

# Avenues for Reporting Concerns

# Discrimination & Retaliation Issues

- Source: [Employee Handbook](#)
- Purposes:
  - Affirm the Authority's commitment to equal employment opportunities and opposition to discrimination, harassment, and retaliation;
  - Describe conduct that constitutes impermissible discrimination, harassment or retaliation; and
  - Provide a mechanism for reporting complaints
- Reports of harassment, discrimination, or retaliation may be brought to any one of the following people:
  - a supervisor or manager; the CEO; the Chairperson of the Board of Directors; the DAS Equal Employment Opportunity representative assigned to the CT Paid Leave Authority; or the DAS Human Resources representative assigned to the CT Paid Leave Authority

# Ethics Issues:

- Source: [CT Paid Leave Ethics Policy](#)
- Purposes:
  - Provide guidance to the Authority members in determining what conduct is prohibited so that it may be avoided; and
  - Supplement the Connecticut Code of Ethics for Public Officials (Code) and other applicable provisions of the Connecticut General Statutes, including the guide published by the Office of State Ethics (OSE).
- Questions/Concerns may be brought to the Chief Executive Officer, the Authority's Ethics Liaison, their supervisor or manager, or the OSE.

# Open Door policy

- Source: [Employee Handbook](#)

“The CT Paid Leave Authority encourages an open channel of communication between you and the Chief Executive Officer (“CEO”) should a problem, concern, question or complaint arise about any aspect of your employment relationship with the Authority.

If the CEO is unavailable, unable to assist you, or you feel that he/she cannot address or has not addressed your concern, you should speak with the DAS Human Resources representative assigned to the Authority.

This includes any issues such as harassment, discrimination, wage payment or compensation, policy violations, unfair treatment, safety issues, etc. This is a voluntary process that encourages you to raise issues without fear of adverse consequences. The bottom line is – Talk to Us! We are here to help but we cannot help if we do not know that there is an issue.”

# Potential Additions

- Include an explicit process for reporting potential 4-33a violations in the Handbook?

“All... quasi-public agencies... shall promptly notify the Auditors of Public Accounts and the Comptroller of any (1) unauthorized, illegal, irregular or unsafe handling or expenditure of state or quasi-public agency funds, (2) breakdowns in the safekeeping of any other resources of the state or quasi-public agencies, (3) breach of security [re computerized data containing personal information] or (4) contemplated action to commit one of the acts listed in subdivisions (1) to (3), inclusive, of this section within their knowledge.....” C.G.S. 4-33a
- Include a link to the Auditors of Public Accounts website in the Handbook?
- Add a designated Board member to the Open Door policy?
- Others?