Town of Washington

Employee Handbook

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Welcome to Employment with the Town of Washington

This handbook has been prepared to answer any questions you may have concerning your employment with the Town of Washington or about any of the Town of Washington's policies and procedures. Please read this information thoroughly and retain it for future reference. The information presented in this handbook is subject to change at the sole discretion of the Town of Washington Board. From time to time, you may receive updated information concerning changes in policy or additional rules and regulations that will impact your status as an employee of the Town of Washington. If you have any questions regarding any of the policies or any of the information presented in this handbook, please talk with your department head.

You will be asked to complete all necessary paperwork such as health insurance enrollment forms, and the appropriate Federal and New York State tax forms, and you will be required to present to Town of Washington administration, information and documentation establishing your identity and your eligibility to work in the United States in accordance with applicable Federal laws.

Please use the initial period of employment to familiarize yourself with the Town of Washington's policies, procedures and benefits. We encourage you to ask any questions you may have so that you will understand all the guidelines that affect and govern your employment relationship with the Town of Washington.

The Employee Handbook is not a contract that guarantees employment for any specific duration, or at a defined employment position. Although we sincerely hope that your employment relationship with the Town of Washington will be mutually satisfying, the Town of Washington may terminate this relationship at any time, for any reason, with or without cause or notice. Please understand that no department head, manager or other representative of the Town of Washington has the authority to enter into an agreement with you guaranteeing the length of your employment with the Town, or guaranteeing which position you will hold with the Town or making any other promises or commitments to you regarding your status as an employee with the Town The only exception to this is the Highway Superintendent, who has the authority to hire and fire those who serve in the Town's Highway Department.

The Town of Washington wishes you the best of luck and success in your new position and hopes that your employment relationship with the Town of Washington will be a long, happy and rewarding experience.

Equal Employment Opportunity and Sexual Harassment

The Town of Washington provides equal employment opportunities to all employees and applicants for employment, without regard to race, color, religion, sex, national origin, age, disability or status as a disabled veteran, in accordance with applicable Federal and New York State laws. Additionally, the Town of Washington complies with all applicable Federal, New York State and local laws governing nondiscrimination in employment and this policy applies to all terms and conditions of employment, including but not limited to, the hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training of all employees.

The Town of Washington prohibits any form of unlawful employee harassment based upon race, color, religion, sex, national origin, age, disability, status, as a special disabled veteran or on the basis of an employee's relationship with any group protected by federal, New York State or local laws.

The Town of Washington has a very strict policy regarding sexual harassment which prohibits unwelcome sexual advances, requests for sexual favors and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where such requests are made explicitly or implicitly, as a term or condition of employment. The Town of Washington will deal severely with individuals making offensive comments, jokes, innuendos and other sexually oriented statements.

Pre-Employment Medical Examination

As part of the Town of Washington pre-employment procedures, all employees may be screened for drug and alcohol use. A full-time position applicant may be required to undergo a pre-employment medical examination, as well, which will include the screening for drug and alcohol use. This examination will be conducted by a physician whose services will be paid for by the Town of Washington. Any offer of employment with the Town of Washington is contingent upon the satisfactory completion of this physical examination, and the passing of the appropriate drug and alcohol screening, on the basis of which the Town of Washington, and its examining physician, will make the determination that the applicant is, or is not capable of performing the duties and responsibilities of the position for which he/she is being considered.

Employment of Relatives

The Town of Washington permits the employment of qualified relatives of employees, as long as such employment does not, in the opinion of the Town Board, create an actual or perceived conflict of interest, the granting of preferential treatment, or the hiring of such a related individual instead of another applicant who is more qualified.

For the purpose of this policy, the word "relative" means a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation.

The Town of Washington will exercise sound business judgment in the placement of related employees and such related individuals may be permitted to work in the same area or department so long as employment of relatives does not place one relative in a position to manage, supervise, report to, or otherwise influence the work responsibilities, salary or career progress of the other relative.

Town of Washington employees who marry while in the employ of the Town of Washington, or who enter into a relationship of a "significant other" nature, will be treated according to the established policy regarding employment of relatives. If in the opinion of the Town Board, a conflict or perceived conflict arises as a direct result of this marriage, one of the two related employees will be transferred to another department or elsewhere in the Town at the earliest possible opportunity.

This "Employment of Relatives" policy applies to all categories of employment with the Town of Washington.

Personnel Files

The Town of Washington maintains a personnel file for each Town of Washington employee. These files contain documentation regarding all aspects of the employee's relationship with the Town of Washington, such as beneficiary designation forms, disciplinary warning notices, letters of commendation, copies of Requests for Vacation, Leave of Absence or Personal Day(s).

As a Town of Washington employee, you may review your personnel file by making the appropriate arrangements with the Town Clerk, but you will not be allowed to add or remove any documentation from your personnel file.

To ensure that your personnel file is up-to-date at all times, notify your department head of any changes in your name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements, the individuals to notify in cases of emergency, etc.

The Town of Washington complies with Federal and New York State rules and regulations regarding the privacy of an employee's personnel file.

