees.** When the services of a promoted employee are determined to be unsatisfactory by the Appointing Authority for substantive reasons during a probationary period, the employee shall be re-employed, without prejudice, in the position class in which he had regular status if there is a vacancy in that position.

**Section 3. Transferred Employees.** When a current employee in the Classified Service transfers to a position which, in the opinion of the Human Resources Director, has essentially similar duties, required qualifications and compensation as the position transferred from, the employee will not be required to work another probationary period. If the position requires dissimilar duties, a probationary period shall be required.

## Rule 8 Transfer

### **Section 1. Regular Employees.**

(a) **Intra-Department Transfers.** Regular employees of the Classified Service may be transferred by the Appointing Authority within a department for the good of the service or at the request of the employee, but only with the approval of the Appointing Authority. Employees may be transferred temporarily to the same or comparable position class in a department for periods up to six (6) months at a time to provide economies in operation, or to avoid hiring new employees to meet extraordinary circumstances. Employees may be permanently transferred from one unit to another within the same department, but only if the position class to which transfer is made has essentially the same required qualifications and the same compensation as the

position class from which transfer is made. Each transfer shall be reported, in writing, to the Human Resources Director by the Appointing Authority as soon as effected.

(b) **Inter-Department Transfers.** Regular employees of the Classified Service may be permanently transferred from one department to another, provided the position to which transfer is made has essentially the same required qualifications and has the same or lower compensation range as the position from which transfer is made. Transfers between departments may be at the request of an employee or by an Appointing Authority, but in each case, the transfer shall be approved by the Human Resources Director and by the Appointing Authorities of the concerned departments.

(c) **Temporary Transfers.** The Human Resources Director, when requested by both Appointing Authorities, may authorize the temporary transfer, on a loan basis, of workers from one department to another to meet extraordinary conditions which do not warrant hiring new employees. Such transfers shall not impose an unfair or unreasonable burden upon any agency. Employees transferred under these circumstances shall, for all purposes except supervision, continue to be an employee of the agency from which he was loaned and his rate of compensation shall, in no event, be less nor shall his status be in any way adversely affected because of absence from his department on a loan-transfer basis.

**Section 2. Transfer Requests.** Regular employees of the Classified Service desiring a transfer from one department to another may, request the Human Resources Director to consider such transfer eligibility. If, in the opinion of the Human Resources Director, the employees meet the requirements of the position class, he will refer such names to those Appointing Authorities having suitable vacancies, who shall have the right to accept or reject the referral without prejudice to his right to be provided with a regular certified list to fill existing vacancies.

**Section 3. Accrued Leave and Benefits.** A transferred employee, as provided in Section 1 above, shall retain and carry over all unused leave and other accrued benefits from the department he transferred from if the new position is within the same bargaining unit. Employees transferring to positions outside of their bargaining unit shall receive benefits stated in the labor agreement covering the new position.

**Section 4. Compensation.** A transferred employee will receive the same rate of pay he received in his previous position if the new position is in the same pay classification and bargaining unit. Should the transfer be to a position in a lower pay classification, however, his rate of pay shall be that rate of the

new classification which is closest in amount to the pay received in the position previously held. If the new position is in a different bargaining unit, the rate of pay shall correspond with the rate established by contract for that position in the different bargaining unit.

## Rule 9 Classification

**Section 1. Job Descriptions.** The Human Resources Director will establish and maintain an approved job description for all positions in the Classified Service. Each job description shall contain the position title, a general statement of duties and responsibilities, which shall be descriptive, but not restrictive to the point that duties and responsibilities of a related nature are excluded. The job descriptions shall also contain a statement of required qualifications in terms of knowledge, skill, ability, experience or training deemed essential to satisfactory performance and such other information as the Human Resources Director deems necessary to describe the position to which the job description applies. The position title shall be used in all transactions having to do with positions included within the class, and the job description shall be the basis for examination and evaluation of candidates for employment in the position to which it applies. The current compensation range for each position shall be on file in the Human Resources Director's office.

