

RESOLUTION 95-04

WHEREAS, The Village of Tannersville has adopted The Employees Handbook, which cover policies, procedures, and benefits.

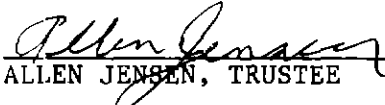
This Resolution shall take effect on October 16, 1995.

RESOLVED, that on this date the Village of Tannersville Board of Trustees does hereby approve of this Resolution.



LEE MCGUNNIGLE, MAYOR

YES



ALLEN JENSEN, TRUSTEE

YES



WILLIAM REICH, TRUSTEE

YES

I, BERNICE MERWIN, CLERK OF THE VILLAGE OF TANNERSVILLE, DO HEREBY CERTIFY I HAVE COMPARED THE ABOVE COPY OF THE RESOLUTION ADOPTED OCTOBER 16, 1995 WITH THE ORIGINAL RECORD IN THIS OFFICE AND THAT THE SAME IS CORRECT TRANSCRIPT THEREOF AND OF THE WHOLE SAID RECORD.

IN TESTIMONY WHEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED THE OFFICIAL SEAL OF SAID VILLAGE BOARD OF TRUSTEES THIS 16th DAY OF OCTOBER 1995



BERNICE MERWIN
CLERK, TREASURER

*employee
handbook*

**VILLAGE OF TANNERSVILLE
EMPLOYEES
HANDBOOK**

DATED : OCTOBER 16, 1995

This hand book is your personal guide to some of our important policies, procedures and benefits.

The Village of Tannersville has the right to revise any of its practices, procedures and benefits without prior notice.

CIVIL RIGHTS: EQUAL EMPLOYMENT OPPORTUNITY:

The Village of Tannersville deals with all applicants and staff on the basis of their qualifications, without regard to race, color, sex, national origin or disability.

The Village of Tannersville also strives to provide an environment free of sexual harassment in the work place.

DRUG - FREE WORK PLACE:

The Village of Tannersville provides a drug - free work place. The unlawful manufacture, distribution, dispensing, possession or use of controlled substance is prohibited in the Villages' work place.

A condition of employment in the Village of Tannersville the employee will :

- (1) abide by the terms of the statement.**
- (2) notify the employer in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction.**

The Village of Tannersville will take appropriate personnel action against such an employee, up to and including termination ; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal , State, or local health, law enforcement, or other appropriate agency.

INITIAL EMPLOYMENT PERIOD:

All employees are considered to be in Initial Employment status for the first 60 days of their employment.

During this time your performance will be assessed by your Supervisor. Performance below standards or expectations can result in termination at any point during or upon completion of the Initial Employment Period.

ANNIVERSARY DATE:

Your Service Anniversary date is the day you began regular full time or regular part-time employment.

PERSONNEL FILES:

The Village Clerks office establishes and maintains the official personnel file for each employee.

These files are confidential and available only to those with a bonafide need for the information.

It is important that the information in your Personnel file is accurate and up to date. Be sure to notify the office and your Supervisor of any changes in your personal status, e.g. your name, address, phone number, marital status, no. of dependents, etc.

YOUR JOB;

Attendance and Punctuality:

Employees of the Village of Tannersville are expected to report to work on time and continue to work until the end of the workday.

Absence and lateness of individuals can interrupt the continuity of services and place additional responsibility on other employees in the work place.

If you are going to be absent due to illness or injury, notify your Supervisor at least two hours prior to your scheduled report time.

When absenteeism or lateness becomes excessive, regardless of the reason, it may become grounds for disciplinary action. In this case, disciplinary action is based on the Village of Tannersville's need to ensure continuity of staffing and does not necessarily mean that the employee has done anything wrong. It is possible to have disciplinary action taken while still remaining eligible for use of your sick time benefit. You should view any action taken in this situation, as an attempt to advise you that a problem is noted that is causing concern and not as punitive in nature.

EMPLOYMENT CLASSIFICATIONS;

1- Regular Full Time - A regular full time employee is scheduled to work a standard 40 hours per week.

The basic work week for office employees shall be 37 1/2 hours per week.

2- Regular part-time - A regular part time employee is scheduled to work between 20 and 30 hours per week.

EMERGENCY WORK;

All employees called for Emergency Work in addition to the regular 40 hour work week shall be paid overtime at time and one-half rate of pay.

All employees are expected to show for work when called for Emergency Work unless sick or disabled.

Over time on holiday week to be paid time and one-half rate of pay.

GETTING PAID;

Wages are paid bi weekly by check on Fridays, equalling 26 pay periods per year.

The standard full time pay period consists of 80 hours, within a two week pay period.

Each pay period begins on Wednesday and ends 14 days later on Tuesday.

It is the responsibility of each employee to submit their work sheet to the Clerks office on Tuesday prior to pay day, so your work hours can be tallied.

