

TOWN OF DUANESBURG

EMPLOYEE HANDBOOK

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100 INTRODUCTION

101 Purpose of Handbook

The purpose of this Handbook is to communicate the policies and practices of the Town of Duaneburg (the "Town") relating to employee benefits, job classifications, rules and regulations, pay policies and personnel practices. We believe that it is important for our employees to fully understand the contents of this Handbook as it relates to each employee's job duties and responsibilities. If you have questions regarding any topic covered in this Handbook, please contact the Town Supervisor.

102 Changes or Modifications to Handbook

The Town reserves the right to interpret, change, delete or modify any policy, benefit or provision in this Handbook at any time and for any reason, without prior notice, except as otherwise required by applicable law. Any such action shall apply to existing as well as future employees.

If, at any time, the Town fails to enforce any policy set forth in this Handbook, such failure shall not affect the Town's ability to enforce that policy at a later date. If any provision of this Handbook is inconsistent with applicable law, including but not limited to New York State Civil Service Law, or collective bargaining agreement, such provision shall be deemed modified to the minimum extent possible to bring it into compliance with such applicable law or agreement.

This Handbook supersedes any and all previous Handbooks and any other Town policies, whether written or oral, concerning the topics covered in this Handbook.

The employee benefits, personnel policies, Town procedures and rules of this Handbook will remain in effect until changed by the Town Board.

200 EMPLOYMENT RELATIONSHIP

201 Employment with the Town

The Town complies with all applicable federal, state and local laws, rules and regulations, including but not limited to the Schenectady County Civil Service Rules, throughout the employee selection and appointment process.

202 Performance Evaluation

Performance evaluations are conducted to provide employees with the opportunity to discuss matters relevant to job performance in an honest and open forum. Ordinarily, the Town Supervisor, or his/her designee will meet with each employee to discuss job performance and provide a performance evaluation on an annual basis.

203 Changes in Status

Employees are responsible for keeping the personal information in their personnel file up to date. Change of name, address, telephone number, personal status, information concerning dependents,

beneficiary designations and individuals to notify in case of emergency are very important for insurance, tax and safety purposes and must be reported immediately. Employees should notify the Town within one week when changes occur in any of these or other related matters.

The Town will not be responsible for any errors that may occur from failure to update this information.

204 Separation from Employment

1. Requested Notice

Employees who voluntarily resign from their positions with the Town are asked to file a written resignation at least two weeks prior to the date on which the resignation is to go into effect.

Final paychecks for separated employees are issued on the next scheduled pay date and are mailed to separated employees, unless otherwise requested.

2. Layoff and Recall

In the event the Town must reduce its work force, to the extent practicable, seniority is one factor that that the Town may consider when implementing any such reductions in force.

In the event of a recall, the Town will attempt to recall employees back to work in reverse order from which they were laid off. Former employees will be given written notice of any such recall via registered mail to their last known address. The written notice will advise the former employee the date by which the individual must notice the Town of his/her intent to return to work and the date by which s/he must return to the workplace. If an individual fails to meet these established dates, s/he will be deemed to have voluntarily resign from his/her employment with the Town and will lose all seniority and any other right to employment.

For purposes of this Section, "seniority" shall mean the full length of continuous employment with the Town from the employee's last date of hire. Seniority shall be used, in conjunction with other criteria, in determining layoffs, promotions, and vacation schedules. An employee will lose his/her seniority if the employee: resigns; is terminated; or engages in other employment during a leave of absence without prior approval by the Town.

3. Return of Town Property

All Town property, including office keys, computers, mobile phones, and all their associated accessories, vehicles, tools, uniforms and any other Town property must be returned upon separation from employment.

300 FAIR EMPLOYMENT

301 Equal Employment Opportunity

The Town is committed to and fully supports the principle of Equal Employment Opportunity. It is the Town's policy that an individual's race, color, sex, national origin, ethnicity, military or veteran status, mental or physical disability, marital status, sexual orientation, genetic information/predisposition or carrier status, age, religion, creed, domestic violence victim status, and any other classification protected by federal, state or local law is not and will not be considered in any decision regarding recruiting, hiring, training, promotion, transfer, lay off, termination, classification, compensation, benefits, or other employment action.

All employees are responsible for supporting the concept of equal employment opportunity and diversity and assisting the Town in meeting its objectives. The Town is committed to providing a working environment in which its employees are treated with courtesy, respect and dignity.

302 Anti-Discrimination / Anti-Harassment

Introduction

The Town is committed to maintaining a workplace free from illegal discrimination or harassment. This policy is one component of the Town's commitment to a discrimination-free work environment. All employees have a legal right to a workplace free from unlawful discrimination and harassment, and employees are urged to report unlawful discrimination and harassment by filing a complaint internally with the Town. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

This policy applies to all employees, applicants for employment, interns (whether paid or unpaid), and certain other non-employee personnel conducting business, regardless of immigration status, with the Town, and all must follow and uphold this policy. This policy will be provided to employees upon hiring and will be posted prominently in the workplace.

Unlawful Discrimination and Harassment Prohibited

The Town prohibits all forms of unlawful discrimination by anyone in the workplace (including supervisors, coworkers, consultants, vendors, patrons, and other non-employees¹) based on any protected classification, including: race, color, sex, national origin, ethnicity, military or veteran status, mental or physical disability, marital status, sexual orientation, genetic information/predisposition or carrier status, age, religion, creed, domestic violence victim status, and any other classification protected by federal, state, and local law. Any employee or individual covered by this policy who engages in unlawful discrimination, harassment (including sexual harassment), or

¹ A non-employee is someone who is (or is employed by) a contractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).

What Is Harassment Generally?

Unlawful harassment is a form of unlawful discrimination. Unlawful harassment includes, but is not limited to, unwelcome or inappropriate verbal, physical, or other communication or conduct that denigrates or shows hostility or aversion to an individual and/or group and:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or
- Has the purpose or effect of unreasonably interfering with the individual's work performance.

Unlawful harassment may include, but is not limited to: jokes, epithets, slurs, negative stereotyping; threatening, intimidating, or hostile acts; or written or graphic material including email that denigrates or shows hostility or aversion toward an individual or group on the basis of a protected characteristic.

What Is "Sexual Harassment"?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender.

Sexual harassment is offensive, a violation of the Town's policies, and unlawful; it may subject the Town to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment need not be severe or pervasive to be unlawful, and can be any harassing conduct that consists of more than petty slights or trivial inconveniences. Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal

or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee, applicant for employment, intern, or non-employee working in the workplace who feels harassed should report the concern so that any violation of this Policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of Sexual Harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another individual's body or poking another individual's body;
 - Rape, sexual battery, molestation, or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender, such as:
 - Interfering with, destroying, or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name calling.

Who Can Be a Target of Sexual Harassment?

Sexual harassment can occur between individuals regardless of their sex or gender. New York law prohibiting sexual harassment protects all employees, applicants for employment, interns (whether paid or unpaid), contractors, and other non-employee personnel conducting business, regardless of immigration status, with the Town. Harassers can be a superior, a subordinate, a coworker, or anyone in the workplace including an independent contractor, contract worker, vendor, patron, officer of the board, or visitor.

Where Can Sexual Harassment Occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices, or during non-work hours.

Retaliation Prohibited

No person covered by this policy shall be subject to adverse action because he or she reports an incident of discrimination or harassment, provides information, or otherwise assists in any investigation or a discrimination or harassment complaint. The Town will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected discrimination or harassment. Any employee of the Town who retaliates against anyone involved in a discrimination or harassment investigation will be subjected to disciplinary action, up to and including termination. All employees or others who are covered by this policy who believe they have been subjected to such retaliation should inform the Town Supervisor or an officer of the Town Board and may also seek relief in other forums, as explained below.

Under New York State law, an individual is protected from retaliation if that individual engages in "protected activity." Protected activity occurs when a person has:

- Made a report of discrimination or harassment, either internally or with any anti-discrimination agency;
- Testified or assisted in a proceeding involving discrimination or harassment under the Human Rights Law or other anti-discrimination law;
- Opposed discrimination or harassment by making a verbal or informal complaint to management, or by simply informing a supervisor of harassment;
- Reported that another employee has been the target of discrimination or harassment; or
- Encouraged a fellow employee to report discrimination or harassment.

