



MEMORANDUM

TO: SECOG Council Members
FROM: Amanda Kennedy, Executive Director
DATE: September 9, 2026
SUBJECT: Proposed Revisions to Personnel Policies

I have proposed changes to SECOG's personnel policies and reviewed them with the Executive Committee, who recommend approval. While SECOG's bylaws do not require Board approval of policy changes, it has been our custom to present them for approval. The last update was adopted in January 2025, and revised multiple sections to comply with new requirements and clarify or confirm policies. This proposed amendment would address benefits for part-time workers and expand options for remote work.

- Remote Work Policy (II-5):
 - SECOG's current remote work policy, amended in 2025, allows the Executive Director to approve remote work one day per week. That amendment standardized the process and expectations for remote work. I request an update to expand remote work to two days per week for employees who can perform their full range of duties remotely and can demonstrate that working remotely will not impair their efficiency and productivity. Employees working remotely are expected to adhere to standard business hours and to be available by phone/email to colleagues and outside contacts. The policy also standardizes a Monday & Friday schedule for remote work.
 - These changes allow SECOG to remain competitive with other COGs and state agencies in attracting talent and retain staff who may have longer commutes. It also standardizes when staff are available to colleagues in person. Of the nine COGS, three have unspecified policies, and four allow two or more remote workdays per week. The proposed language also expands expectations for performance, conditions for approval, and logistical details.
- Part-Time Benefits
 - III-1: Awards holiday pay to part-time employees when a holiday falls on a regularly scheduled workday.
 - IV-2: Awards sick time to part-time employees in compliance with Connecticut's Paid Sick Leave Law.

5. Working Hours/Place of Work

The working week shall be Monday through Friday ~~and employees shall typically work at SECOG's offices.~~ The work day shall consist of seven (7) hours of labor, not including evening meetings. Employees shall typically begin work at any time between 7:30 a.m. and 9:30 a.m. and may cease work upon completion of seven (7) hours of labor between the hours of 3:30 p.m. and 5:30 p.m. Employees shall take a lunch period of from thirty (30) to ninety (90) minutes, provided that seven (7) hours are worked each day. The Executive Director may approve alternative work schedules.

The Executive Director may approve remote work (telework), typically up to ~~one two~~ days per week (on Mondays and Fridays). ~~Telework does not change the nature of an employee's work, the hours the employee is expected to be working, the employee's official duty station, or the employee's obligation to comply with laws, regulations, and state and agency policies.~~ Employees teleworking remotely are expected to work during typical working hours ~~unless otherwise approved by the Executive Director,~~ and to be available for and responsive to work-related telephone calls, emails and other intra-staff and outside communications. Teleworking employees are subject to the same rules for using sick leave, vacation, personal leave and other leave. If the teleworking employee is unable to work any portion of his/her teleworking day, the employee will be required to use applicable personal leave, earned compensatory time, or accrued vacation or sick leave (as applicable) for the hours not worked. No employee shall engage in outside employment during scheduled hours.

Teleworkers must have sufficient internet access at the remote location. There is no expectation of reimbursement for this service. Teleworking employees should minimize the use of non-SECOG equipment to access SECOG systems and follow provided guidelines for the use of SECOG equipment and protection of data. An employee working remotely must notify his/her supervisor immediately of any situations that interfere with their ability to perform their job, including equipment malfunction; loss of power at the telework location, etc. Chronic connectivity issues may be a basis for revoking telework approvals.

Employees shall not work remotely without the approval of the Executive Director. Requests to telework will be denied if the employee is unable to perform the full range of the duties needing to be performed during the telework period, including any supervisory duties, and to protect any confidential information while teleworking. Applications may also be denied if there is an objective basis to conclude that allowing the employee to telework will impair the efficiency and productivity of the employee or the work group.

6. Time Reporting

Employees shall maintain a record of time worked and submit this record at the close of each

Commented [AK1]: Of the 8 other COGS,
1 is 4/1
2 are 3/2
1 is 50/50
1 is ½
3 are by special permission of supervisor

4/1: (2)
SECOG, SCRCOG

3/2 (2)
NVCOG, NHCOG

50/50 (1)
CRCOG

2/3 (1)
WESTCOG: In Office 2 days / WFH 3 days

No general policy, determined between
Employee/Supervisor (3)
RiverCOG, MetroCOG, NECCOG

Commented [AK2]: This language was adapted from
State of Connecticut's telework agreement

When one of the foregoing holidays falls on a Sunday, it shall be observed on the following Monday, and when one of the foregoing holidays falls on a Saturday, it shall be observed on the preceding Friday. In addition to the above holidays, each employee shall be entitled to one (1) unspecified holiday per calendar year.