**Section 2. Classification Review and Job Description Revisions.** The Human Resources Director shall, whenever there is an indicated need, review any or all positions in the Classified Service to determine that the position job descriptions continue to adequately define the duties, responsibilities and qualifications of the positions reviewed. The Human Resources Director shall submit for approval by the Mayor and recommendation from the Mayor to the Town Council any changes in the job description which he determines necessary. Minor changes which do not materially affect the duties, responsibilities and qualifications of the positions may be made by the Human Resources Director on his own initiative.

**Section 3. Reclassifications (assignment of incumbent).** If the Human Resources Director determines an employee has regularly performed the major duties of a higher classification for at least one (1) year, he may reclassify the employee to the higher position, without examination, with the Mayor's approval.

**Section 4. Appeal of Reclassification Denials.** In the event the Human Resources Director denies a request for a reclassification, the affected employee may file an appeal to the Personnel and Pension Appeals Board. Such appeal shall be in writing and be received by the Board Chairman within fifteen (15) calendar days of the Human Resources Director's denial. The Board will

make reasonable efforts to consider the matter within thirty (30) calendar days of the appeal. The decision of the Board shall be final and binding. Failure to submit a written appeal within the timeline stated within this section shall render the appeal null and void, shall not be subject to further review and shall be considered withdrawn and the matter closed.

## **Rule 10** **Compensation**

**Section 1. Compensation Schedule.** The Human Resources Director shall establish, subject to approval, a compensation schedule for all classes of positions in the Classified Service. No person may be paid at a rate less than the minimum or more than the maximum established for his position class nor shall any person be given an increase in wage which will place his rate of pay at a level other than that designated as a step in the compensation schedule. Original employment shall be at the minimum of the wage group, except in those cases where employment at a different rate has had prior approval by the Appointing Authority. Nothing in these regulations shall prohibit the Human Resources Director from establishing compensation schedules for trainee positions in the Classified Service.

**Section 2. Revisions.** From time-to-time, the Human Resources Director may recommend a revision of the compensation schedule for specific positions or a revision of the entire schedule, however, such recommended revision shall not be effective until approved by the Mayor and Town Council and may be retroactive to the date of official approval. Nevertheless, the wage paid to an incumbent regular employee in the Classified Service may not be reduced because of a revision of the classification of the compensation schedule for the position in which he had attained regular status.

### **Section 3. Step Increases**

- (a) Upon recommendation by the Appointing Authority, a regular employee of the Classified Service who is not a member of a bargaining unit, may be granted an increase in compensation equal to one (1) step of the wage schedule subject to approval by the Human Resources Director and the Mayor. The aforementioned will occur provided the increase rate shall not exceed the maximum of the wage group, and provided that an appropriation of funds for this purpose has been made.
- (b) Wage progression schedules and advancement therein may vary from labor agreement to labor agreement.

**Section 4. Approval of Step Increases.** Each recommendation for an increase in

wages via step advancement within a particular classification shall be made by the Appointing Authority to the Human Resources Director on a payroll voucher form provided by him. The Human Resources Director shall review the recommendation in the list of the above requirements, and if found that the rate increase is consistent with the rules and regulations, he shall recommend such increase to the Mayor. Such increase shall become effective on approval of the Mayor.

**Section 5. Meritorious Service Wage Increase.** As circumstances warrant and are substantiated by the Appointing Authority, a regular employee in the Classified Service who is entitled to receive a meritorious service increase may be granted one (1) additional step increase on his anniversary date to reward outstanding meritorious service, provided the increase rate shall not exceed the maximum of the wage group, that funds for such increases are available and providing the following conditions are met:

- (a) The service rendered is such that it reflects unusual credit upon the department, provides substantial savings, increases effectiveness of departmental operation, meets an emergency situation not included in the duties of the position, or in some other way represents job performance substantially above and beyond the call of duty.

**Section 6. Non-Bargaining Employees.** Increases in the compensation and fringe benefit package of non-bargaining unit employees shall not be less than that granted to related bargaining unit employees.

### **Rule 11 Suspension, Demotion, Termination and Lay-Off**

**Section 1. Just Cause.** Regular employees of the Classified Service may not be terminated from service, suspended or demoted, except for just cause and then subject to the following rules and regulations.