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a claim of unlawful discrimination or harassment. Adverse action need not be job-related or occur in the workplace to constitute unlawful harassment (e.g., threats of physical violence outside of work hours).

Even if the alleged discrimination or harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of discrimination, including harassment. Individuals who knowingly bring false charges of discrimination, including any form of harassment, against another Town employee or other individual in the workplace shall be subjected to disciplinary action, up to and including termination.

Reporting Discrimination and Harassment

Preventing discrimination, including harassment, is everyone's responsibility. The Town cannot prevent or remedy discrimination or harassment unless it is aware of it. Any employee or other individual covered by this policy who has been subjected to behavior that may constitute discrimination or harassment is encouraged to report such behavior to a department head, the Town Supervisor, or an officer of the Town Board. Anyone who witnesses or becomes aware of potential instances of discrimination or harassment has a responsibility to promptly report such behavior to a supervisor, the Town Supervisor or an officer of the Town Board.

Reports made under this Policy may be made formally or informally and can be made orally or in writing. Employees are not required to report within their chain of command. Individuals are encouraged to report incidents of discrimination and harassment, including sexual harassment, using the Complaint Form provided as Appendix A at the end of this Employee Handbook.

All employees, including supervisors, who receive a complaint or information about suspected discrimination or harassment, observe what may be discriminatory or harassing behavior, or for any reason suspect that discrimination or harassment is occurring, **are required** to immediately report all formal and informal complaints to the Town Supervisor or an officer of the Town Board. In addition to being subject to discipline if they engage in discriminatory or harassing behavior themselves, supervisors will be subject to discipline for failing to report suspected discrimination or harassment or otherwise knowingly allowing discrimination or harassment to continue.

Supervisors will also be subject to discipline for engaging in any retaliation.

Investigation Procedure

All reports or information about discrimination or harassment will be investigated, whether that information was reported in oral or written form.

The investigation of any report, information, or knowledge of any discrimination or harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including those making a report, witnesses, and alleged harassers, will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

All employees, including supervisors, are required to cooperate with any internal investigation of discrimination and/or harassment. The Town will not tolerate retaliation against employees or others

who file complaints, support another's complaint, or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations of discrimination and harassment will generally be conducted by the Town in accordance with the following steps:

- Upon receipt of the report, the Town Supervisor, or his/her designee, will conduct an immediate review of the allegations and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If the report is oral, an individual may be asked to complete the Complaint Form in writing. If he or she refuses, a Complaint Form will be prepared based on the oral report.
- If documents, emails, or phone records are relevant to the investigation, steps to obtain and preserve them will be taken.
- All relevant documents, including all electronic communications, will be requested and reviewed.
- All parties involved, including any relevant witnesses, will be interviewed.
- A written documentation of the investigation will be created and may contain the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the report, together with any corrective action.
- The written documentation and associated documents will be kept in a secure and confidential location.
- The individual who reported and the individual(s) against whom the report was made will be notified of the final determination, and any corrective actions identified in the written document will be implemented.
- The individual who reported will be informed of the right to file a complaint or charge externally as outlined below.

Any individual determined to have engaged in unlawful discrimination, harassment (including sexual harassment), or retaliation will be subject to discipline, up to and including termination.

Legal Protections and External Remedies

Discrimination and harassment is not only prohibited by the Town, but is also prohibited by federal, state, and where applicable, local law.

Aside from the internal process at the Town, individuals may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the advice of an attorney.

New York State Human Rights Law

The Human Rights Law (HRL), codified as N.Y. Executive Law, Art. 15, § 290 et seq., applies to all employers in New York State and protects employees, paid or unpaid interns, and certain non-employees, regardless of immigration status. A complaint alleging violation of HRL may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time within three years of the alleged sexual harassment and one year of other types of alleged discrimination or harassment. If an individual did not file at DHR, he or she can sue directly in state court under the HRL, within three years of the alleged sexual harassment and one year of other types of alleged discrimination or harassment. An individual may not file with DHR if they have already filed an HRL complaint in state court.

Complaining internally to the Town does not extend your time to file with DHR or in court. The one year or three years is counted from the date of the most recent incident of discrimination or harassment. You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that discrimination or harassment, including sexual harassment, has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination or harassment, including sexual harassment, is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. Employees may call (718) 741-8400 or visit: <https://dhr.ny.gov/>.

Contact DHR at (888) 392-3644 or visit <https://dhr.ny.gov/complaint> for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Title VII of the Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the discrimination or harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination

is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at <https://www.eeoc.gov/> or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from discrimination and harassment, including sexual harassment. An individual should contact the county, city or town in which they live to find out if such a law exists.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Conclusion

The Town has developed this policy and procedure to ensure that all its employees work in an environment free from illegal discrimination, including illegal harassment. Any questions regarding this policy and procedure should be brought to the attention of the Town Supervisor.

400 EMPLOYEE CLASSIFICATIONS

401 Classifications

Each employee is classified as either exempt or non-exempt for pay administration purposes, for purposes of the federal Fair Labor Standards Act (FLSA) and applicable New York State law.

The definitions of the worker classification categories can be summarized as follows:

Exempt: Employees whose positions meet FLSA and applicable state exemption standards are exempt from overtime pay requirements. Exempt employees are paid on a salary basis and are not eligible for overtime pay.

Non-exempt: Employees who are paid on an hourly basis. Non-exempt employees are eligible for paid overtime. Overtime work, however, is prohibited without prior specific authorization from the Town Supervisor, or his/her designee. Non-exempt employees are required to record their hours worked.

Employees are also classified as follows:

Probationary: New, rehired or promoted employees who are serving a prescribed period of time under close supervision and evaluation in order to assess their ability and adaptation. Employees currently serving a probationary period, or the completion thereof, does not necessarily confer with the employee with any right to continued employment by the Town for any specific period of time.

Full-Time: Employees who routinely work more than 19 hours a week.

Part-Time: Employees who routinely work 19 hours or less a week.

Temporary: Employees holding jobs of a limited or specified duration arising out of special projects, position vacancy pending appointment, the absence of a position incumbent, abnormal workload, emergencies or other reasons established by the Town, consistent with Civil Service Law, as applicable. Temporary employees may work either full or part-time work schedules but will not be eligible to receive Town sponsored benefits or accrue any form of service credit.

Unclassified: As applicable, all individuals who are Elected Officials and/or members of boards or commissions, as well as any others who fall into that category per Civil Service Law.

Classified: As applicable, all employees who are subject to the Schenectady County Civil Service Rules, which may be divided into four jurisdictional classes:

Exempt: Positions for which competitive or non-competitive examinations or other qualification requirements are not practicable.

Competitive: Positions for which it is practicable to determine merit and fitness by competitive examination.

Non-Competitive: Positions not in the exempt class or the labor class for which it is not practicable to determine merit and fitness by competitive examination but rather by review of training and experience.

Labor: Unskilled labor positions, exempt those positions which can be examined for competitively.

402 Probationary Period

A probationary period is for an employee to become familiar with the specific duties and responsibilities of the employee's new position. The probationary period also provides the employee's supervisor with an opportunity to evaluate the employee's job performance and potential for development in the position.

Length (Competitive Class): Except as otherwise provided in the Schenectady County Civil Service Rules, an employee appointed from an open competitive list must serve a probationary period of not

less than eight weeks nor more than 26 weeks. The length of the probationary period may be extended in accordance with the Schenectady County Civil Service Rules.

Length (Other Classes): Except as otherwise provided in the Schenectady County Civil Service Rules, an employee's original appointment to a position in the non-competitive or labor class shall be for a probationary period of not less than eight nor more than 26 weeks. The length of the probationary period may be extended in accordance with the Schenectady County Civil Service Rules.

Successful Completion of Probationary Period: As applicable, an employee's appointment will become permanent upon written notice that the probationary period has been successfully completed following the minimum period of service required; or, the employee's appointment will become permanent upon the retention of the employee after completion of the maximum period of service required. *Except as otherwise provided by law or a collective bargaining agreement, completion of the probationary period does not necessarily confer rights or privileges in the position.*

Failure to Successfully Complete Probationary Period: In the event the employee's performance or conduct is not satisfactory, the Town may dismiss the employee from employment at any time after the completion of the minimum probationary period and before completion of the maximum probationary period. If the performance or conduct of an employee serving a probationary period who has been promoted or transferred from a permanent appointment (as defined by Civil Service regulations) is not satisfactory, the employee shall be returned to the employee's former permanent position prior to the end of the probationary period.