Nondiscrimination Against and Accommodation for Individuals with Disabilities

The Town of Washington complies with the Americans with Disabilities Act and all applicable Federal, New York State and local laws that guard against discrimination in employment against qualified individuals with disabilities. The Town of Washington provides reasonable accommodation for such individuals in accordance with these laws.

The Town of Washington will maintain all medical information of employees with disabilities confidentially, in accordance with the requirements of all Federal and New York State rules and regulations, as well as with the Americans with Disabilities Act, and with the privacy provisions of HIPAA.

The Town of Washington will strive to provide applicants and employees with disabilities with reasonable accommodation, except where such accommodation would create an undue operational or financial hardship on the Town of Washington.

Qualified individuals with disabilities may make requests for reasonable accommodation in writing to the Town of Washington Supervisor. Upon receipt of such an accommodation request, the Town of Washington Town Board will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability, and the potential accommodation that the Town of Washington is willing to make to help overcome those limitations.

Classification of Employees

For purposes of salary administration, eligibility for overtime payment, employee and retirement benefits, the Town of Washington classifies its employees as follows:

Full-Time Employee: Employee hired to:

A. work a forty (40) hour workweek on a regular basis and are paid on an hourly basis. Such employees are classified as non-exempt employees.

B. work a forty (40) hour workweek set by a fixed salary. Such employees are classified as exempt employees

Seasonal Employees: Employees hired for seasonal duties and responsibilities, whose services are required for no more than seven (7) months in any calendar year, and whose compensation is determined on a contract basis for the duration of the season.

Part-Time Employees: Any employee who is not full-time or seasonal is a part-time employee.

For Purposes of Overtime:

Exempt Employees: Employees who are not required to be paid overtime, in accordance with applicable Federal Wage and Hour Law for work performed in excess of forty (40) hours in a work week, such as elected officials, professional employees and certain employees in administrative positions.

Non-Exempt Employees: Such employees who are required to be paid overtime at the rate of time and one half of their regular rate of pay for hours worked in excess of forty

(40) hours in a work week, in accordance with applicable Fair Labor Standards Act.

Please direct any questions regarding your employment to your department head or Town of Washington Supervisor.

Recording Working Hours

It is the policy of the Town of Washington to comply with all applicable Federal and New York State laws that require that detailed payroll records be maintained of the hours worked by all Town employees.

To ensure that such accurate records are kept of the hours you work and of any leave time you have taken with the approval of your department head (ex. sick, personal, etc.) and to ensure that you are paid in a timely manner, your department head will be required to record your time worked, your absences and any leave time taken on the Town of Washington's official Time Recording Form. This form can be reviewed by you before it is sent to payroll by your department head, and if you find any errors or discrepancies, discuss these with your department head.

Falsification of a time record is a breach of Town of Washington policy and is grounds for disciplinary action, including the possibility of termination of employment.

- Time Clock Policy:

All employees are required to accurately record their working hours using the designated time clock system. Employees must clock in at the start of their scheduled shift and clock out at the end of their shift, as well as when beginning and ending paid meal breaks for full time employees.

Each employee is responsible for ensuring their time entries are complete and accurate. Altering, falsifying, or recording time on behalf of another employee is strictly prohibited and will result in disciplinary action, up to and including termination of employment.

Regular Pay Procedures

All Town of Washington employees and elected officials are paid by check.

All required deductions, such as for Federal, New York State and (if any) local taxes and all authorized deductions, such as health insurance premiums, will be automatically withheld from your paycheck.

Elected Officials, full-time employees and part-time employees (whose participation in certain Town of Washington benefits has been approved by the Town of Washington Board) can take advantage of using the pre-tax payroll deduction method, thereby reducing taxable income. For more information regarding pre-tax payroll deduction, please see your department head.

Every time you receive your paycheck, please review it carefully for any errors. If you suspect that an error has been made, report it to your department head immediately, so that appropriate steps can be taken to correct the error.

Overtime Pay Procedure

If you are classified as a full-time, non-exempt employee, you will receive compensation for approved overtime work as follows:

Employees will be paid one and one-half hours of compensatory time for all authorized time worked over forty (40) hours in a work week. Personal leave, sick leave and vacation will be included as time worked for the purpose of computing overtime.

You will be paid one and one-half times your regular hourly rate of pay for all hours worked on any Saturday or Sunday, if your regular work schedule does not include these days. You will be paid one and one-half times your regular hourly rate of pay for all hours worked on a Town of Washington observed Holiday when scheduled. The only exception to this policy is for those Town of Washington employees whose regular work schedule includes working on a Saturday, Sunday or Holiday, and those whose days off fall within the normal work week (ex. Monday through Friday.

Your department head will always strive to provide you with reasonable notice when the need for your services on an overtime basis arises. Please remember, however, that due to emergencies, or other contingencies that may arise - such as wintertime emergencies involving the Town's Highway Department, advance notice may not always be possible.

You will normally receive payment for overtime hours worked in the pay period following the period in which such overtime was worked, providing that your time record has been properly prepared, approved by your department head and forwarded to Payroll for processing in a timely manner.

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Salary Administration

Your salary or hourly rate will be reviewed on an annual basis during the budget preparation process and if you are granted a salary or hourly increase, it will go into effect on the first day of the first pay period of the New Year, unless otherwise provided by the Town Board.