Full-time employees shall be entitled to the above paid holidays. Part-time retired employees shall be entitled to the above paid holidays when they fall on a day they were regularly scheduled to work. Other part-time employees shall ~~not~~ be entitled to holidays with pay if the holiday falls on a regularly scheduled workday.

Commented [AK3]: For Niko, giving him holiday pay like a PT Retired

2. Vacation With Pay

Full-time employees shall be entitled to the following regular paid vacation during each year of employment: 1st year, ten days; 2nd year, eleven days; 3rd year, twelve days; 4th year, thirteen days; 5th year, fifteen days; 6th year, sixteen days; 7th year, seventeen days; 8th year, eighteen days; 9th year, nineteen days; 10th year or longer, twenty days. Vacation shall accrue on a monthly basis.

Part-time retired employees shall be entitled to earn vacation on a pro rata basis. Other part-time employees shall not be entitled to vacation with pay.

Unused vacation may be carried from year-to-year up to a maximum earned total of twenty (20) days. An additional five (5) days of accrued vacation may be carried into the next fiscal year, providing that any vacation over and above 20 days as of June 30th be used before January 1st of the next year and that 20 days remains the maximum amount of accrued vacation that an employee will be compensated for upon leaving the agency's employ.

The dates of all vacations are to be approved by the Executive Director. Unless specifically authorized by vote of the Executive Committee, the Executive Director shall not approve the use of paid vacation in excess of an employee's accrued vacation.

Upon termination, employees shall be compensated for accrued vacation, up to a maximum of 20 days.

3. Compensatory Time Off

Part-time and Full-time, exempt staff shall be compensated for participation in meetings after regular working hours on a matching time-off basis (calculated in half-hour increments) up to a maximum of three (3) hours per meeting. Non-exempt, full-time staff shall be compensated for all overtime on a matching time-off basis for all hours over 35 and up to 40 hours in one week. After 40 hours per week non-professional staff shall be paid for overtime in accordance with applicable federal and state labor laws. Full-time non-exempt staff shall receive approval for

Up to three (3) days paid leave may be granted by the Executive Director to full-time employees who have had a death in their immediate family. Immediate family shall mean parent, spouse, child, sibling, parent-in-law, grandparent and grandchild. Bereavement leave may be approved for other than immediate family by the Executive Director.

2. Sick Leave with Pay

Paid sick leave for full-time employees shall accrue at the rate of one (1) day per month, and during the first year of an individual's employment, the Executive Director shall have the discretion to provide advance credit of up to six days of sick leave. Part-time employees and part-time retired employees shall be entitled to sick leave on a pro rata basis, and will be awarded and used in compliance with these policies and Connecticut's Paid Sick Leave Law. Accrued sick leave may be carried from year-to-year up to a maximum total of 120 days. A doctor's certificate may be required for four (4) or more consecutive days of sick leave or at the discretion of the Executive Director.

Commented [AK4]: Update in accordance with CT Paid Sick Leave

Commented [AK4R2]: Updated

During an absence due to illness or injury, it is the responsibility of an employee to communicate directly with the Executive Director at the onset of the absence. Failure to notify the Executive Director within at least three (3) days will be interpreted as absence without leave and pay. During a prolonged absence due to illness or injury, the Director shall determine the frequency with which the employee shall periodically report their status and anticipated return to work. In the event that an employee is unable to communicate with the Executive Director, due to the nature of the illness or injury, it is the employee's responsibility to assure that someone else contacts the Executive Director regarding the absence.

At the discretion of the Executive Director, up to ten (10) days of paid sick leave may be used in any one (1) year to care for ailing members of immediate families to the extent that the employee has accrued sufficient sick leave, with the condition that there is documentation to affirm the condition of the family member(s) requiring such care. The Executive Director may also permit employees to use up to three days of paid sick leave to supplement leave authorized for a death in the employee's family. Immediate family shall mean parent, spouse, child, sibling, parent-in-law, grandparent and grandchild.

Any absence in excess of accrued sick leave shall be without pay, except that unused vacation may be used as sick leave and that the Executive Committee may make additional exceptions. Additional sick leave granted by the Executive Committee shall not exceed 70 hours for any employee in any fiscal year.

Employees leaving the Council's staff after ten (10) years of continuous service shall be paid for one-half (1/2) of their accrued sick leave, up to a maximum of sixty (60) accumulated sick days. Upon the death of an employee having ten (10) years of continuous service, the employee's designated beneficiary shall be paid for one-half (1/2) of their accrued sick leave, up to a maximum of sixty (60) accumulated sick days.