



# **TOWN OF SUFFIELD**

## **BENEFITS POLICY FOR EXECUTIVE AND PROFESSIONAL EMPLOYEES**

### **Revision History**

Adopted November 1, 1997  
Revised January 7, 1998  
Revised August 16, 2000  
Revised November 7, 2001  
Revised January 14, 2005  
Revised July 20, 2005  
Revised as of September 1, 2007  
Revised September 26, 2011  
Revised October 1, 2025

**POSITIONS COVERED:**

ADMINISTRATIVE ASSISTANT TO THE BOARD OF SELECTMEN  
\*ASSESSOR  
ASSISTANT BUILDING OFFICIAL  
ASSISTANT DIRECTOR OF FINANCE  
\*BUILDING OFFICIAL  
\*CHIEF OF SERVICE, SVAA  
\*DIRECTOR OF COMMUNITY SERVICES  
\*DIRECTOR OF FINANCE  
\*DIRECTOR OF HUMAN RESOURCES  
\*DIRECTOR OF PLANNING & DEVELOPMENT/ENGINEERING LIASSON  
\*DIRECTOR OF PUBLIC WORKS  
EXECUTIVE ASSISTANT HUMAN RESOURCES  
FACILITIES SUPERVISOR  
\*FIRE CHIEF  
\*FIRE MARSHALL  
HIGHWAY FOREMAN  
LIBRARY ASSOCIATE DIRECTOR  
\*LIBRARY DIRECTOR  
PARAMEDIC  
POLICE CAPTAIN  
\*POLICE CHIEF  
WPCA ASSISTANT BUSINESS ADMINISTRATOR  
WPCA BUSINESS ADMINISTRATOR  
\*WPCA SUPERINTENDENT  
\*YOUTH SERVICES DIRECTOR

\*Department head level position

## **LEADERSHIP RESPONSIBILITY**

The Town Officer, Board, or Commission who has management responsibility to lead and evaluate the performance of the employees covered by this policy is listed below:

<b>POSITION</b>	<b>LEADERSHIP RESPONSIBILITY</b>
Administrative Assistant to the Selectmen	First Selectman
Assessor	First Selectman
Assistant Building Official	Building Official
Assistant Director of Finance	Director of Finance
Building Official	First Selectman
Chief of Service, SVAA	First Selectman & President, SVAA
Director of Community Services	First Selectman & Parks & Recreation Commission
Director of Finance	First Selectman & Board of Finance
Director of Human Resources	First Selectman
Director of Planning & Development/Engineering Liaison	First Selectman & Econ. Dev. Com.
Director of Public Works	First Selectman
Executive Assistant, Human Resources	Director of Human Resources
Facilities Supervisor	Director of Public Works
Fire Chief	First Selectman & Fire Commission
Fire Marshal	First Selectman
Highway Foreman	Director of Public Works
Library Associate Director	Library Director
Library Director	First Selectman & Library Commission
Paramedic	Chief of Service, SVAA
Police Captain	Police Chief
Police Chief	First Selectman & Police Commission
WPCA Assistant Business Administrator	WPCA Business Administrator
WPCA Business Administrator	WPCA Commission & WPCA Superintendent
WPCA Superintendent	First Selectman & WPCA Commission
Youth Services Director	First Selectman

## **JOB DESCRIPTIONS**

Each position covered by this statement of benefits shall have a written job description. Job descriptions may be updated and reissued in February of each year. Job descriptions shall be mutually developed between the incumbent employee and their leadership, subject to approval from the Human Resources Director.

## **EVALUATIONS**

The appropriate officer, board, or commission to include the First Selectman and Human Resources shall provide each employee in a position covered by this policy statement an annual written evaluation. Evaluations shall be based upon the written job description and any evaluation criteria that may be agreed upon and written in advance between the employee and the supervising authority. Evaluations shall include a space for an employee's written comments, which shall become part of the evaluation. Evaluations shall be retained in each employee's personnel record during the entire course of his/her employment. Written

evaluations, which will cover January to December of the prior year, shall be completed and entered into the personnel file in March of each year.

### **BENEFITS**

**\*NOTE:** This document states minimum and universal standards. Unless otherwise provided, the Town will continue to provide benefits in excess of the norm to incumbents who are currently receiving such benefits. To the extent permitted by law, the benefits policy will continue to be applicable to full-time elected Town Officials: First Selectman, Town Clerk, and Tax Collector.