Questions regarding your salary or hourly rate should be directed to your department head.

Family and Medical Leave of Absence

The Town of Washington will grant a leave of absence to regular full-time and regular part-time employees who need time off for the care of a child after birth, for the adoption of a child, for the placement with the employee of a child for foster care, for the employee to have the time to be able to care for a family member (spouse, child or parent) with a serious health condition, or in the event of an employee's own serious health condition. Such Family or Medical Leave of Absence will be granted for a period of time to be determined by the Town of Washington Town Board. The employee who is granted such a Family or Medical Leave is guaranteed that their employment will be continued upon their return to active duty with the Town of Washington. To be eligible for Family or Medical Leave a Town of Washington employee must have been employed for a minimum of 6 months.

If you request a leave of absence to care for a child after birth, adoption, or placement in your home for foster care, or to care for a covered family member with a serious health condition, you will be granted unpaid leave if your request is approved by the Town of Washington Town Board. If the leave can be planned in advance, you must provide the Town of Washington with at least thirty (30) days notice prior to the anticipated leave date, using the Town of Washington office Leave of Absence Request Form. If the need for leave is unexpected, you must notify your department head, who will advise the Tovvn of Washington Supervisor by filing the Leave of Absence Request Form which should be filed as far in advance of the anticipated leave date as is possible. A copy of the Leave of Absence Request Form can be found in the Appendix of this Employee Handbook and a copy of the completed and approved Leave of Absence Request Form will be filed in your personnel file.

Note : All Town of Washington benefits that operate on an accrual basis (such as vacation, sick and personal days) will cease to accrue during any Family or Medical Leave of Absence period. It is a requirement of the law that all accrued benefits be exhausted before the unpaid period begins. Once such benefits are exhausted, the balance of the Family or Medical Leave of Absence period will be without pay.

All group health insurance benefits will continue during the leave period provided you make your regular employee premium payments.

Employees requesting a leave to care for a covered family member with a serious health condition may be required to provide medical certification from the family member's physician attesting to the nature of the serious health condition, probable length of time personal care will be required, and the reason(s) that the employee is required to care for this family member. Employees may also be required to provide additional physician's statements at periodic intervals as requested by the Town of Washington Supervisor

Family and Medical Leave of Absence (continued)

Insurance premiums will be paid by the Town of Washington for employees out on approved Family and Medical Leave for the period for which the employee is out on Family and/or Medical Leave. If your Leave of Absence extends beyond that approved period, you will be billed for the appropriate insurance premiums by the Town of Washington Finance Office in order to maintain your insurance in effect.

If you request leave of absence for your own serious health condition, you will be granted leave under the following conditions:

If a medical leave of absence is required by a Town of Washington employee, the employee must submit the Town of Washington Leave of Absence Request Form, giving the Town of Washington as much notice as possible so that the Town can make appropriate arrangements to insure that the employee's duties and responsibilities will be covered in his/her absence.

If the need for medical leave is unexpected, you should notify your department head as soon as you are aware of this need and file the Leave of Absence Request Form.

Any time that you expect to be or are absent for more than three (3) work days as a result of your own serious health condition, you may be required to submit medical certification from your physician. Such certification must include the date the disability began, a diagnosis and the anticipated date of your return to work.

Before you will be permitted to return to work from medical leave, you will be required to present the Town of Washington with a statement from your physician, indicating that you are capable of returning to work and performing the essential duties and responsibilities of your position. Your physician should state whether any accommodations will be required to allow you to do your job. Where required, the Town of Washington will consider making reasonable accommodation for any disability you may have in accordance with applicable law.

Employees returning to work from medical leave will return to their former position. Exceptions to this provision may apply if Town business and/or circumstances have changed.

Any questions regarding leaves of absence should be directed to your department head or the Town Supervisor.

Military Leave of Absence

Military Leave of Absence will be granted to any Town of Washington full-time or part-time employee. Such military leaves can be for either military or reserve duty.

If you are called to active military duty or to Reserve or National Guard training, or if you volunteer for the same, you must submit a copy of your military orders to your department head as soon as you receive such orders. You will be granted military leave of absence and the Town of Washington will pay you the difference (if any) between your regular Town of Washington pay and the remuneration that you receive from the military for the period of time you serve.

To receive such differential pay, you must submit your military pay document(s) to your department head who will forward it to payroll for appropriate processing of your differential pay. The Town of Washington will guarantee your reinstatement to the position that you held at the time that you were called up or volunteered for military duty and the Town of Washington will further comply with all Federal and New York State laws and regulations, as such relate to reinstatement after your military duty or training is completed.

Bereavement Leave of Absence

If you are a full-time regular or part-time regular employee and a death occurs in your immediate family, you will be compensated for time lost from your regular work schedule in accordance with the following guidelines:

You will be granted up to five (5) consecutive days off from work with pay in the event of the death of a member of your immediate family, that is, your spouse, child, parent, sibling, grandparent, father-in-law, mother-in-law, son-in-law, or daughter-in-law; and three (3) days off from work with pay in the event of the death of a relative that is not a member of your immediate family to attend the services, as defined above.

Requests for Bereavement Leave should be made to your department head.