500 CIVIL SERVICE

501 Civil Service Appointments

In accordance with Civil Service Law, the following types of appointments may be made to positions in the Competitive Class:

Permanent: An appointment to a vacant position in the Competitive Class from an eligible list established as a result of examination, following successful completion of a probationary term.

Provisional: An appointment to a vacant position in the Competitive Class when there is not an appropriate eligible list. A provisional appointee must take an examination wherever it is scheduled. Thereafter, a permanent appointment will be made on the basis of the eligible list resulting from examination.

Temporary: An appointment to a position in the Competitive Class for reasons including, but not limited to: emergency work projects, planned termination of the position after a limited time; to replace an employee who is on a leave of absence; to fill a position funded through a temporary grant; or to fill a position vacated by the promotion of another employee until the employee who has been promoted receives permanent status.

502 Examinations and Promotions

Examinations: In accordance with Civil Service Law, in the event there is a vacancy in a new or existing position in the Competitive Class which the Town intends to maintain, the Town will fill the vacancy by selection from the eligible list certified by the Schenectady County Civil Service Department of persons who have taken the appropriate Civil Service examination. The Schenectady County Civil Service Department will test and rank each candidate according to the individual's performance on the examination. In accordance with Civil Service Law § 61, the Town will select one of the top three available candidates on the list to fill the position.

Promotions: The Town will offer opportunities for advancement for those employees who qualify. In the event the position is in the Competitive Class, a qualified employee must normally take a promotional examination and the above "one of three" will apply. An employee who wants to be promoted should become knowledgeable about the employee's present position and be aware of higher-level positions for which the employee may be qualified.

600 WAGE AND HOUR

601 Work Hours / Schedules

Regular work hours depend on the particular job and may be changed by the Town at any time upon notice to the affected employee, in accordance with applicable law. The Town's operational needs may also make it necessary for employees to be available to work beyond their regular schedule or to return to work after departing from their normal workday.

All employees are expected to be at their workstations and ready to begin work at their scheduled times and to return promptly from lunches and breaks. Currently, most Town employees will be assigned to a work schedule of Monday through Friday.

An employee must submit a written request to his/her supervisor to change or modify his/her work schedule at least three workdays prior to the requested change. If the employee is seeking to switch a workday/work shift with another employee both employees must consent to such an exchange in writing to the supervisor.

602 Breaks and Meal Periods

After working for four hours, employees are entitled to a paid 15-minute break. 15-minute breaks need not be scheduled; however, an employee is expected to notify other staff before he or she takes a break. Breaks cannot be combined with or added to an employee's meal period unless previously approved by his/her supervisor.

An employee who works a shift of more than six hours will be allowed an unpaid meal period of 60 minutes between the hours of 12:00 p.m. and 1:00 p.m. when Town Hall is closed. Where only one employee is on duty, the employee may voluntarily consent to eating on the job without being relieved, and the employee will be paid for the meal period. However, an uninterrupted meal period will be afforded to any employee who requests it.

Employees are responsible for record or reporting the beginning and end of each meal period and should be prepared to resume work promptly after the conclusion of the meal period.

603 Recording Time

In accordance with applicable laws, the Town keeps daily time records of the hours worked (including, but not limited to, any time worked from home, time spent checking work e-mail, and work-related time spent on smartphones/PDA/Treo/Blackberry-like devices) by employees.

All employees are required to accurately complete a daily or weekly time sheet/card in order to receive payment for time worked and/or authorized paid leave taken. Employees have their own time sheet/card and should direct any questions about its use to the Town Supervisor.

It is the employee's responsibility to sign his/her time record to certify the accuracy of all time recorded. An employee must promptly report any error on her/his time record by notifying his/her supervisor. Submission of false or fraudulent timekeeping records is grounds for disciplinary action, up to and including termination from employment.

604 Overtime

Dependent upon the workload, employees may be required to work beyond their regularly scheduled work hours. To the extent permissible by law, employees, whose basic workweek schedule is less than 40 hours per workweek may be provided with compensatory time off on a straight-time basis for overtime worked in excess of 37 ½ hours up to 40 hours in a workweek.

Overtime compensation is paid to non-exempt employees at one and one-half (1 ½) times the regular hourly rate for time worked in excess of 40 hours per work week, and in all other circumstances in which overtime is required to be paid under any applicable federal, state or local law. Working overtime when required is a condition for continued employment. Exceptions to this policy are at the sole discretion of the Town Supervisor.

The Town will make every effort to give employees as much notice as possible if overtime is required. All overtime must be approved by the Town Supervisor prior to its being worked.

605 Right of Nursing Mother to Express Breast Milk

As provided by the law, the Town will provide reasonable unpaid break time, and will permit an employee to use paid break time or meal time each day to allow such employee to express breast milk for nursing her child for up to three years following childbirth. The Town will make reasonable efforts to provide a room or other location, in close proximity to the work area, where an employee can express milk in privacy. The Town will not discriminate in any way against an employee who chooses to express breast milk in the workplace.

606 Pay Days

All employees are paid on a weekly or monthly basis, depending upon their positions. Employees will be notified of their payday upon hire. Employees are paid for the hours recorded on their most recently submitted timesheet.

3. Personal Days

After one year of being employed by the Town, full-time employees shall receive three paid days off annually for personal business that cannot be conducted at any other time. Personal days may be used in half-day or full-day increments.

An employee must submit to his/her supervisor a written request to take a personal day at least three working days in advance. Requests for personal days will not be approved for days immediately prior to or subsequently after a paid holiday or vacation day.

Unused personal business days shall not accrue from year to year and employees shall not receive any payment for any such unused business days.

702 Holidays

Employees are entitled to the holidays set forth below if they would otherwise be scheduled to work that day.

- New Year's Day
- Martin Luther King Jr. Day
- Washington's Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Election Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

The list of Town-recognized holidays may be modified by the Town Board.

Employees will only be paid for the hours that they would otherwise been regularly scheduled to work on a holiday. Additionally, to be eligible for holiday pay an employee must work the last regularly scheduled workday preceding the holiday and the first regularly scheduled workday following the holiday, unless the employee takes a vacation day. Additionally, should a holiday occur during an employee's scheduled vacation the employee will not be charged a vacation day for such holiday. Employees are eligible for a paid holiday equal to their current rate of pay.

Non-exempt employees will be paid at the rate of time and one half of his/her normal hourly rate for the hours the employee is required to work on a Town-recognized holiday. If an exempt employee is required to work on a Town-recognized holiday they may take another day off in lieu of such worked holiday, at the Town Supervisor's approval, within thirty (30) days of the worked holiday.

703 Jury Duty

The Town provides employees time off to fulfill their obligation when summoned for jury duty. The Town recognizes jury duty as a civic responsibility and complies with all state laws.

607 Expense Reimbursements

The Town will reimburse employees for reasonable and necessary expenses incurred in connection with expenditures on behalf of the Town that have been pre-approved in writing by the Town Supervisor (an individual may not approve her/his own expenses). To be reimbursed for such approved expenditures, an employee must, within 30 days of incurring the cost, submit a reimbursement request to the Town Supervisor.

700 TIME AWAY FROM WORK

701 Paid Leave

1. Accrual and Use of Vacation Days

Employees may be eligible for a certain number of paid vacation days each year, as follows:

Service Completed	Maximum Accrued Vacation
90 days	5
2 Years	10
8 Years	15
15 Years	20

Paid vacation days shall accrue throughout the calendar year. For employees serving a 90-day probationary period, paid vacation days will only start to accrue once the 90-day probationary period has been completed. Vacation days may be used in full day increments only. Part-time employees will accrue a pro-rated portion of the maximum accrued vacation days outlined above.

To ensure that proper staffing coverage is maintained at all times, an employee requesting paid vacation must submit a request for paid leave to his/her Department Head at least two weeks in advance, or as otherwise requested by the Department Head and/or the Town Supervisor. All vacation requests will be reviewed by the Town Supervisor who may approve or deny such requests based on seniority (when more than one request has been made for the same time period) and staffing needs.