### **HOLIDAYS**

The following days shall be paid holidays:

New Year's Day	Independence Day	Day After Thanksgiving
Martin L. King's Day	Labor Day	Christmas Eve
President's Day	Columbus Day	Christmas Day
Good Friday	Veterans Day	
Memorial Day	Thanksgiving Day	

Whenever any of the holidays mentioned earlier falls on a Saturday or Sunday, the preceding Friday or following Monday, respectively, shall be a holiday. If a designated holiday occurs while an employee is on vacation leave, no charge for the holiday will be made against vacation leave. If a person is required to work on a holiday, they may take another day off in lieu of the holiday.

### **VACATIONS**

Vacation leave may be taken within each anniversary year according to the following schedule:

<b>LENGTH OF SERVICE</b>	<b>LENGTH OF VACATION</b>
After completion of six (6) months but less than one (1) year	Five (5) days
One (1) year to four (4) years	Fifteen (15) days
After completion of five (5) years or more	Twenty (20) days

The anniversary date of an employee's full-time date of hire shall be used as the measure to determine eligibility for length of service. Subject to the approval of the First Selectman, newly hired Department Heads may be granted up to four weeks' vacation.

Consistent with work schedules and appropriate backup, vacation days may be taken a single day at a time or in multiple days. An employee may carry over a maximum of 10 days of vacation leave to the next anniversary year, provided their request is approved by management. Vacation not carried over as indicated above is forfeited.

Employees who separate from the Town are in good standing and, with proper notice, will receive their available vacation bank at the time of separation.

## **PERSONAL & BEREAVEMENT LEAVE**

Sometimes people must work outside regular office hours, days, and more than 40 hours per week. They are entitled to reasonable paid time off for personal leave, including bereavement. When greater than two hours is requested, they should receive prior approval from the designated authority and/or the First Selectman.

## **MILEAGE**

Employees shall be reimbursed for job-related use of their personal vehicles, including tolls and parking fees, at the approved IRS mileage rate.

## **JURY DUTY**

An employee called for jury duty shall receive the necessary leave to fulfill the legal obligations without charge to their personal benefit time. Provided he/she furnishes necessary documentation, the employee shall receive their normal pay during such absence, less the amount received for jury fees.

## **FAMILY MEDICAL AND MATERNITY LEAVE**

Employees are entitled to leave in accordance with the applicable state and federal laws.

## **LEAVE OF ABSENCE**

Employees may request a leave of absence from their employment, which shall be subject to review and approval by the designated authority. A leave of absence of 30 days or less will not create any lapse in the insurance covering the employee or their dependents, or any break in the employee's seniority for pension benefits. The employee is responsible for making the normal contributions to the pension plan during their leave of absence, as well as medical, vision, and dental premiums for leaves in excess of 30 days. Holidays shall not be accrued while an employee is on a leave of absence.

## **MILITARY LEAVE**

Military leave will be granted to employees when they are required to serve on active duty for a period not to exceed 2 weeks per fiscal year. During this period, the Town will pay the employee the difference between their regular pay and the military pay received. Military leave shall not cause any lapse in credited service or insurance. The Town complies with all aspects of the Uniformed Services Employment and Reemployment Rights Act.

## **OVERTIME - EXEMPT EMPLOYEES**

The Department Heads or other exempt employees covered by this agreement are exempt from overtime, and compensation for their position is their annual salary.

## **OVERTIME - NON-EXEMPT EMPLOYEES**

Non-exempt employees shall be paid at the straight time rate for all hours worked in excess of their regularly scheduled hours up to forty (40) in a workweek. In accordance with the Fair

Labor Standards Act, all non-exempt employees shall be paid time and one-half the straight time rate for all hours worked in excess of forty (40) hours in a work week.

Overtime is computed on the basis of hours worked in the payroll week; pay for time not worked, such as vacation, sick leave, or personal, will not be counted as overtime.

All overtime for non-exempt employees must be approved by their department heads before overtime work will be allowed.

Pursuant to Conn. Gen. Stat. Section 7-460c, a municipality may agree with employees to provide overtime compensation in the form of compensatory time, in lieu of overtime pay at a rate not less than one and one-half hours of compensatory time for each hour worked in excess of the maximum work week of such employees.