Jury and Witness Duty Leave of Absence

If you are a full-time or part-time regular employee of the Town of Washington and you are summoned to jury duty, or to serve as a witness, the Town of Washington will pay you your regular pay.

To qualify for jury or witness duty leave, you must submit a copy of the summons that you received ordering you to serve to your department head. In addition, proof of completed service must be submitted to your department head when your period of jury or witness duty is completed.

The Town of Washington will not make any attempt to have your jury or witness duty postponed except when the work requirements of the Town of Washington necessitate such action.

Vacations

The Town of Washington grants annual, paid vacations to its full-time employees. The number of vacation days depends on your status as follows:

Full-time employees of the Town of Washington are entitled to (1) week of paid vacation if hired prior to June 1 of that calendar year, two (2) weeks of paid vacation commencing as of the first of January after such employee has worked six full months, three (3) weeks of paid vacation after ten (10) years of service and four (4) weeks of paid vacation after twenty (20) years of service.

Vacations may be taken at any time during the year with the permission of the employee's department head. Unused vacation time may not be carried over to the following year.

No payment will be made in lieu of taking vacation, except for unused vacation accrued in that calendar year at the time of termination of employment with the Town of Washington or at retirement from service with the Town.

In the event a Holiday observed by the Town of Washington falls within a scheduled vacation period, full-time employees will be granted an alternate day of vacation at a later date with the approval of their department head.

Vacations may be taken as a weekly period(s) or as individual days, as long as your vacation schedule has been approved in advance by your department head. In the event two employees in the same department request the same time off as earned vacation, the supervisor and the employees will try to resolve the situation to the satisfaction of all involved.

It is preferred - and indeed if circumstances allows - that each employee submits a Vacation Request Form to his/her department head at least two weeks before the date you wish your vacation to begin. A Vacation Request Form can be found in this Employee Handbook.

Employees who are terminating employment with the Town of Washington for any reason, are entitled to receive payment for all unused vacation time accrued in that calendar year, calculated on a pro rata basis.

Holidays

The Town of Washington provides paid time off for all Town of Washington employees with the exception of seasonal employees - For the calendar year, these holidays are as follows:

- New Year's Day
- Martin Luther King's Day
- Presidents' Day
- Memorial Day
- Juneteenth
- July 4th (Independence Day)
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- Christmas Day
- Election Day (some departments are closed on this day. However, employees in those that are required to remain open will accrue a Floating Holiday which may be used at a future time with the approval of the department head, so long as it is used in the same calendar year.)

Holidays falling on a.Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

The Town of Washington Town Board, at their scheduled meeting in January of each year, will determine the holiday schedule for that calendar year. Additionally, the Town of Washington Town Board may amend the holiday schedule at any time during the year, at its sole discretion.

Personal Days

In addition to providing paid designated holidays, the Town of Washington permits full-time employees to take up to four (4) paid personal days annually and part-time employees to take up to three (3) personal days annually, based on hours worked during a typical business day. These personal days are designed to allow the employee paid time off to conduct personal business that cannot be taken care of outside of regular business hours, for such things as religious observances, doctor visits, and for other events of personal nature.

Personal days may not be used to extend scheduled vacation periods. Personal time may be taken in hour increments.

Beginning with their date of hire, full-time employees receive four (4) personal days and part-time employees three (3) personal days. Personal days must be used during the year in which they were received. Employees will not be allowed to carry over any unused personal days from one year to the next, and there shall be no payment for unused personal days at the end of any calendar year or in the event of termination. Unused Personal Days will only be paid to an employee if he or she is retiring in that calendar year.

Employees must submit a completed Personal Day Request Form to their department head in advance, if required by that department head. This gives the department head time for appropriate arrangements to be made for someone to fill in for your absence and to assume the duties and responsibilities that you would ordinarily perform. A copy of the Personal Day Request Form can be found in the Employee Handbook or in the Town Clerk’s office.

Sick Time

The Town of Washington provides paid sick days to employees who are ill as follows:

Employees receive 12 sick days per calendar year. Sick time may be taken in hour increments.

Sick days may be carried over from one calendar year to the next but may not accumulate to more than 120 days. No payment will be made for accrued unused sick days at the end of any calendar year, or at any time during the calendar year in the event of termination or retirement.

Payment of sick days will be made on the basis of the average number of hours worked by the employee. For example, a full-time employee working forty (40) hours per week, will be paid eight (8) hours of pay for each sick day, while a part-time employee, who normally works twenty (20) hours per week, will be paid for four (4) hours for each sick day.

Volunteer Fire and Emergency Department Duty

Any employee of the Town of Washington who is also a member of the Millbrook volunteer fire department or rescue squad that is located close enough to the Town of Washington so that the member of that department can reach the site of a fire or emergency in time to be of service, may do so without such absence from his/her assigned position impacting his/her remuneration.

Health Insurance

All full-time employees and elected officials of the Town of Washington are entitled to health insurance coverage, using the designated primary insurance carrier, as provided below:

The premium cost for individual and family coverage insurance for full-time employees and Highway Superintendent and Town Clerk is paid by the Town of Washington. For other elected officials, the Town will pay individual coverage.