**Section 2. Terminations.**

- (a) Regular employees in the Classified Service may be terminated from employment by an Appointing Authority when he determines such termination to be in the best interests of the Town and of the effective performance of department responsibilities. The Appointing Authority shall provide to the employee, in writing, the reasons for the termination.
- (b) The wages of an employee shall terminate upon the effective date of dismissal or suspension without pay, as the case may be.

(c) Employees terminated for cause shall be ineligible to apply or to be considered for any position in the Classified Service.

**Section 3. Demotions.** Regular employees in the Classified Service may be demoted to a position of lower grade by an Appointing Authority for disciplinary purposes, or upon the employee's request with the approval of the Appointing Authority, or to provide continued employment when the services of the employee might otherwise be terminated because of circumstances beyond the employee's control. If the employee is to be demoted, the Appointing Authority shall give written notice to the employee, citing the reasons and effective date.

**Section 4. Suspensions.** A regular employee in the Classified Service may be suspended for disciplinary purposes when the Appointing Authority or his designee has just cause, such as, but not limited to misconduct, insubordination, neglect of duty or an action detrimental to the best interests of the service. Suspension for disciplinary purposes may be with or without pay, or with partial pay, until further action by proper authorities. The Appointing Authority or his designee shall give written notice to the employee, and such notice shall state the reasons for suspension, the beginning and ending dates and other pertinent conditions.

**Section 5. Notification to Human Resources Director.** The Appointing Authority shall report each termination, demotion or suspension to the Human Resources Director at the time of the employee's notification, with a copy of the notice to the employee. If a termination is possible, the Appointing Authority shall notify the Human Resources Director in advance of the anticipated termination.

**Section 6. Appeal Rights.**

- (a) Non-Bargaining unit employees may appeal discipline through the grievance procedure outlined in Rule 12 within five (5) calendar days of the effective date of the discipline.
- (b) Bargaining unit employees may appeal disciplinary action only through the grievance procedures outlined in their respective collective bargaining agreements.

**Section 7. Cause for Discipline.** The following, without limitation thereto, are considered just cause for discipline, up to and including termination:

- (a) Conviction of a crime;
- (b) Under the influence of drugs and/or alcohol while on duty;
- (c) Insubordination;
- (d) Offensive or abusive conduct toward co-workers, superiors,

subordinates, the public, vendors or others;

- (e) Fraud, collusion or forbidden practices in connection with an examination, or appointment, including, but not limited to, falsification of an employment application or any application for transfers, promotions or demotions;
- (f) Willful neglect or misconduct, theft, misappropriation or misuse of monies, properties, equipment, material or supplies belonging to or in custody of the Town of Wallingford;
- (g) Absence from duty without leave for five (5) working days in any one (1) calendar year or such other number of days as stated by policy or contract;
- (h) Incompetency, inefficiency, dishonesty or neglect of duty or misconduct in the performance of duty;
- (i) Change of residence in violation of rules or regulations relating thereto;
- (j) Violation of departmental rules or regulations issued under established authority;
- (k) An action or activity which adversely affects the best interest of the Town of Wallingford or a department or division thereof;
- (l) Failure to report outside employment.

**Section 8. Lay-Offs and Recall Rights.** A non-bargaining unit regular employee in the Classified Service who has been laid off for lack of work, insufficient funds or cancellation of position, who is offered a position within the Classified Service in either the same grade or lower grade, and who is qualified for said position, as determined by the Human Resources Director, may be reinstated, with full benefits and cumulative length of service, if he is recalled within one (1) year from the date of layoff. Bargaining unit employees in the Classified Service may have specific layoff and recall rights outlined in their respective collective bargaining agreements and should refer to those agreements.

### **Rule 12** **Grievance Procedure and Pension Appeals**

**Section 1. Bargaining Unit Employees.** In the event bargaining unit employees choose to grieve any matter, they must utilize the grievance procedures outlined in their respective collective bargaining agreements.

**Section 2. Non-Bargaining Employees.** Non-bargaining employees in the Classified Service may avail themselves of the grievance procedures outlined below. A grievance may be filed on any matter related to discipline, working conditions, wages or salary or the interpretation of these rules and regulations.