### **PENSION**

The Pension Plan for employees who were hired on or before June 30, 2007, of the Town of Suffield shall cover the positions specified in this statement. The Retirement Commission has the responsibility for managing the Pension Plan. A copy of the Pension Plan and an annual statement of their contributions and pension benefits shall be furnished to each employee.

### **DEFERRED COMPENSATION & MATCHING CONTRIBUTIONS**

For pension-eligible employees, the Town of Suffield Deferred Compensation Plan is available to employees who occupy the positions specified in this statement. The Town shall provide a fifty percent (50%) match of employee contributions. The Town's contributions shall be capped at a calendar year maximum of two percent (2%) of the employee's gross annual income. No Town employee shall receive a match if he/she is a participant in a Town Pension Plan that has a multiplier of over 2%.

### **DEFINED CONTRIBUTION PLAN (457b)**

Employees hired on or after July 1, 2007, will not be eligible for the pension plan described above. Instead, as a condition of employment, such employees will participate in the defined contribution retirement plan sponsored by the Town of Suffield. The employee will make a mandatory minimum contribution of 5.25% of Monthly Earnings. The Town will make a 100% matching employer contribution of up to 7.0% of Monthly Earnings. As of January 1, 2026, the Town will make a 100% matching employer contribution of up to 8% of Monthly Earnings per year. As of January 1, 2027, the Town will make a 100% matching employer contribution of up to 9% of Monthly Earnings per year.

### **PERSONNEL FILES**

The Human Resources Department shall maintain a personnel file for each employee. Personnel files shall be maintained securely and provide the appropriate confidentiality and separation of medical records as required by law.

Anonymous complaints shall not be placed in an employee's personnel file. No signed complaint(s) may be placed in an employee's personnel file until they have been investigated by the designated authority and verified for accuracy. Such an investigation shall include a

consultation with the employee, who shall be allowed to attach to the complaint a written statement regarding the complaint.

Any evaluation or written statement of criticism placed in an employee's file shall include the employee's written comments regarding the material, and such notation shall become a permanent part of the original document.

Employees shall have the right to review and make copies of any material contained within their personnel files, upon reasonable notice and during the normal Town Hall business hours.

### **DEATH DURING EMPLOYMENT**

If an employee covered by this agreement dies while employed by the Town of Suffield, the Town shall pay to the employee's beneficiaries or estate, all the compensation which would have been due the employee from their pension, any unused vacation time, or unpaid wages.

### **JOB-RELATED INJURY/SICKNESS**

If an employee is absent from work due to an injury or illness arising out of and in the course of their employment, they shall be paid their full salary, less the amount of any workers compensation wage reimbursement for temporary disability, for the period of one (1) full year or until the employee returns to work or terminates employment, whichever is shorter.

### **SICK LEAVE**

In accordance with the Connecticut Paid Sick Leave Act and applicable laws, sick leave may be used for the actual illness, injury, or health condition of the employee, or for preventive medical care. Sick leave may also be used to care for a spouse, child, or parent with a related condition, or in certain situations involving domestic violence or sexual assault, as outlined in the Act.

Each full-time employee shall be eligible for up to ten (10) paid sick days per year, beginning on their full-time date of hire. Sick leave is non-cumulative and does not carry over from year to year. Unused sick leave is not payable upon separation from employment.

The designated authority shall maintain accurate records of sick leave usage. The Town reserves the right to request reasonable medical documentation to support the use of sick leave in excess of 40 hours. In the absence of such documentation, the designated authority may deny sick leave pay.

At the discretion of the First Selectman, additional sick leave beyond the annual allotment may be granted based on extenuating circumstances.

An employee out of work on extended sick leave shall be protected in their position for one (1) year. The Town of Suffield will make a reasonable effort to find a substitute position for an employee who returns to work after their position has been filled.

### **SHORT-TERM/LONG-TERM DISABILITY**

Effective July 1, 1995, employees shall be covered by a Short-Term Disability (STD) and Long-Term Disability (LTD) Plan, which shall be administered by the Town and paid for by employees. Each employee shall be compensated a gross monthly dollar amount, which

amount shall be equal to the gross dollar amount of his portion of the monthly premium for his coverage under this section. Since that gross dollar amount is subject to State/Federal withholding, any difference needed to pay the full premium amount shall be deducted from the remaining portion of the employee's paycheck. Payment is made through the Town on behalf of the employee and reported on the W-2 as earnings.