Time cards are issued to correspond with the work sheets used by the laborers. These time cards and work sheets are signed by your Supervisor approving the hours worked by each employee.

It is your responsibility to punch in at the beginning of each work day and to punch out at the end of the work day.

Habitual lateness and failure to punch "in" or "out" will result in disciplinary action. If an employee is found punching the time card of another employee, both employees will be subject to disciplinary action up to and including discharge.

Office employees are to report to the clerks office upon arrival of their scheduled workday and sign "in" on the sign in sheet. When leaving at the end of the work day they are to sign "out" on the sign out sheet. The sign in and out sheet is located in the clerks office. In addition to the sign in and out sheet each office employee will maintain a work sheet. These sheets will correspond with each other and will be signed by your Supervisor for approval of your hours.

Failure to sign in and out will result in disciplinary action.

LUNCH AND COFFEE BREAKS;

If you work full time, (8) eight hours per day you are entitled to a 30 minute lunch period and (2) two 15 minute breaks. One 15 minute break in the morning and one 15 minute break in the afternoon.

SAFETY IN THE WORK PLACE;

Fire prevention, and safety is everyone's responsibility and as employees you will be expected to follow safety rules.

If you are injured report it to your supervisor immediately.

CONDUCT ON THE JOB;

We are all responsible to behave in ways consistent with the Village of Tannersville policies and each other's rights and job responsibilities.

Behavior that does not meet this standard can be the basis for disciplinary action.

MEDICAL COVERAGE;

All full - time employees are eligible for Health Insurance in accordance to the NYS Civil Service Health Insurance.

RETIREMENT;

The Village of Tannersville participates in the NYS and Local Employees' Retirement System. All employees employed after July 1976 in a full time position are mandatory members. Members contribute 3% of their salary.

Full time employees holding more than one position has the option to join the system.

WORKERS COMPENSATION;

If your absence from work is caused by an on-the-job illness or injury you may be entitled to benefits under the provisions of the Workers' Compensation Law.

Report Immediately to your Supervisor any injury received at work.

VACATION;

All regular full-time employees shall receive two weeks (10) working days per year after their first year of service.

Accruited after 12 months from date of hire.

Vacation time should be arranged in advance with your supervisor.

Vacation time can be accumulated to a maximum of twenty (20) working days.

SICK LEAVE;

All regular full-time employees accrue sick leave.

Full time employees earn 3.69 hours per pay period (1) day a month of sick leave cumulative to 1200 hours/ 150 days.

Sick leave is earned from your date of hire.

Sick leave should be used only for days you are unable to work, if accumulated will provide you with income protection when you are ill or injured.

PERSONAL LEAVE;

Regular full-time employees will be granted (5) days personal leave per year, beginning June 1 and ending May 31 which will be pro-rated from date of hire.

Personal leave shall consist of business that cannot be handled other than during working hours.

Employees shall notify their Supervisor at least 24 hours in advance when taking a Personal leave day.

Personal leave is not accumulative.

HOLIDAYS;

Regular full-time employees who are actively at work are eligible for the following paid Holidays.

1. New Years Day
2. Lincoln's Birthday
3. Washington's Birthday
4. Memorial Day
5. Independence Day
6. Labor Day
7. Columbus Day
8. Election Day - November
9. Veterans Day
10. Thanksgiving Day
11. Christmas Day
12. Martin Luther King
13. Election Day March

TERMINATION:

When you terminate employment with the Village of Tannersville by choice, the action is called "voluntary termination". Likewise, the Village of Tannersville has the right to terminate employment. Such action initiated by the Village of Tannersville is called "involuntary termination"

If you plan to resign, written notice must be provided to your Supervisor. Employees are required to submit written notice at least 2 weeks prior to the actual date of departure. Failure to provide notice and work fully through the notice period will result in forfeiture of accrued vacation or paid benefit time. The letter of resignation should include the reason for leaving and the last day of work date.

Prior to leaving and before a final paycheck can be issued it is your responsibility to return all Village of Tannersville property (keys, beepers, equipment, etc.) to the Village office. Use of sick, vacation, personal, and paid holidays ceases upon notice of termination. Any vacation pay or paid benefit time you have accrued is paid only if proper notice is given and all regularly scheduled hours are worked during the notice period.

Hours of business will be posted:

Clerks office hours of business Monday - Friday 8:00 am - 4:00 pm

Assessors hours of business Tuesday & Friday 8:00 am - 4:00 pm

Court hours of business

Closed on weekends and Holidays which are posted in the Village Clerks office.


MAYOR, LEE MCGUNNIGLE

YES


TRUSTEE, ALLEN JENSEN

YES


TRUSTEE, WILLIAM REICH

YES

DATED: OCTOBER 16, 1995