
Policy: Personnel Policies and Procedures
Adopted by City Council: October 2022

All BPRYCS Department personnel adhere to the policies and procedures established by the Human Resources Department and codified in the *City of Bristol Personnel Policies and Procedures Manual*. The manual includes:

- Equal Employment Opportunities
- Affirmative Action Policy Statement
- Alcohol and Controlled Substances Policy
- Business Travel and Reimbursement
- Dress Standards
- Emergency Closings-Weather Conditions
- Employee Conduct
- Employment of Relatives
- Ethics and Conflict of Interest
- Hiring Procedure
- Information Systems Policy
- Media Relations
- No Smoking Policy
- Orientation
- Payroll Deduction
- Personal Property and Workplace Privacy
- Personnel Records
- Political Activities
- Punctuality and Attendance
- Safety and Health
- Telephone Policy
- Use of City Vehicles
- Work Rules
- Workplace Harassment, including Sexual Harassment
- Workplace Violence Policy
- Family and Medical Leave/Maternity Leave/Military Leave
- Employee Assistance Program
- Retirement Plans
- Workers' Compensation

Staff are also responsible for additional policies and procedures specific to work they may perform in department programs or facilities, codified in *Aquatics Division Manual* and *Summer Camp manual*.

(Source: *City of Bristol Personnel Policies and Procedures Manual* available at www.ci.bristol.ct.us.com).

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Superintendent unless there is a significantly compelling justification against the appointment.