2. Sick Leave

Employees may also accrue up to 5 days of paid sick leave each calendar year (January 1 through December 31). Unused sick leave will carry over to the following calendar year up to a maximum of 20 sick days annually. An employee will not be paid out for any accrued but unused sick leave.

Employees are asked to provide as much advanced, written notice as possible of their need to take sick leave. Sick leave may be taken in increments of no less than one hour at a time.

3. Personal Days

After one year of being employed by the Town, full-time employees shall receive three paid days off annually for personal business that cannot be conducted at any other time. Personal days may be used in half-day or full-day increments.

An employee must submit to his/her supervisor a written request to take a personal day at least three working days in advance. Requests for personal days will not be approved for days immediately prior to or subsequently after a paid holiday or vacation day.

Unused personal business days shall not accrue from year to year and employees shall not receive any payment for any such unused business days.

702 **Holidays**

Employees are entitled to the holidays set forth below if they would otherwise be scheduled to work that day.

- New Year's Day
- Martin Luther King Jr. Day
- Lincoln's Birthday
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Election Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

The list of Town-recognized holidays may be modified by the Town Board.

Employees will only be paid for the hours that they would otherwise been regularly scheduled to work on a holiday. Additionally, to be eligible for holiday pay an employee must work the last regularly scheduled workday preceding the holiday and the first regularly scheduled workday following the holiday, unless the employee takes a vacation day. Additionally, should a holiday occur during an employee's scheduled vacation the employee will not be charged a vacation day for such holiday. Employees are eligible for a paid holiday equal to their current rate of pay.

Non-exempt employees will be paid at the rate of time and one half of his/her normal hourly rate for the hours the employee is required to work on a Town-recognized holiday. If an exempt employee is required to work on a Town-recognized holiday they may take another day off in lieu of such worked holiday, at the Town Supervisor's approval, within thirty (30) days of the worked holiday.

703 **Jury Duty**

The Town provides employees time off to fulfill their obligation when summoned for jury duty. The Town recognizes jury duty as a civic responsibility and complies with all state laws.

Employees are required to notify the Town Supervisor and provide a copy of the summons to serve as soon as it is received. In addition, employees are requested to also submit proof of dates and time of attendance for jury service.

When an employee is excused from service in a jury pool sooner than anticipated or is placed on a call-in system, the employee is expected to remain at or return to work, unless one hour or less remains on the employee's normal working shift. Employees are also expected to keep the Town Supervisor informed regarding their schedule.

704 Military Leave

A military leave of absence will be granted to employees who are absent from work in order to serve in the uniformed services of the United States. Employees who perform and return from service in the Armed Forces, the Military Reserves, the National Guard and certain Public Health Service positions will retain certain rights with respect to reinstatement, seniority, layoff, compensation, length of service promotion, and length of service pay increases, as required by applicable state, federal, and local law.

All employees called for reserve or active duty must provide a copy of their report orders to the Town Supervisor as soon as possible.

705 Leave for Spouses of Military Personnel

The Town will grant time off to spouses of military personnel in accordance with the requirements of any applicable law, including, for example, the New York Labor Law provision providing leave of absences for military spouses. For additional information, employees may refer any questions to the Town Supervisor.

706 Family and Medical Leave

This Policy provides an introduction to the rights and provisions of the federal Family and Medical Leave Act ("FMLA"). Employees may direct any questions they have about this law to the Town Supervisor.

1. Definitions

For the purposes of this policy, the following terms have the following meanings:

"Next of kin of a covered service member" means the nearest blood relative, other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his /her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin and make take FMLA leave to provide care to the covered service member, either consecutively or simultaneously.

When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin.

"Outpatient status" means, with respect to a covered service member, the status of a member of the Armed Forces assigned to (a) a military medical treatment facility as an outpatient; or (b) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

"Serious health condition" means an illness, injury, impairment or physical or mental condition that involves either:

- Inpatient care (i.e., an overnight stay) in a hospital or other medical care facility, including any period during which the person is unable to work, attend school or perform other regular daily activities due to the serious health condition, its treatment or recovery therefrom, and any subsequent treatment in connection with such inpatient care; or
- Continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by:
 - A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, its treatment or recovery) of 3 or more consecutive, full calendar days combined with: (1) treatment two (2) or more times, within 30 days of the first day of incapacity, unless extenuating circumstances exist, by a health care provider, by a nurse under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a healthcare provider; or (2) treatment by a health care provider on at least one (1) occasion, which results in a regimen of continuing treatment under the supervision of the health care provider.
- Any period of incapacity due to pregnancy, or prenatal care.
- Any period of incapacity or treatment for such incapacity due to a "chronic serious health condition." A "chronic serious health condition" is one which: (1) requires periodic visits (at least twice a year) for treatment by a health care provider, or by a nurse under direct supervision of a health care provider; (2) continues over an extended period of time (including recurring episodes of a single underlying conditions); and (3) may cause episodic rather than a continuing period of incapacity (e.g., diabetes, asthma, epilepsy, etc.).
- A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, or the terminal stages of a disease).
- Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referred by, a health care provider, for: (1) restorative surgery after an accident or other injury, or (2) for a condition that would likely result in a period of incapacity of more than 3

consecutive, calendar days in the absence of medical intervention or treatment (e.g., cancer (chemotherapy), severe arthritis (physical therapy), kidney disease (dialysis)).

“Serious injury or illness”: (1) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness incurred by the covered service member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty while on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank or rating; and (2) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the five (5) years preceding the date on which the veteran undergoes medical treatment, recuperation or therapy, means a qualifying (as defined by the Secretary of Labor) injury or illness, that was incurred by the member in the line of duty, while on active duty in the Armed Forces (or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty while on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran).

2. Eligibility Requirements for Leave under the FMLA

To qualify for leave under FMLA, an employee must: (1) have worked for the Town for at least 12 months; (2) have worked at least 1,250 hours during the 12 month period immediately prior to the date when leave would begin; and (3) works at a location where the Town has at least 50 employees within 75 miles.

3. FMLA Leave Entitlement

a. Basic Leave Entitlement

FMLA requires covered employers to provide eligible employees with up to 12 weeks during any 12 month period, of unpaid, job protected leave for the following family and medical reasons (Basic Leave):

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son or daughter, or parent who has a serious health condition; or
- For an employee’s own serious health condition that makes the employee unable to perform his/her job.

Spouses who both work for the Town are allowed a combined maximum of 12 weeks of leave for the birth or care of a newborn child, adoption or foster care of a child and to care for such newly placed child, or the serious health condition of a parent, during any 12 month period.

b. Military Family Leave Entitlements

FMLA requires covered employers to provide up to 12 weeks, during any 12 month period, of unpaid, job protected leave to allow an eligible employee with a spouse, son, daughter, or parent on covered active duty or called to covered active duty status in the Armed Forces (including in the National Guard or Reserves) to address certain qualifying exigencies (Qualifying Exigency Leave). Qualifying

exigencies may include: attending certain military events; arranging for alternative childcare; addressing certain financial and legal arrangements; attending certain counseling sessions; spending time with a covered military member who is on short-term, temporary rest and recuperation leave during the period of deployment; and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member to take up to 26 weeks of leave to care for a "covered service member" during a single 12 month period (Military Caregiver Leave). A "covered service member" is a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness; or a veteran who was discharged or released under conditions other than dishonorable at any time during the five year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness (including a member of the National Guard or Reserves) at any time during the five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

c. Calculation of FMLA Leave

For Basic Leave and/or Qualifying Exigency Leave: An eligible employee is entitled to take up to a total of 12 weeks of Basic Leave and/or Qualifying Exigency Leave in a 12-month period. For purposes of calculating such 12-month period, the period shall be measured based on a rolling 12-month period measured backward from the date on which an employee uses Basic Leave or Qualifying Exigency Leave.

For Military Caregiver Leave: An eligible employee is entitled to take up to a total of 26 weeks of Military Caregiver Leave during a "single twelve-month period." The "single twelve-month period" for Military Caregiver Leave is measured forward from the date on which an employee first begins Military Caregiver Leave and ends 12 months after that date, regardless of the method used by the Town to determine leave entitlement for Basic Leave and Qualifying Exigency Leave.

