

Edmond Town Hall Board of Managers
Special Meeting
Thursday, May 31, 2018
Mary Hawley Room, Edmond Town Hall
45 Main Street, Newtown, CT
Chairman Margot Hall called the meeting to order at 4:00pm

Present: Marie Smith, Margot Hall, Jennifer Chaudhary, Jennifer Guman, Anna Wiedemann

Absent: Herb Rosenthal

Public Participation – None

NEW BUSINESS

Policies for Edmond Town Hall Employees – A. Wiedemann pointed out that these are to be placed in a prominent location. The bulletin board in the office and in a common room. These policies will be included in the new hire packet.

J. Chaudhary moved to approve the Drug-Free Workplace Policy, Alcohol Abuse Policy, Workplace Violence Policy and Video Surveillance Policy (Attachment A). A. Wiedemann seconded, motion unanimously approved.

M. Hall wanted it noted in the minutes that H. Rosenthal communicated to her that he was in favor of adopting these policies.

DNR Theater Support Proposal – At a previous meeting there was a question on the contract amount. S. Torres clarified that the increased amount is because of the additional hours and the amount of attention the theater requires.

A. Wiedemann moved to approve the annual service and support contract with DNR for 2018-19. J. Chaudhary seconded, motion unanimously approved.

At 4:14 Board members attended Edmond Town Hall Staff meeting at the Lower meeting room. J. Chaudhary presented a video outlining steps to “Meeting the Vision” and J. Guman reported on the recent marketing of ETH project undertaken by UConn students.

Having no further business meeting was adjourned at 5:55pm

Respectfully submitted,
Arlene Miles, Clerk

EDMOND TOWN HALL- BOARD OF MANAGERS
ALCOHOL ABUSE POLICY

The Edmond Town Hall Board of Managers' policy on Alcohol Abuse is designed to provide for a work environment free of alcohol use and to offer employees assistance for treatment. The policy is as follows:

Our purpose is to serve the patrons and supporters of the building and the residents of the Town of Newtown, therefore it is essential that all employees report to work in the best possible physical condition. Being under the influence of alcohol while at work is strictly prohibited, regardless of whether the alcohol was originally consumed at work or outside work.

The use, manufacture, sale, possession, dispensing or distribution of alcohol while at work is prohibited.

Alcohol may not be brought or consumed on any building or Town property, including Town vehicles.

The operations manager, upon initial notice of an alcohol problem will normally offer assistance to the employee for the treatment of such problem through available resources. We encourage employees with an alcohol problem to avail themselves of this help before disciplinary action becomes necessary. This provision will not, however, excuse being under the influence of alcohol while at work.

Violation of any of these policies, or refusing to participate in any aspect of the program may lead to disciplinary action, up to and including termination.

DRUG-FREE WORKPLACE POLICY

In accordance with the federal government's enactment of the Drug-Free Workplace Act, the **Edmond Town Hall Board of Managers** has adopted the following policy:

Each employee has a right to come to work and perform his or her job in an environment that is free from the illegal use of drugs. It is also in the interest of the **Board** and public that employees be able to perform their duties safely and efficiently. The **Board** is firmly committed to promoting a high standard of health, safety and efficient service. The **Board** is committed to maintaining a work environment free from the effects of drug abuse.

Information on substance abuse programs and literature about the effects of drug and substance addiction will be made available to employees. Employees are encouraged to make confidential requests for a list of substance abuse facilities or programs and rehabilitation centers available in the area. Employees shall have access to drug awareness programs.

The Employees of the **Edmond Town Hall** shall not unlawfully manufacture, distribute, dispense, possess or use a controlled substance while on the job, or in the work place, or be under the influence of a controlled substance, not prescribed for him/her by a physician, while on the job or in the work place. Any employee violating this policy shall be subject to discipline, up to and including dismissal from his/her position. Employees must inform the **operations manager** or designee within five (5) calendar days of any drug conviction for violation of a state or federal drug statute if the violation occurred in the workplace.