If a full-time employee or an elected official chooses to use an approved health insurance carrier that is not the designated primary health insurance carrier of the Town of Washington, but has been selected by the Town of Washington as an approved health insurance carrier for the Town of Washington health insurance benefit, the full-time employee or the elected official is responsible for any differential in premium cost between the health insurance premium of the approved health insurance carrier that they chose and the health insurance premium of the primary health insurance plan of the Town of Washington.

- Dental Plan

The Town of Washington offers its full-time employees a Dental Plan at no cost to the employee. However, if the employee wishes to enroll members of his or her family in the Plan, the employee must pay the premium for the family member(s).

- Vision Plan

The Town of Washington offers a vision insurance plan to all full-time employees. Eligible employees may enroll during their initial benefits enrollment period or during the annual open enrollment period. Employees are solely responsible for the full premium. Details regarding coverage, premiums, and participating providers are available through the Town Clerk’s Office.

Workers Compensation Insurance

To provide for payment of your medical expenses and for partial continuation of your pay in the event of a work-related accident or illness, the Town of Washington covers you with Worker's Compensation Insurance.

The amount of benefits payable and the duration of payment depend on the nature of your injury or illness. In general, all medical expenses incurred in connection with an injury or illness are paid in full and partial payment of your regular pay is provided beginning with the fourth consecutive day of your absence from work.

If you are injured or become ill on the job, you must immediately report such injury or illness to your department head. Your failure to follow this procedure may result in the appropriate Worker's Compensation Insurance Report not being filed, which may jeopardize your right to benefits in connection with the injury or illness.

Questions regarding Workers' Compensation Insurance should be directed to your department head or to the Town Supervisor.

Retirement Plan

- New York State and Local Retirement System

Participation in the New York State and Local Retirement System is mandatory for all full-time permanent employees. The primary purpose of the retirement system is to provide secure and fully funded retirement benefits that members have earned as State or local government employees. The system offers many services to members, retirees and their families to allow them to make the best possible choices for themselves. The Town of Washington participation is managed through the Office of the State Comptroller.

Employees must make a minimal required 3% salary contribution through a payroll deduction. When an employee joins the retirement system for the first time the Employee will be a tier 6 member and continues to make mandatory contributions. When you join NYSLRS as a new tier 6 member, your contribution rate is based on a projected annualized wage provided by your employer. For new part-time employees, your employer calculates a projected annualized wage by using your part-time rate to determine what your annual wage would be if you worked full-time.

Once you have been a member for more than two full State fiscal years (April 1-March 31), your contribution rate is calculated using actual earnings from all public employment two State fiscal years prior. In some circumstances, employees may make arrears payment to buy back service credits. The Town of Washington contributes to the program annually.

Any employee who leaves public employment will retain their service credit for a predetermined amount of years and will have options regarding the future of their retirement account. The State Retirement System will address individual cases.

Part-time employees are eligible to participate on a voluntary basis. Salary contributions are also set at 3%, but a part-time employee would need to work for more than a calendar year to receive a year of service credit. Credit is determined by hours worked. Part-time employees not participating in the New York State and Local Retirement System must decline with a written notice to the benefits manager.

- New York State Deferred Compensation Plan

All Town of Washington employees may voluntarily participate in the New York State Deferred Compensation Plan. The plan is a voluntary, long-term retirement savings program that allows employees to save for retirement needs. The amount contributed to the Plan is withdrawn from your salary on a pre-tax basis thereby reducing your taxable income. In addition, investment returns grow on a tax-deferred basis. Income taxes on your investments are paid only when money is withdrawn from the plan.

The Town of Washington does not make employer based contributions on your behalf. Once an employee joins, he or she would set up confidential investment accounts from a variety of options. The Town of Washington is not notified of investment options or account balances. This account is fully portable upon separation of employment. Assets from other deferred compensation plans such as 403(b), 401(k) or traditional IRA's may be transferred to this account.

Town of Washington's Retirement Health Coverage Plan

Full-time employees, or elected officials of the Town of Washington, who retire from the Town at age 62 or older and with a minimum of twenty (20) consecutive years of service to the Town of Washington, shall be eligible for individual coverage by the designated primary health insurance plan offered by the Town of Washington. The Town of Washington will contribute to the premium cost for such individual coverage on the basis of the following schedule:

Years of Service	Town of Washington Contribution
20-25 years	50%
Over 25 years	60%

If a retiree selects a health insurance plan other than the designated primary health insurance plan of the Town or the retiree's cost is greater than the Town's percentage of responsibility, the retiree will be responsible for any difference. At the beginning of each year, the retiree will be informed of the monthly health insurance premium for which he or she will be responsible. That amount is due no later than mid-month preceding the month for which coverage is provided.

The Town of Washington will reimburse retirees for individual Medicare Part B expenses, subject to a $100 monthly cap. Reimbursements will be issued with the monthly disbursements.

Absenteeism and Tardiness

The Town of Washington expects all Town of Washington employees to assume responsibility for their attendance and promptness. However, if your absence from work or you arriving to work late is due to sickness, injury or for any other serious and bona fide reason, the Town of Washington has established certain rules and regulations governing such absence or lateness.