- (a) **Step One.** Within five (5) working days after the grievance arises, the employee and/or his authorized representative, shall present his

grievance in writing to his immediate supervisor who shall give his answer in writing within five (5) working days.

- (b) Step Two. If the employee remains dissatisfied, he or his authorized representative may appeal the step one denial to the Department Head within three (3) working days of the denial. Within five (5) working days of receipt of the appeal, the Department Head, or his authorized representative, shall convene a meeting of the parties to discuss the grievance. The Department Head shall submit his written response to the grievant within five (5) working days of the meeting.
- (c) Step Three. If the employee remains dissatisfied, he or his authorized representative may, within five (5) working days of the Department Head's answer, submit the grievance to the Human Resources Director. Within ten (10) working days, the Human Resources Director will hold a meeting of the parties to discuss the grievance. The Human Resources Director will submit his written response to the grievant within five (5) working days of the meeting.
- (d) Step Four. If the employee remains dissatisfied, he or his authorized representative may, within five (5) working days of the Human Resources Director's answer, submit the appeal to the Personnel and Pension Appeals Board (PPAB) for its consideration. The Board will make reasonable efforts to hold a meeting to consider the matter within thirty (30) calendar days. In attendance at this meeting shall be the employee and/or his authorized representative and the Human Resources Director or his authorized representative. In the event the employee and his authorized representative fail to attend such meeting, the grievance shall be denied by the PPAB without further action. The Board shall submit its decision in writing to the grievant and Human Resources Director within ten (10) working days of said meeting. The decision of the Board shall be final and binding on the parties.

Failure of the employee to make a timely submission of a grievance at any step shall constitute a waiver of any such claim or grievance and the matter shall be considered closed.

**Section 3. Pension Appeals.** An employee of the Classified Service may appeal any action pertaining to the administration of the pension system to the Personnel and Pension Appeals Board pursuant to Chapter XVII Section 2 of the Town Charter. Such appeal must be submitted in writing to the Human Resources Director within fifteen (15) calendar days of his decision on the pension matter. Failure to appeal his decision within this timeframe shall render any subsequent claim or grievance null and void.

## Rule 13 Sick Leave Program

**Section 1. Sick Leave Benefits.** Sick leave benefits are outlined in the various collective bargaining agreements. Non-bargaining employees shall have the same sick leave benefits as those stated in the collective bargaining agreements most closely related to their positions, as determined by the Human Resources Director and approved by the Mayor. Part-time, temporary and seasonal employees are eligible for sick leave benefits to the extent that they are eligible according to State and/or Federal law.

**Section 2. Administration.**

- (a) Each department head shall administer the provisions of the Town's sick leave program as promulgated by the Human Resources Director .
- (b) Department Heads shall maintain department absentee records covering all department employees showing, at a minimum, all sick leave taken and accumulated on forms provided by the Human Resources Director. These records shall be subject to inspection and approval by the Human Resources Director. An absentee report shall be submitted by the Department Head to the Human Resources Director on a weekly basis and shall bear the Department Head's signature or the signature of a supervisor designated by the Department Head.
- (c) Such report shall indicate the reason for each absence and whether sick leave charge is recommended. In cases where sick leave charge is recommended, a medical certificate shall be attached when required by labor agreement or other rules and regulations. Sick leave payment shall be contingent upon receipt of such information.

**Section 3. Sick Leave Payout at Retirement.** Classified Service employees who retire under a Town retirement plan or under Social Security, if eligible, may receive payment for an accumulation of sick leave consistent with the applicable collective bargaining agreement. Non-bargaining unit employees may be eligible to receive this benefit consistent with the most relevant collective bargaining agreement as determined by the Human Resources Director and approved by the Mayor.

## Rule 14 Retirement

**Section 1. Pension Plans.** Full-time employees in the Classified Service are covered by various pension plans or Social Security, if eligible. Employees should refer to their respective collective bargaining pension agreements for information on their plan. Non-Bargaining unit employees should refer to

the most closely relevant collective bargaining agreement as determined by the Human Resources Director and approved by the Mayor.