Leave Limitations: During each single 12 month period, an eligible employee is limited to a combined total of 26 weeks of Basic Leave, Qualifying Exigency Leave and/or Military Caregiver Leave, of which no more than 12 weeks may be attributable to Basic Leave or Qualifying Exigency Leave. In certain instances permitted by the law, spouses working for the Town may be entitled to only an aggregate total of 12 or 26 weeks of leave, as applicable.

4. Intermittent Leave or Reduced Schedule Leave

In certain circumstances, an employee may take his/her FMLA leave entitlement on an intermittent or reduced schedule basis, rather than in one block. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. A reduced leave schedule is a leave schedule that reduces an employee's usual number of working hours per workweek, or hours per workday.

An eligible employee may use intermittent leave or reduced schedule leave:

- Because of one's own serious health condition, to care for a parent, son, or daughter with a serious health condition, or for Military Caregiver Leave if there is a medical need for leave and such medical need can be best accommodated through leave on an intermittent or reduced schedule basis.
- For Qualifying Exigency Leave.

An eligible employee may use intermittent or reduced schedule leave after the birth or placement of a healthy child only if the Town agrees.

If an employee needs intermittent leave or reduced schedule leave for planned medical treatment, then the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt the Town's operations.

In certain circumstances, the Town may require an employee to transfer temporarily, during the period that the intermittent or reduced schedule leave is required, to an available alternative position (with equivalent pay and benefits) for which the employee is qualified and that better accommodates recurring periods of leave than the employee's regular position.

5. Benefits and Pay During FMLA Leave

a. Health Insurance Benefits

While an employee is on any FMLA leave, the Town will continue the employee's health insurance coverage under any group health plan at the same level and under the same conditions as if the employee had continued to be at work during the leave period. The employee will be required to contribute the same portion of the premium(s) that the employee would be required to contribute if he/she was not on FMLA leave. Coverage will cease if payments are not made within a 30 day grace period of the due date. Premium payments or policy coverage are subject to change.

b. Pay

Accrued paid time off must be used first and is part of the maximum 12 weeks. Accrued paid time off must be used first for leaves taken due to an employee's own serious health condition. The use of the above accrued paid days does not apply to Workers' Compensation or Disability. The remaining days of a qualified FMLA leave will be unpaid.

c. Accrual of Paid Time Off

Accrued paid time off will not accumulate while the employee is on a FMLA leave. An employee will also not be paid for any holidays that may occur while he or she is on unpaid FMLA leave.

6. Requesting Leave

For all types of FMLA leave, except Qualifying Exigency Leave, employees must provide the Town with 30 days of advance notice of the need to take FMLA leave when such need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as possible. All employees are expected to maintain contact with the Town Supervisor, or his/her designee, to continually update their status as regard to eligibility.

Employees must provide sufficient information for the Town to determine if the requested leave qualifies for FMLA leave, and the anticipated timing and duration of the leave. Employees must also inform the Town if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a medical certification and/or periodic recertification supporting the need for leave issued by a health care provider. When required, the employee must provide a copy before the leave begins or within 15 calendar days from the date the leave was requested. Failure to submit the medical certification form could jeopardize the employee's rights under FMLA to items such as health insurance and job restoration.

The Town reserves the right to request a second opinion by another health care provider designated or approved by the employee. The Town will pay for the second opinion, which will be rendered by a health care provider other than one used on a regular basis by the Town. If a conflict arises between the first and second opinion, the Town may again, at its own expense, obtain a third opinion from a health care provider approved jointly by the Town and the employee. The third opinion will be binding and final.

As required by law, absent extenuating circumstances, the Town will notify an employee in writing of his/her eligibility for FMLA leave within 5 business days after the employee submits his/her request for leave, or after the Town is otherwise aware of the employee's need for such leave. Such notice is required to specify any additional information required (e.g., any certifications) as well as the employee's rights and responsibilities. If the Town determines that an employee is not eligible for FMLA leave, the Town will notify the employee and provide a reason for the ineligibility.

The Town also will inform an employee if his/her leave will be designated as FMLA leave and the amount of leave counted against the employee's FMLA leave entitlement. If the Town determines that the leave is not FMLA leave, the Town will notify the employee and provide a reason.

7. Return from Leave

Except as otherwise permitted by FMLA, an employee who takes FMLA leave will be restored to the same job or a job with equivalent status, pay, benefits and other employment terms. The taking of leave under FMLA will not result in the loss of any benefit that accrued prior to the start of such leave.

The Town may require an employee to present a certification of fitness to return to work when the absence was caused by the employee's serious health condition. If the employee fails to provide the requested fitness-for-duty certification to return to work, the Town may delay restoring the employee to his/her position until he/she submits such certification.

Failure to return from any leave may result in an employee's termination. If an employee fails to return to work after the leave period has expired, the Town may recover the premium that it paid for maintaining coverage during any period of unpaid leave except for the following circumstances: (1) the continuation, reoccurrence or onset of a serious health condition of the employee or employee's family member with proper medical certification; or (2) circumstances beyond the employee's control.

8. Unlawful Acts by Employers

In accordance with FMLA, the Town will not: (1) interfere with, restrain, or deny the exercise of any right provided under FMLA; or (2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the Town for any alleged violations of the FMLA. FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law which provides greater family or medical leave rights.

707 Court Appearances

If an employee is subpoenaed to appear in court, the employee will be granted time off to appear. When required by law, the employee's job will be protected for the employee while the employee is appearing.

When subpoenaed to appear in court, the employee must provide the Town Supervisor a copy of the subpoena, as soon as possible after receiving it. The employee also must furnish the Town Supervisor with evidence of having appeared in court for the time claimed.

Unless otherwise required by law, such time off will be unpaid, except that the employee may elect to use accrued unused vacation for such court appearance.

708 Leave for Cancer Screening

An employee will be provided with up to four hours of paid leave per year for the purpose of undergoing a screening procedure for cancer. This paid time off will not be carried forward to the next year and an employee will not be paid out for any such unused time.

An employee must receive prior approval from his/her supervisor prior to taking paid leave for this purpose. An employee must submit a request for time off to his/her supervisor at least two days in advance. The supervisor has the discretion to approve or deny leave based on staffing needs. An employee may be asked to provide documentation verifying that the absence from the workplace was for a cancer screening.

709 Leave for Blood Donation

Employees who work an average of 20 hours or more per week will perceive up to three hours of unpaid leave per year for purposes of making a blood donation. This unpaid time off will not be carried forward to the next year.

An employee must receive prior approval from his/her supervisor to take leave for this purpose. An employee must submit a request for such time off to his/her supervisor at least two days in advance. The supervisor has the discretion to approve or deny leave based on staffing needs. An employee may be asked to provide documentation verifying that the absence from the workplace was for blood donation.

710 Time Off to Vote

The Town complies with all applicable federal, state and local election law requirements with respect to providing employees, when necessary, with time off to vote.

711 Bereavement Leave

Employees will receive up to four days of paid bereavement leave for the death of an immediate family member and one day for the death of an extended family member. Bereavement must be taken within thirty (30) days of the family member's death, unless otherwise approved by the Town Supervisor, or his/her designee.

For purposes of this policy, "immediate family member" includes: spouse, parent, parent-in-law, step-parent, grandparent, grandparent-in-law, step grandparent, child, step-child, sibling, sibling-in-law, step-sibling, grandchild or step-grandchild.

712 Other Absences

All other absences not required by law or approved by the Town Supervisor are considered unauthorized. Unauthorized absences or the failure to follow outlined attendance procedures could result in disciplinary action, up to and including dismissal.

800 PERFORMANCE MANAGEMENT

801 Oath of Office

Each Public Officer, as defined by New York State Public Officers Law, must take the Oath of Office in accordance thereto and which must be administered prior to commencing the duties of the office.

Upon original appointment or upon a new appointment following an interruption of continuous service, each employee, as required by New York Civil Service Law, must take an oath or alternate affirmation as set forth in Civil Service Law Section 62.

802 Filling Vacancies

The Town complies with all applicable federal, state and local laws, rules and regulations throughout the employee selection process.