If you are unable to work because of illness or for any other serious reason, you must notify your department head as soon as you are aware that you will not be able to work, but in no case later than the normal starting time for your position. If you have been granted a Medical Leave of Absence, see the appropriate section of the Employee Handbook, as other notification procedures apply for medical leave of absence.

Failure to properly notify your department head or the Town of Washington Supervisor may result in an unexcused absence.

If you are absent for more than three (3) consecutive workdays for health reasons, a statement from your physician may be required before you will be permitted to return to work. In such instances, the Town of Washington reserves the right to require you to submit to an examination by a physician designated by the Town of Washington at its discretion and cost. Where there appears to be an abuse of the absence from work policy, such repeated absences from work on days before and after a holiday, or before or after a weekend, the Town of Washington may require you either to submit a statement from your physician attesting to your need for such patterns of repeated absences, or to be examined by a Town of Washington designated physician to determine whether you have a medical need for such patterns of repeated absences from work.

Absenteeism or tardiness that is un-excused or excessive in the opinion of the Town of Washington Town Board can become grounds for disciplinary action, up to and including dismissal.

Absence Due to Workers Related Disability or Accident:

A full-time employee who is certified as absent on account of a disability or accident caused in the usual course of employment shall not have such absence charged against sick leave after the required waiting period. The first five days not covered by Workers Compensation will be deducted from the injured employee's sick, personal time, vacation, or with no pay as per the employee wishes. The employee shall not be charged against attendance record for any sick time used under Workers Compensation. Any employee who qualifies for, and starts receiving payments under Workers Compensation weekly benefits shall not be entitled to further compensation from the Town.

Absentee and Tardiness (continued)

No employee, while on sick leave from the Town, shall be elsewhere employed/engaged in any outside work or employment whatsoever during the same period that employees would have been working. Employees, while on sick leave, must be able to verify the status of their condition.

Inappropriate Conduct

Types of behavior and conduct that the Town of Washington considers inappropriate include, but are not limited to the following:

Making a false statement in your employment application or any Town of Washington record.

Violating the Town of Washington's non-discrimination and/or sexual harassment policy.

Soliciting or accepting gratuities in an amount in excess of $25.00 from anyone conducting business with the Town of Washington.

Excessive absenteeism or tardiness.

Engaging in unnecessary or unauthorized use of Town of Washington supplies, tools, materials or any other Town property for any purpose that is not for the benefit of the Town of Washington.

Reporting to work or performing work intoxicated or under the influence of alcohol or a non-prescribed drug;

Illegally manufacturing, possessing, using, selling, distributing or transporting drugs; Possessing, carrying or using alcoholic beverages;

Removing property of the Town of Washington without permission from the your Supervisor;

Having unauthorized firearms in your possession unless with the approval of your supervisor and all proper permits;

Committing any illegal conduct.

If your performance, work habits, overall attitude, conduct or demeanor becomes unsatisfactory in the judgment of the Town of Washington Town Board, based on violations either of any of the above, or any other Town of Washington policy, rule or regulation, you will be subject to disciplinary action up to and including dismissal.

Confidentiality of Information

Subject to applicable law, all electronic and telephonic communication systems and all communications and information transmitted by, received from or stored in these systems are the property of the Town of Washington and as such are to be used solely for Town of Washington business purposes.

The use of any Town of Washington owned software and business equipment for personal use, including **but** not limited to facsimile equipment, computers and photocopy machines, is strictly prohibited.

Town of Washington employees are not permitted to use a code, access a file or retrieve any stored communication unless authorized to do so, or unless they have received prior clearance for the Town of Washington Supervisor.

All pass or PIN codes, or any other electronic device used to restrict access to any Information Technology or Associated Equipment, are the property of the Town of Washington. No employee may therefore use a pass or PIN code, or any other device that has not been issued directly to the employee. Any employee that violates this policy may be subject to disciplinary action, up to and including termination of employment.

To ensure that the use of electronic and telephonic communications systems and business equipment is used only for legitimate Town of Washington business, the Town of Washington Supervisor, Town Clerk and the Town of Washington Town Board may monitor the use of such equipment from time to time.

Smoking Policy

The Town of Washington adheres strictly to the County of Dutchess law that prohibits smoking in any Town buildings, or in any facility in which the Town of Washington is conducting business, holding a special event, etc.

Drug-Free Workplace

Employees may be required, as a condition of continued employment, to undergo periodic medical examinations which may include drug and alcohol screening.

These periodic examinations and screening for drug and alcohol use can be conducted without prior notice, at times and intervals specified by the Town of Washington. In connection with these physical examinations and drug and alcohol screening procedures, employees may be required to give the Town of Washington permission to access their medical records.

As a result of pre-employment and course of employment testing, the Town of Washington will receive reports from its examining physician regarding drug and alcohol use by the person tested and regarding the ability of the person tested to perform his/her duties and responsibilities for the Town.

Safety and Health

The Town of Washington is committed to providing a safe and healthful working environment. In this connection, the Town of Washington makes every effort to comply with relevant Federal and New York State Occupational Safety and Health Laws (OSHA) and to develop to the best feasible operations, procedures, technologies and programs conducive to maintaining such a safe and healthful environment.

The Town ofWashington's policy regarding Safety and Health is intended to minimize the exposure of our employees, Town residents and other visitors to our facilities, to any health or safety risk.