STD benefits shall be payable on the first day of a non-job-related injury or on the eighth calendar day after the onset of illness, whichever is applicable. Upon request of the designated authority, verification of such injury or illness shall be provided (in connection with sick pay or disability insurance benefits).

STD benefits shall continue for up to twenty-six (26) weeks for each separate occurrence of illness or injury per fiscal year. STD benefits shall consist of sixty percent (60%) of the employee's regular weekly pay to a maximum of \$1500.00. All benefits are subject to the terms and conditions listed in the STD certificate of insurance manual.

STD benefits shall be supplemented by up to one hundred dollars (\$100) per week, so long as the total of the STD benefits and the one hundred dollars (\$100) does not exceed the employee's regular net weekly pay.

LTD benefits shall become payable if disability continues beyond twenty-six (26) weeks (at which point STD benefits shall cease). LTD benefits shall consist of sixty percent (60%) of the employees' regular weekly wage. LTD benefits shall continue up until the date of eligibility for social security retirement benefits, or until the employee's normal retirement date (or early retirement date, if the employee elects an early retirement) under the pension plan, or until the employee receives a disability retirement under the Pension Plan, or until disallowed by the LTD policy, whichever occurs sooner.

It is agreed that STD and LTD benefits shall be payable and administered in accordance with the insurance carrier's policy.

Employees shall receive credited service for pension plan purposes for any period of time in which they receive STD benefits, so long as they continue to make their pension contributions during such period.

It is understood that once an employee satisfies the eligibility for benefit requirements under the Pension Plan or the LTD policy, benefits may be payable in accordance with said plan or policy, regardless of whether actual employment is terminated.

The Town shall make reasonable efforts to encourage the Short-Term Disability/Long-Term Disability insurance carrier to provide payment within two weeks. Both parties acknowledge that the payment schedule is subject to carrier approval and the cooperation of the attending physician.

## **LIFE INSURANCE**

The Town shall, at no cost to the employee, provide a fifty thousand dollars (\$50,000.) group term life insurance policy with a standard accidental death and dismemberment rider.

January 1, 2026 – The town shall, at no cost to the employee provide a one hundred thousand dollars (\$100,000.) group term life insurance policy with a standard accidental death and

dismemberment rider. Premiums for coverage exceeding fifty thousand dollars (\$50,000.) will be included on the employee's W-2 as income.

## **HEALTH INSURANCE**

The Town shall provide full-time employees and their dependents with group medical and dental insurance equivalent to the minimum insurance benefits provided to union-represented employees.

Employees shall pay the following percentages toward the insurance premium costs:

### **MEDICAL**

July 1, 2025

Sixteen percent (16%)

July 1, 2026

Individual - Seventeen percent (17%)

Two Person - Seventeen and one half percent (17.5%)

Family - Eighteen percent (18%)

### **DENTAL**

July 1, 2025 – Twenty percent (20%)

July 1, 2026 – Twenty-one percent (21%)

### **HEALTH SAVINGS ACCOUNT (HSA) – EMPLOYER CONTRIBUTION**

July 1, 2025 – Thirty-five percent (35%)

July 1, 2026 - Thirty-five percent (35%)

The current medical plan is outlined below:

### **HOSPITAL AND MEDICAL:**

All employees shall participate in the High Deductible Health Plan (HDHP) with a Health Savings Account (HSA). The features of this plan include:

#### **High Deductible Health Plan – HSA10**

##### **In-Network**

*\$2000/\$4000 Deductible*

*Combined in and Out of Network*

*Non-Imbedded Deductible*

*100% co-ins, after deductible*

*\$4,000/\$8000 out-of-pocket max*

*\$0 Wellness, deductible waived*

**Out-of-Network:**

\$2,000/\$4000 Deductible  
80%/20% Co-ins, after deductible  
\$4000/\$8000 Out of Pocket Max