### **Rule 15 Outside Employment**

**Section 1. Registration.** All employees, engaged in outside and self-employment, shall register with the Human Resources Director and the Department Head the name of the other employer(s) and the occupation in which he is employed within one (1) week of such employment or self-employment. Such registration shall be made on a form provided by the Human Resources Director.

**Section 2. Outside Employment Not Prohibited.** Except where prohibited by local, State or Federal laws or regulations or by collective bargaining agreements, working for other employers or self-employment is not prohibited, providing such employment or self-employment does not inhibit an employee from performing his regular Town duties in an efficient manner or unless the outside employment or self-employment constitutes a conflict of interest with regular job duties. Notifying the Town of outside employment or self-employment may assist the Town in contacting employees in case of an emergency.

**Section 3. Status Change.** Subsequent changes in outside or self-employment status must be reported to the Human Resources Director and Department Head within one (1) week from such change.

### **Rule 16 Part-Time, Temporary and Seasonal Employment**

**Section 1. Job Descriptions.** The Human Resources Director will establish and maintain an approved job description for each regular part-time position, excluding temporary and seasonal positions.

**Section 2. Rate of Compensation.** With the approval of the Mayor and Human Resources Director, the Appointing Authority shall determine the rate of compensation for part-time, temporary and seasonal positions and shall be responsible for the recruitment of such personnel. The Human Resources Director shall submit his budget recommendation for a cost-of-living-adjustment for part-time positions, if any, annually to the Mayor by January 1<sup>st</sup>. Part-time employees hired after July 1, 1997 shall be ineligible for step increments. Part-time employees hired prior to July 1, 1997 who were receiving step increments shall continue to do so until they reach the maximum pay step within their current classification. Part-time employees who currently do not receive a step increment shall continue to be ineligible for such increment. Rates of compensation shall not be tied to any labor

agreement for employees not covered by such agreement.

**Section 3. Benefits.** Part-time employees hired after July 1, 1997 shall not be eligible for any Town-provided fringe benefit including, but not limited to, vacation, sick leave, medical or life insurance, pension, etc.

### Rule 17 Nepotism

**Section 1. Employment of Relatives Permitted.** The Town permits the employment of qualified relatives of employees as long as such employment does not, in the sole opinion of the Town, create actual or perceived conflicts of interest. For purposes of this policy, “relative” is a spouse, child (including by adoption), parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or “step” relation.

**Section 2. Placement of Relatives.** The Town will exercise sound business judgment in the placement of related employees in accordance with the following guidelines:

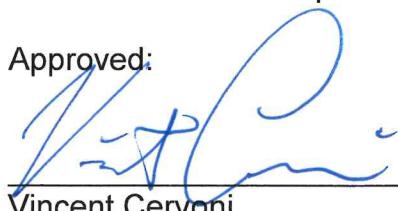
- (a) Individuals who are related by blood, marriage or law are permitted to work in the same Town department, provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within the “chain of command” of a relative such that one relative’s work responsibilities, salary, or career progress could be influenced by the other relative.
- (b) No relatives are permitted to work in the same department or in any other circumstances in which the Town believes an inherent conflict of interest may exist.
- (c) Employees who marry while employed are treated in accordance with these guidelines. That is, if, in the opinion of the Town, a conflict or an apparent conflict arises as a result of the marriage, one of the employees will be transferred at the earliest practicable time.

**Section 3. Other Relationships.** In addition, the Town recognizes that at times, employees and their “close friends,” “domestic partners,” or “significant others” may be assigned to positions that create a coworker or supervisor-subordinate relationship. The Town will, in its discretion, exercise sound judgment with respect to the placement of employees in these situations in order to avoid the creation of a conflict or the appearance of a conflict of interest, avoid favoritism or the appearance of favoritism, and allegations of sexual harassment in the workplace.

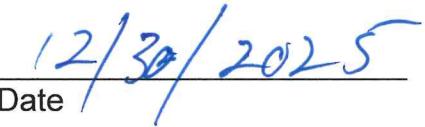
**Section 4. Application of Policy.** This policy applies to all categories of employment

with the Town, including regular, probationary, part-time, temporary and seasonal positions.

Approved:

  
\_\_\_\_\_  
Vincent Cervoni  
Mayor

Date

  
\_\_\_\_\_  
12/30/2025