To accomplish this objective, all Town of Washington employees are expected to work diligently to maintain safe and healthy working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries and illness.

In this regard, the responsibility of all employees of the Town of Washington includes the following:

- Exercise maximum care and good judgment at all times to prevent accidents and injuries;
- Report to department heads and seek first aid for all injuries, regardless of how minor;
- Report unsafe conditions, equipment or practices to your department head;
- Use all safety equipment provided by the Town of Washington at all times;
- Observe all safety rules and regulations at all times;
- Faithfully follow your department head's instructions regarding safety and health.

Ethics Code/Standards of Conduct

All employees and elected officials should refer to the General Municipal Law, Sections 803 and 804.

Termination of Employment

Employees planning to terminate their employment relationship with the Town of Washington are asked to notify their department head at least two (2) weeks in advance of their intention to leave the employ of the Town of Washington. Such notice should be given in writing to your department head, or in his/her absence, to the Town of Washington Town Supervisor.

Proper notice will allow the Town of Washington Finance Office sufficient time to calculate any overtime earned, as well as any other monies to which you may be entitled, and to include such monies in your final paycheck. Without proper notice you may have to wait for the next scheduled payday to receive such additional payment.

Employees who plan to retire are urged to provide the Town of Washington with a minimum of three (3) months notice. This allows the Town of Washington administration ample time to process appropriate pension forms, thereby ensuring that any retirement benefits to which you may be entitled commence in a timely manner.

Town of Washington Board, Finance Office and the Town Supervisor reserve the right to conduct an exit interview with any employee leaving employ of the Town of Washington for any reason (resignation, mandatory termination, retirement) so that all procedural steps can be completed, as required, such as benefit continuation and conversion, to ensure that all necessary forms are filled out, to collect all Town of Washington property that may be in the employee's possession and to provide the employee with an opportunity to openly discuss their job-related experiences.

Employee Handbook Acknowledgment Form

The Town of Washington advises you to maintain this Employee Handbook in an up-to-date condition at all times. To this end, you will periodically receive copies of modified or amended policies and/or procedures, or new policies and/or procedures with instructions to remove the appropriate page in this handbook on which the existing policy or procedure is described, and replace that page with the newly issued page that describes the revised, amended or otherwise changed policy and/or procedure.

The Town of Washington further advises you to read and carefully follow all of the policies and procedures described in the Employee Handbook. If you have questions about any of the information presented in this Employee Handbook, you are advised to consult with your department head. If your department head cannot answer your questions, or you feel that your department head's answer to your question may not be correct, you are invited to consult with the Town Supervisor.

By signing this Employee Handbook Acknowledgement Form, in the space provided below, you indicate that you have received the Handbook and that you will read all of the policies and procedures presented herein. You should also understand that this Handbook is only to serve as a guide to inform you about the different policies and procedures that have to be followed as an employee of the Town of Washington, and that this Handbook is not a contract of employment and does not guarantee you employment with the Town of Washington either for a specified period of time or for a specific position.

Only the Town of Washington Town Board has the authority to amend, modify or in any other manner change any of the policies and/or procedures presented herein.

By signing this Employee Handbook Acknowledgment Form I agree to comply with the terms and conditions of the policies and procedures presented herein, and I understand that by signing this Acknowledgment Form I accept the possibility that if I do not follow the policies and procedures presented in this Handbook, or if I, in some manner, refuse, fail to, or otherwise do not comply with the policies and procedures presented in this Handbook, that such action may lead to disciplinary action against me, up to and including dismissal from employment with the Town of Washington.

A copy of this signed Employee Handbook Acknowledgment Form will be placed in your permanent employee personnel file.

_____ _____

Employee’s Signature Date Signed

_____ _____

Town of Washington Supervisor Date Signed

TOWN OF WASHINGTON
REQUEST FOR TIME OFF FORM

_____ _____

EMPLOYEE NAME DATE OF REQUEST

_____

DEPARTMENT

CATEGORY:

Personal Day _____ Vacation_____ Sick _____

FMLA Leave of Absence_____

Military Leave_____ Other_____(Bereavement, Jury Duty, Etc)

DATE FROM_____ DATE TO _____ TOTAL DAYS_____

TIME FROM_____ TIME TO_____

COMMENTS_____

REQUESTED BY:_____

APPROVED BY: _____

Finance Office:_____ Paid_____Unpaid_____

Personnel File:_____ Date_____

Sexual Harassment

THE PURPOSE OF THIS POLICY IS TO PROTECT EVERY EMPLOYEE'S RIGHT TO BE FREE OF SEXUAL HARASSMENT IN THE WORKPLACE. ALL EMPLOYEES MUST COMPLY WITH APPLICABLE NEW YORK STATE AND FEDERAL LAW CONCERNING SEXUAL HARASSMENT.

The Town Board recognizes that sexual harassment in the workplace is not only an offensive working condition, but also violates the New York State Human Rights Law-Executive Law sec. 290 et seq- and is an unlawful employment practice under Title VII of the Civil Rights Act of 1964.

1) All forms of harassment are prohibited, but the Town of Washington explicitly prohibits the sexual harassment of employees.