**In Network Prescription Benefits:**

RX \$5/\$30/\$45, co-pay, after deductible  
Mail Order \$5/\$60/\$90 Unlimited

**HSA Fund Deposit**

35% of the deductible is employer-paid

**Benefits Management**

Health Matters Care Management Preferred  
ASH Medical Management (*becomes effective once all unions have approved*)  
Accredo Specialty Pharmacy coverage

**Benefits Management Effective 7/1/2026**

Standard Formulary RX  
Preventative Generic RX enhanced coverage  
Essential Protection (Prior Authorization, Quantity Limits, and Step Therapy)  
Pathwell Specialty  
Health Matters Care Management Preferred  
ASH Medical Management (*becomes effective once all unions have approved*)  
Accredo Specialty Pharmacy coverage

**HEALTH SAVING ACCOUNT (HSA):**

The Town's portion of the deductible shall be deposited into the employee HSA accounts each year, with one-half (1/2) being deposited on the 1<sup>st</sup> pay period after July 1 and one-half (1/2) being deposited on the 1<sup>st</sup> pay period after January 1. In the event an employee separates from employment, the Town's portion of the deductible shall be prorated and refunded by the employee.

The Town will pay all fees related to initial account setup as well as maintenance fees for basic online statement and services. Any additional bank-generated fees for voluntarily selected items, such as a lost card or a paper statement, shall be paid by the employee.

The Town will provide a wage deduction plan for each employee's contributions to the HSA account. The insurance deductions will be on a pre-tax basis in accordance with Section 125 of the IRS Code. Participating in this HSA funding plan shall be voluntary.

The parties acknowledge that the Town's contribution toward the funding of the HSA is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for actively employed Executives and Professionals. The Town shall have no obligation to fund any portion of the HDHP deductible for retirees or other individuals upon their separation from employment.

**DENTAL OPTIONS:**

**DPPO2 PLAN**

Flex Dental \$1000 annual maximum  
Orthodontia \$1000 per lifetime maximum, Dependent Children (max limit age 23)  
Deductible \$50 Individual/\$150 family (waived for preventative care)

**DPPO4 PLAN**

Flex Dental \$1500 annual maximum  
Orthodontia \$1000 per lifetime maximum, Dependent Children (max limit age 26)  
Deductible \$50 Individual/\$150 family (waived for preventative care)  
This plan also covers general anesthesia and sealants, which are excluded from the DPPO2 plan.

**CHANGE OF CARRIER/FUNDING ARRANGEMENTS**

The Town shall have the right to change insurance carriers and/or self-insure, in whole or in part, in order to provide the insurance coverage, set forth above, provided that the plan(s) which result(s) from change in carriers and/or self- insurance are substantially equivalent to the plan(s) described above, in terms of coverage, benefits, and administration when viewed as a whole.

**SERVICE INCENTIVE**

In recognition of long-term and dedicated service to the Town of Suffield, Executive and Professional employees who have completed twenty (20) or more years of service will receive an annual Service Incentive of five hundred dollars (\$500.00), in addition to their regular salary. The Service Incentive will be paid on the employee's fulltime anniversary date. The total cumulative payment shall not exceed five thousand (\$5000.00).

**RETIREMENT INSURANCE BENEFIT**

The Town shall provide medical and dental retiree insurance for the retiree and his/her legally married spouse at the time of retirement only as provided below:

For those employees hired before June 30, 2007, who have ten (10) or more years of service, a year is a twelve-month (12) period starting with the first month of employment and retire, the Town shall pay a portion of the medical insurance premium cost (Medicare supplement after age 65) for themselves and his/her spouse according to the following schedule:

<b><u>Years of Service at Retirement</u></b>	<b><u>Premium Paid</u></b>
10 – 15	50%
15 – 20	75%
20 –25	85%
Over 25	100%

Employees hired on or after July 1, 2007, who have reached 21 years of accredited service and are age 55 may be carried on such policies if the retiree pays the full cost of the Town's monthly allocation rate for such coverage.

For any employees retiring after December 31, 2011, retiree health and dental insurance shall be subject to the same level of coverage and benefits as available to current employees, as may be amended from time to time by the Board of Selectmen, except that in the case of HSA plans, the Town agrees to fund the retiree's deductible at 35% during the period of retirement until the age of 65.

Approved by First Selectman, Colin Moll: \_\_\_\_\_ Date: 10/1/2025