803 Attendance, Absenteeism, and Tardiness

Consistent attendance and punctuality are imperative to the Town's operations and, therefore, are an integral part of each employee's performance. Employees are expected to report to work on time each day to begin work at the assigned time. Tardiness and absenteeism may legitimately occur from time to time. However, chronic and habitual tardiness is not acceptable due to the unfair burden placed on the Town and fellow employees. Excessive absence and/or tardiness will precipitate disciplinary action and may be cause for dismissal.

In the case of tardiness or absence, employees are responsible for personally notifying the Town Supervisor one or more hours prior to the start of their workday. Employees must advise the Town Supervisor of the reason for the absence and must give the expected arrival time or return to work date.

804 Employee Performance and Discipline

1. Expectations and Discipline

Employees are expected to conduct themselves appropriately in the best interests of the Town. Any behavior that interferes with the Town's interests or operations will not be tolerated and may be addressed through various forms of corrective action including:

Counseling (Written or Oral): The purpose of counseling is to inform the employee of any performance deficiencies or misconduct, confirm that same cannot be repeated, and inform the employee of the consequences should such repetition occur. When performance deficiencies are the issue, the performance standards of the job may be reviewed, along with specific examples of how the employee is not meeting those standards. Where appropriate, goals for improvement may be established, along with a time frame for achieving them. The counseling may be documented in writing.

Discipline: The purpose of disciplinary action is to impose penalties for performance deficiencies or misconduct. In normal circumstances, the Town endorses a policy of progressive discipline which includes, but may not be limited to, counseling, written or oral, suspension without pay, or termination of employment, depending on the circumstances. The Town retains the right to discipline employees without engaging in progressive discipline or prior counseling if the situation so warrants and retains the right to discipline employees in any manner it sees fit.

2. Procedures

Employees covered by New York State Civil Service Law Section 75 shall be disciplined in accordance with the procedures contained therein.

3. Prohibited Conduct

Any employee who commits any of the actions listed below will be subject to discipline, up to and including termination of employment. This list is for illustrative purposes. It is not an exhaustive list and does not otherwise limit the Town's right to impose discipline in other appropriate cases:

- Violation of Town's rules, regulations, policies, and procedures, including but not limited to the Town's parking and traffic regulations on Town property or any other policy outlined in this Employee Handbook.
- Harassing (including sexual harassment), intimidating, coercing, threatening, assaulting, or creating a hostile environment against any person, whether on or off Town property.

- Possession of any weapon or dangerous instrument (including knives with over a three inch blade, firearms, and explosives) on Town property or in Town vehicles, except for those employees who are required as a condition of employment to bear a weapon.
- Possession, use, distribution/sale, or being under the influence of alcohol or controlled substances during hours of work or while on Town property or in Town vehicles.
- Willful or deliberate abuse, destruction, defacement, or misuse of Town property or the property of any person.
- Theft or unauthorized possession, use, or removal of Town property or the property of any person.
- Making false statements about another employee, Elected Official, resident of the Town, supplier, visitor, or any other person. This includes knowingly making false accusations against another individual as to allegations of discrimination, sexual harassment or other harassment which is in violation of Town policy or applicable law.
- Preparation or manipulation of another employee's time record or the failure to maintain an accurate or complete record of one's own time.
- Acts of sabotage, including the work of another employee.
- Insubordination or willful refusal to comply with the lawful order or instruction of a supervisor.
- Improper performance of job duties or repeated failure to perform assigned duties and responsibilities.
- Violation and/or disregard of safety rules or safety practices, including failure to wear assigned safety clothing or equipment, in such a way that jeopardizes the safety of the employee, another employee, Elected Official, resident of the Town, supplier, visitor, or any other person.
- Offensive or unprofessional behavior that is contrary to the Town's best interest, or any conduct that does not warrant public trust.
- Unauthorized expenditure of Town funds.
- Illegal gambling during working hours.
- Careless or negligent use or operation of equipment, including vehicles and machinery.
- Unauthorized absences or repeated failure to give proper notice.
- Excessive tardiness and/or absences except those absences covered by state and/or federal law.
- Leaving the work area without permission.
- Failure to adhere to the personal appearance/dress code policy.
- Conducting personal activity, including sleeping, during paid work time.
- Disruptive, loud, and boisterous behavior, horseplay, abusive or intimidating language, including racial slurs and epithets, in the workplace.

805 Misrepresentations

Any type of misrepresentation is considered an extremely serious matter and will result in disciplinary action, up to and including, dismissal. Misrepresentation on an Employment Application, related

forms or records, any Town business documents, unauthorized or personal use of Town letterhead or business forms, is strictly prohibited, and may result in termination.

806 Personal Appearance

Whenever an employee is representing the Town, he or she is expected to maintain a professional appearance that is business-like, neat and clean. Clothing should be of sufficient length and fit to be modest when performing any required work activity. Short shorts/skirts, shirts with logos/pictures, and clothing that reveals bare back, midriff and/or underwear are not acceptable.

807 Drug Free Workplace Policy

The Town is committed to protecting the safety, health and well-being of all employees and other individuals in the workplace. Towards that end, the Town is committed to maintaining a drug-free workplace and strictly prohibits reporting to work under the influence of intoxicants, or use or possession of alcohol or illegal drugs at work.

For purposes of this policy, the term "illegal drug" means drugs and controlled substances, the possession or use of which is unlawful pursuant to any applicable federal, state and local laws and regulations. Drugs and controlled substances that are not legally obtainable, or that are legally obtainable but have not been legally obtained, are considered to be illegal drugs. Examples include street drugs such as cocaine, heroin, marijuana, and other controlled substances such as stimulants, depressants, and hallucinogenic products.

For purposes of this policy, the term "substance abuse" includes the use of prescribed drugs which are not being used for prescribed purposes or in a prescribed manner.

Any individual who conducts business for the Town is applying for a position with the Town, or is conducting business on Town property is covered by the Town's drug-free workplace policy. This policy applies whenever anyone is representing or conducting business for the organization and during all working hours, while on Town property, and at Town-sponsored events.

Violations of this policy may lead to disciplinary action, up to and including termination of employment. Such violations may also have legal consequences.

808 Information and/or Telecommunications

Use of Town Information and/or Telecommunications Systems (including, but not limited to, computers, networks, Internet access, e-mail accounts, telephones, voice mail, Town-issued or owned devices) constitutes consent by the user to the terms and conditions of this policy. Any questions about this policy should be directed to the Town Supervisor.

No Expectation of Privacy: Employees do not have an expectation of privacy in anything they create, store, access, send, or receive on the Information and/or Telecommunications Systems (including, but not limited to, documents, voicemail messages, text or video messages, e-mail messages, instant messages, blogging, photo messaging, pod casts/videocasts/vlogs, social networking activities, and any other means of communication known or hereafter developed, whether of a business or personal nature) (collectively, referred to as "Electronic Communications"). The

Town has the right, but not the duty, to monitor any and all of the aspects of its Information and/or Telecommunications Systems to the extent such monitoring is not inconsistent with applicable laws. *An employee's use of the Town's Information and/or Telecommunications Systems is deemed consent to such monitoring by the Town, without further notice. Failure to provide formal acknowledgement of this policy in the form required by the Town will result in the employee being denied access to the Town's Information and/or Telecommunications Systems and may result in other disciplinary action, up to and including termination from employment.* Information and/or Telecommunications Systems may create back up Electronic Communications and these Electronic Communications may be retrieved and accessed by the Town. Employees shall be responsible for their activities on the Town's Information and/or Telecommunications Systems.

Violation of this policy may subject employees to civil and criminal liability and/or disciplinary action, including loss of the privilege to use the Town's Information and/or Telecommunications Systems and/or termination from employment.

Any employee who discovers misuse of the Information and/or Telecommunications Systems, or any violation of this policy, should immediately notify the Town Supervisor.