2) The definition of sexual harassment for purposes of this policy is: unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature when any or all of the following exist

a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
b) When submission to or rejection of such conduct by an individual is used as basis for employment decisions affecting that individual: OR
c) Such conduct has the purpose or effect of interfering unreasonably with an individual's work performance or is creating an intimidating, hostile or offensive working environment

3) Enforcement of the Town of Washington's sexual harassment policy:

a) It is the responsibility of the Town of Washington to maintains workplace free of anyform of sexual harassment. The Town will not tolerate any actions by a department head, board member or any other supervisory staff that threatens insinuates, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment wages, advancement, assigned duties, shifts or any other condition of employment or career development.

b) The responsibility for maintaining a workplace free of any form of sexual harassment is not limited to department heads, board members or supervisory staff. All employees are prohibited from engaging in conduct included but not limited to the following:

1) Sexual flirtations, touching advances or propositions;
2) Verbal abuse of a sexual nature, such as swearing, jokes, or comments of a sexual nature, etc.;
3) Graphic or suggestive comments about an individual's dress or body;

4) Using sexually degrading words to describe an individual; and/or

5) Displaying sexually suggestive objects or pictures in the workplace, including photographs, post cards and posters.

4) Notification of policy violations: An employee who believes he or she has experienced or witnessed sexual harassment in the workplace should immediately report such behavior to the employee's department head. This reporting should be a written complaint outlining the details of the incident and should be made within 30 days of the incident.

In the event that the employee is unable to discuss this matter with their department head, the complaint should be reported to the Town Supervisor or other member of the Town Board. All complaints will be investigated discreetly and promptly. An employee who reports sexual harassment activities will not suffer adverse employment consequences as a result of making the complaint.

5) Every employee who after investigation, is found to have engaged in sexual harassment will be subject to appropriate disciplinary action in accordance with Civil Service Law (S 75). Disciplinary action will be on a case by case basis as determined by the Town Board.

Alcohol and Drug Abuse Provisions

In order to provide a safe working environment for all employees and provide the most effective delivery of services to residents of the Town, it is the policy of the Town that no employee may manufacture, distribute, dispense, use, sell, purchase, possess, or be under the influence of alcohol or illegal/controlled chemical substance, except prescription medication, during scheduled work hours or while on or using Town-owned property.

The Town recognizes that alcohol and chemical substance abuse are progressive, potentially fatal diseases which affect employees' lives and relationships with families and/or co-workers, as well as quality of life and job performance. The Town encourages and supports employees who seek voluntary treatment.

Employees must abide by the terms of this policy statement as a condition of employment and failure to do so may result in disciplinary proceedings. However, nothing herein is intended to diminish the rights of an employee under the law.

Guidelines:

1) When there is probable cause to believe that an employee has violated this policy, the infraction shall be reported to the Department Head or his or her designee.

2) If the employee appears to be under the influence of an illegal/controlled substance or alcohol the Department Head (or investigating official) shall complete the attached reporting form and the employee will be told he may voluntarily admit he is under the influence of alcohol or other chemical substance. Said employee shall be relieved of duty by the Department Head in the interest of safety.

3) Employees who are on-call and are expected to respond to emergency situations, or who have responsibility for snow removal and have been notified of an impending storm prior to leaving work, are expected to comply with this policy.

4) Any employees covered under a grant program as described in 41 USC Section 702 (The Drug Free Workplace Act) or 55 Federal Register 21677 et seq. must notify his or her Department Head in writing of any conviction for violation of a criminal drug statute in the workplace within five (5) calendar days of the conviction.

Town Vehicle Policy

Town Vehicles are owned by the taxpayers and as such they may only be used for Town business. The following rules apply to all Town Vehicles:

1) Persons driving Town Vehicles must have a valid New York State License of appropriate class for vehicle usage and be a current Town of Washington employee or elected official.

2) Vehicle mileage and fuel records will be recorded as per individual department policy.

3) Department Heads will be responsible for departmental compliance with these rules and for ensuring that each department member who requires the use of a town vehicle is eligible.

4) Damage involving town vehicles will be reported promptly to the department head and Town Supervisor's Office.

5) Town vehicles will be parked at Town Hall or Town Garage and are not to be taken home by employees overnight with the exception of the vehicles being used by the Town Highway Superintendent and vehicles assigned to Highway Department employees on call. Temporary exceptions to his rule may be granted by the Town Supervisor.

6) Use of discretion is required when using and parking a Town vehicle. Town vehicle operators are required to obey all traffic laws and parking regulations. Traffic tickets are the sole responsibility of the vehicle operator.

CONFIDENTIALITY AGREEMENT

All information obtained by, reviewed by, or communicated to the Employee- financial and other affairs of the Town of Washington- are proprietary in nature and belong to the Town of Washington. Such information and materials shall be treated as confidential and not disclosed by the Employee to any person without the express prior written consent of the Town of Washington Town Board or its designated representative.

EMPLOYMENT AT WILL

Notwithstanding any other provisions of or to the contrary, Employee is an employee at will who serves at the pleasure of the Town of Washington Town Board. As such, he/she may be terminated by the Town of Washington Town Board for cause or without cause, and upon termination will receive such benefits as are provided for herein and by applicable law.