A conviction means a finding of guilt, including a plea of nolo contendere, or the imposition of a sentence by a judge or jury in any federal or state court. Within ten (10) calendar days of receiving notice that one of its Employees funded under a federal grant or contract has been convicted for a violation of a state or federal drug statute occurring in the workplace, the Town must notify the appropriate federal granting or contracting agency.

Within thirty (30) days of receiving notice of any employee conviction, the **Board** will take appropriate disciplinary action up to and including dismissal or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by federal, state or local health, law enforcement or other appropriate agency.

~~This policy supersedes previous policy(s).~~ The Drug Free Workplace Policy must be visibly posted in all work locations and distributed annually to all employees. Each employee is expected to review this policy and understand it.

EDMOND TOWN HALL **WORKPLACE VIOLENCE POLICY**

The Edmond Town Hall Board of Managers is committed to providing its employees a reasonably safe and healthy working environment, free from intimidation, harassment, threats and or violent acts. The Board maintains a zero tolerance for workplace violence.

Workplace Violence is defined as any physical assault, threatening behavior or verbal abuse occurring in the workplace. The Workplace is defined as any location where an employee performs any work-related duty.

Warning signs, symptoms and risk factors may include the following: discussing weapons, displaying overt signs of extreme stress, resentment, hostility or anger, making threatening remarks, deterioration of performance, inappropriate irrational behavior, intimidating statements, lack of empathy, history of personal conflicts, strange behavior. Supervisors should be aware of these indicators.

Workplace violence or the threat of violence by or against any employee of the Edmond Town Hall Board of Managers or a member of the public in our workplace is unacceptable and will subject the perpetrator to serious disciplinary action up to and included discharge and/or criminal penalties.

No employee shall bring into the town workplace or into any location while performing duties as an employee of the Edmond Town Hall Board of Managers, any weapon or dangerous instrument as defined herein unless this is a requirement of their position. No employee shall use, attempt to use or threaten to use any such weapon or dangerous instrument in a town workplace or any site while performing duties as an employee of the town.

Weapons means firearm, including a BB gun, whether loaded or unloaded, any knife including switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon. Dangerous instrument means any instrument, article or substance that under the circumstances is capable of causing death or serious physical injury. All employees are advised that any weapon or dangerous instrument at the workplace will be confiscated and that there is no reasonable expectation of privacy with respect to such terms.

No employee shall cause or threaten to cause death or physical injury to any individual in the Edmond Town Hall or the Town of Newtown workplace. Violation of this policy shall subject the employee to immediate disciplinary action up to and including termination and possible criminal consequences.

Any employee who feels subjected to or witnesses violent, threatening, harassing, or intimidating behavior in the workplace shall immediately report the incident or statement to their Supervisor, the Operations Manager or Human Resources.

Any Department Head or Supervisor receiving such a report shall immediately contact the Chairman of the Board or Human Resources to evaluate, investigate and take appropriate action. All parties must cooperate fully when questioned regarding violations of this policy.

If appropriate the Newtown Department of Police Services shall be notified and the action will be fully prosecuted within the law. Non-employees engaged in violent acts on town property or against any Edmond Town Hall employee while serving in the capacity for the Edmond Town Hall Board of Managers will be reported to the Newtown Department of Police Services and fully prosecuted within the law.

The Operations Manager will monitor the effective implementation of this policy. Each Department must prominently post this policy and the Operations Manager and/or Supervisors must clearly communicate this policy to all Edmond Town Hall employees.

NOTICE

TO THE EMPLOYEES OF

Edmond Town Hall – Board of Managers

In accordance with §31-48d of the Connecticut General Statutes, this will serve as notice that this employer may engage in the following types of Electronic Monitoring of employees' activities or communications:

Telephone
Camera/Video (including hidden cameras)
Computer
Radio
Wire
Electromagnetic
Photoelectronic
Photo-optical
Other GPS

If you have any questions regarding this notice, contact Sheila Torres, Operations Manager for additional information.