The following general principles apply to use of the Town's Information and/or Telecommunications Systems:

- Confidential information does not lose its confidential status by virtue of being in electronic form. All data on the Town's Information and/or Telecommunications Systems is deemed the property of the Town and must be treated with care.
- Unauthorized use, destruction and/or modification of the Town's Information and/or Telecommunications Systems is strictly prohibited.
- No employee may download, display or store on the Town's Information and/or Telecommunications Systems material that violates the Town's Equal Employment Opportunity and/or Anti-Discrimination/Anti-Harassment Policies and/or that is fraudulent, harassing, profane, obscene, sexually explicit, intimidating, defamatory or otherwise unlawful, inappropriate, or offensive.
- The Town prohibits the downloading of software from the Internet, without the prior approval of the Town.
- If an employee suspects that a virus has been introduced into the Town's Information and/or Telecommunications Systems, s/he must notify the Town Supervisor immediately.
- Any attempt to circumvent the Town's security procedures is prohibited. Individual passwords and access codes must be kept strictly confidential. No employee should give a username, password or access code to another person, unless instructed to do so by the Town Supervisor, in which case the employee must immediately provide the requested information.
- Employees must comply with copyright laws and laws governing confidentiality of patron records when using the Town's Information and/or Telecommunications Systems.

- Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner.

809 Work Place Searches

In order to safeguard the property of employees and the Town, the Town reserves the right to question employees and all other persons entering and leaving the premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch bags, or any other possessions or articles carried to and from Town premises. In addition, the Town reserves the right to search any employee's office, desk, files, lockers, or any other area or article on our premises. In this connection, it should be noted that all offices, desks, files, and lockers are the property of the Town, and are issued for the use of employees only during their employment. Inspections may be conducted at any time at the discretion of the Town.

900 SAFETY

901 Safety Responsibilities

All employees are expected to review and be familiar with the safety expectations and protocols set forth in the Town's Operating and Safety Manual.

902 Accidents

In case of an accident, STOP WORK and take the following steps:

1. Provide aid to the injured person and summon appropriate help.
2. Eliminate the immediate cause of the accident.
3. Call a supervisor immediately.
4. Take steps to prevent a second accident.

The Town's first priority is the safety of its employees. Employees must take precautions to use materials and equipment with care and keep the worksite free from hazards.

903 Violence in the Workplace

1. Prohibited Conduct

The Town does not tolerate any violence or the possession of weapons in the workplace.

As used in this policy, "violence" means any physical assault, threatening or intimidating behavior (verbal and/or non-verbal), or verbal abuse occurring in the workplace.

As used in this policy, "weapon" means any firearm or other weapon not normally found in a work environment that can cause physical injury, death or destruction of property when used to cause any such result.

As used in this policy, "workplace" means:

- Any Town-owned property.
- Any location where work for the Town is performed or utilized by employees in connection with their work for the Town.
- Any Town function or sponsored event.
- Any function or event attended by an employee as a representative of the Town or any related entity.
- Any Town vehicles (whether owned, leased or rented).

***The definitions contained in this policy are not intended to create any obligation that the Town would not otherwise have in the absence of this policy. Further, nothing contained in this policy is intended to require the Town to monitor the workplace at times when no employees are performing work for the Town at such location.

2. Reporting Procedures & Investigations

In order to provide a safe work environment, the Town requires employees to immediately report any weapon in the workplace and any incident of workplace violence, whether or not physical injury has occurred (e.g., verbal abuse, menacing, etc.). Employees should make such reports to their supervisor or the Town Supervisor. Reports about the Town Supervisor should be made to an officer of the Town Board.

All reports will be investigated promptly, and information will be kept confidential to the extent possible.

3. Consequences

Disciplinary action, up to and including immediate termination of employment, may be taken against employees who violate this policy, and against employees who knowingly and purposely report false or unfounded allegations; however, no individual will be subject to retaliation, intimidation or disciplinary action as a result of making a good faith report under this policy.

904 OSHA Compliance & Workplace Safety Rules

The safety of employees, customers, and the general public is a primary consideration in the operation of the Town. Each work location has a set of safety procedures, hazardous communication book, first-

aid kits, fire extinguishers and fire escape routes. These safety procedures include but are not limited to:

1. Safety glasses and other personal protective equipment must be worn as required throughout Town property.
2. Food is to be consumed only in the employee cafeteria.
3. Only trained, certified and authorized operators may operate mechanical or automated equipment.
4. Only trained, certified and authorized handlers may handle manufacturing chemicals.
5. Machine guards shall not be removed.
6. Designated walkways, fire escape routes, and emergency exits shall be kept clear of materials, carts, products and any other clutter that could impede safe passage.

Employees are encouraged to become familiar with these procedures and discuss any safety concerns they may have with their supervisor.

Each employee is responsible for reporting any workplace accidents, injuries and/or illnesses of which they are aware to the Town Supervisor immediately. The Town will not retaliate against an employee for reporting any accident. Any employee failing to comply with the terms of this policy may be subject to disciplinary action up to and including immediate termination of employment.

The importance of safety cannot be over emphasized. Using safe workplace practices is the responsibility of every employee. Therefore, for the protection and well-being of all employees, every employee must abide by the Town's workplace safety rules. The following are general safe workplace practices and rules:

- Employees shall comply with the Town's Operating and Safety Manual.
- Materials or equipment must not be allowed to block passageways, fire-fighting equipment, first aid equipment, or exits. Employees shall not cover or hang anything on firefighting or first aid equipment.
- All employees operating Town vehicles are required to observe all traffic rules and regulations at all times.
- No horseplay or practical jokes are permitted on Town property.
- Employees shall keep their work area and their equipment in a clean and orderly condition.
- Employees shall make proper use of caution signs during house-keeping.
- Whenever required, employees shall use safety and personal protective equipment provided for that area. Employees should ask if they are unsure what requirements exist.
- Before using equipment or materials, employees shall carefully read any instructions or warning labels. Employees should ask any questions they may have.

- Employees shall report any unsafe condition or equipment immediately to their supervisor and/or the Town Supervisor. Employees shall not operate defective or inoperative equipment until it has been repaired.
- Employees must notify the Town Supervisor immediately of any accident, injury or illness whether or not medical treatment is required.
- Employees must notify their supervisor or the Town Supervisor immediately if they observe any unfamiliar or suspicious person in working areas. All visitors/non-employees must check in with the receptionist upon arrival and must comply with all safety requirements for the area(s) being visited.
- Employees shall not operate any office or production machine or equipment until authorized by their supervisor. Employees shall not attempt to repair any equipment they have not been authorized to repair.
- Employees shall not operate any office or production equipment that has uninsulated, spliced or exposed wiring. Employees may not use an unapproved extension cord.
- Employees shall not open electrical boxes or attempt to repair any electrical equipment or system unless authorized. All equipment must first be made inoperative following lockout/tag out procedures before initiating repair work.
- Loose clothing or jewelry that may get entangled in machinery, such as necklaces, bracelets, buttons, or rings, should not be worn while operating equipment.
- Employees must use care when lifting and be sure to lift properly. Employees should get their power from their legs, not their back. If special trucks or hoists are provided, employees shall use them.
- Computer users should adjust their workspace, including keyboard, display, seating, and lighting, in order to minimize the possibility of body and eye strains. Frequent users should schedule other types of work during the day as a break from computer use.
- Any chemicals or products brought onsite must have a material safety data sheet (MSDS). The MSDS must be approved by the Town Supervisor before products are approved for use on site.
- Employees must properly dispose of all hazardous materials in an acceptable and lawful manner. Supervisors can advise employees of the required disposal method and practice.
- If an employee discovers a spill or release, the employee must immediately notify her/his supervisor and/or the Town Supervisor.
- Employees shall not tamper with or defeat any of the physical security and fire detection equipment installed in the building. Intrusion prevention and fire detection equipment is installed to provide employees with a safe and secure workplace.

Other safety practices and/or rules may apply to a particular job assignment or work area. Employees are responsible for familiarizing themselves with any special safety requirements and should consult with their supervisors if they have any questions.

Violations of safe workplace practices and/or rules may result in disciplinary action up to and including termination of employment.

905 Work Area Maintenance

A safe, pleasant and efficient work environment is a constant concern of the Town. It is recognized that safety and good housekeeping are a necessary part of everyone's daily activity. Every employee should take a couple of minutes to clean up their work area before leaving for the day. A supervisor has the right to set housekeeping standards for particular work assignments.

Employees are responsible for the maintenance of their own work areas. Keeping those areas neat and clean reduces chances of accidents, injury and fire and increases the ability to perform quality work. All confidential information should be secured at the end of the workday, or if you leave your work area.

Any equipment which is not functioning properly should be reported to a supervisor immediately

906 Building Security

In general, employees are not allowed on Town property after regular business hours. If employees are authorized to be on Town property after hours for overtime work or other reasons, employees are expected to take precautions to minimize theft and reduce accidents.

To minimize any problems that might arise, employees should adhere strictly to the following guidelines:

- Keep all exterior doors and windows locked
- Do not allow any unauthorized persons in the building.

All employees with access to secure internal areas such as stockrooms, computer/data processing areas, and confidential information storage are responsible for the security of the area.

1000 RECORDKEEPING & COMMUNICATION

1001 Personnel Files

Personnel records are highly confidential. The Town maintains a personnel file for each employee. Any medical records are maintained separately in a confidential medical file. Only management personnel who have a legitimate reason related to the Town's operations to review information in a personnel file are allowed to do so.

Employee personnel (and medical) record files are the property of the Town, and access to the information contained therein is restricted.

An employee who wishes to review her/his own file should contact the Town Supervisor. With reasonable advance notice, a current employee may review his/her own personnel (and medical record) files in the Town's offices and in the presence of the Town Supervisor, or his/her designee.

1002 Bulletin Boards/Notes

Town Bulletin Boards are for the purpose of communicating information to employees. All notices that affect employment at the Town, including information regarding safety, labor laws and policy changes, will be posted on the bulletin boards. It is the responsibility of each employee to be aware of all notices and keep updated on policy changes and regulations as they are posted and/or distributed.

Employees are not allowed to post materials on bulletin boards without prior approval from the Town Supervisor.

2000 EMPLOYEE BENEFITS

Employees may be eligible for multiple benefits, including but not limited to, health insurance, retirement savings, Social Security, Workers' Compensation, State Disability, and Unemployment Insurance. A number of the programs cover all employees in the manner required by law and others are available to eligible employees depending upon a variety of factors, including employee classification and longevity. The Town Supervisor can help you identify the programs for which you are eligible.

3000 CONCLUSION

Thank you for taking the time to review this Handbook. If you have any questions, suggestions, or concerns, please contact the Town Supervisor.

Insert to Duanesburg Employee Handbook (July 27, 2023)

1100 Vehicle Use

1101 Scope & Purpose

The Town shall provide vehicles for various departments and employees for the purpose of conducting Town business when determined necessary by the Town Board or by the Town Supervisor.

Vehicles shall include all equipment, tractors, land mowers, trailers and the like.

Town vehicles are not personal vehicles and are not for personal use. Town vehicles shall be viewed as belonging to the residents of the Town of Duanesburg and are assigned solely for purposes consistent with providing services to those residents.

To the extent this Policy conflicts with any applicable Collective Bargaining Agreement, or law, such Agreement or law shall control.

1102 License Requirements

Any employee who is required to drive either a Town-owned vehicle, or his/her personal vehicle to conduct business on behalf of the Town, must possess, at the time of appointment, and must maintain throughout employment, a valid New York State driver's license.

Each employee who is authorized to operate a town-owned vehicle shall be 18 years of age or older and have, on file with the Town Supervisor's office, a copy of a current, valid New York State driver's license or commercial driver's license.

In addition, employees who are required to operate vehicles requiring a Commercial Driver's License (CDL) must maintain this license throughout employment. Employees requiring a CDL license must also submit to random alcohol and drug testing. Department Heads will notify employees that have been selected for testing upon arrival at work on the day of the test. Employees will be provided with appropriate documentation and will immediately report to the lab for testing. Employees required to possess a driver's license to perform job duties and responsibilities shall immediately inform their Department Head should their license be suspended or revoked. The loss or suspension of your license may have an effect on your employment with the Town, if required to perform certain job duties and responsibilities.

Employees shall meet or exceed all insurability standards, as established by the Town Board or the Town's insurance carrier, which are required for the use or operation of a Town vehicles. An employee with a Motor Vehicle Record grade of "poor" may not be insurable by our carrier. If driving is required as part of an employee's position, the inability to be insured could jeopardize ones' employment.

Town employees who operate Town-owned vehicles shall be required to take a defensive driving course at least once every three years.

The Town shall sponsor a defensive driving course for these Town employees every three years. Newly hired employees who operate Town-owned vehicles are required to have a current defensive driving course certificate. Employees that do not have a current certificate will have 90 days from their date of hire to obtain said certificate. The Town will reimburse the employee for the cost of the defensive driving course, up to a maximum of thirty dollars (\$30.00).

1103 General Vehicle Use Regulations

All Town-owned vehicles shall be assigned by the Town Supervisor's office, either for specific Town employees' use or department use. Assignment of vehicles is discretionary and may be modified, at any time, by the Town Supervisor's office. Contractors and sub-contractors are not authorized to drive Town-owned vehicles.

The assignment of vehicles for twenty-four (24) hour use will be made by the Town Supervisor and will be considered for employees who require a vehicle for the ordinary and necessary discharge of their job functions such as frequent emergency availability. The vehicle should be driven the most direct route, from residence to place of work, taking into account road and traffic conditions.

Town-owned vehicles shall be operated for Town business only. All Town vehicles shall be always operated in a safe manner. All traffic regulations shall be complied with by any driver of a Town-owned vehicle.

The use of Town vehicles for personal purposes or use by unauthorized individuals is strictly prohibited. Friends, family members, and pets of Town employees are not permitted as passengers in Town vehicles.

No employee may use a municipal vehicle for a distance greater than 125 miles from the Town of Duaneburg within New York State or for out of state use without approval of the Town Supervisor.

Vehicles should contain only those items for which the vehicle is designed to carry. The Town shall not be liable for the loss or damage of any personal property transported in the vehicle.

Town-owned vehicles shall remain free from markings such as political paraphernalia, bumper stickers, signs, advertisements, and the like.

Employees are expected to keep municipal vehicles clean, inside and out, and to report any malfunction or damage to their Department Head.

Smoking is not permitted in Town-owned Vehicles.

Employees assigned vehicles are expected to park vehicles in safe and appropriate locations.

Safety is the first priority in the operation of any Town-owned vehicle.

While operating Town-owned vehicles employees are not permitted to use hand-held portable electronic devices for reading and/or responding to emails, text messages and phone calls.

Employees who use medications prescribed by their physician which may impair their operation of a town vehicle, or employees who take over-the-counter medications such as cold/allergy medications and/or cough syrups, and where medications or syrups come with warnings which can indicate that "mechanical equipment should not be operated while using this medication" are to exercise discretion in the operation of any Town vehicle.

Operation of any vehicle while under the influence of alcohol or illegal substances is strictly prohibited. This is a "zero-tolerance" policy, any employee who violates this policy shall be subject to termination.

1104 Traffic Violations & Accidents

Any employee who is charged with a traffic violation while driving a Town vehicle shall be held personally responsible for the payment of any fines incurred during the use. In addition, the employee shall bring such violation(s) to the attention of their Department Head in writing.

Any employee who is involved in an accident with a Town vehicle regardless of severity, shall obtain a Police Accident Report on the circumstances of the accident. The Department Head will in turn submit the report to the Town's Insurance Carrier and to the Town Supervisor.

1105 Operations & Maintenance

Department Heads shall insure that any Town-owned vehicle assigned to the department for use by department personnel is available on a daily basis for use by the department personnel. Regular maintenance shall be scheduled through the department. Except in extraordinary situations or where public safety and well-being is involved, any Town-owned vehicle shall be returned to the Town parking lot each night, with a full tank of fuel.

Each vehicle shall have a safety check each morning, prior to use, which should include; check of directionals, pump brakes, check of tires, check for any leaks, and a check of all lights. To the extent possible, each vehicle shall be filled with fuel from a Town-owned pump.

Department Heads shall advise the mechanics of the need for inspections, and/or repairs in a timely manner. Each vehicle shall be regularly inspected to ensure that the vehicle is in proper and safe condition. If there is a question, the Town's mechanics shall be consulted.

1106 Violations & Penalties

Failure to comply with any and all provisions of this policy may result in disciplinary action up to and including removal of Town vehicle privileges, suspension, and/or termination from Town service.