

**THE INCORPORATED
VILLAGE OF UPPER BROOKVILLE**

Employee Handbook



(Amended March 2017)

Approved by Board Resolution March 20, 2017



THE INCORPORATED VILLAGE OF UPPER BROOKVILLE

MAYOR

Elliot S. Conway

TRUSTEES

William F. Campbell
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March 20, 2017

Dear Upper Brookville Employee:

As an employee of the Incorporated Village of Upper Brookville (the "Village") you have a unique opportunity to serve our community. While you carry forth with your duties, always be aware that the Village is run with public funds for the direct benefit of Village residents. As the guardians and administrators of these public funds and services, our responsibility is to provide for general health and safety in the most fiscally prudent manner possible.

This Employee Handbook is intended to give you information about the main features of the Village's employment policies, practices, benefits and certain other general information. It does not and is not intended to cover these matters in detail. This is not an employment contract and is not intended to create contractual obligations of any kind.

These employment policies are applicable to all employees of the Village

The policies and procedures outlined in this handbook will be applied at the discretion of the Village. The Village reserves the right to deviate from, revise, supplement, rescind or change the policies and procedures, at any time from time to time as it deems appropriate in its sole and absolute discretion. All statements in this handbook are subject to change without notice. The administration and interpretation of these policies are the responsibility of the Village. The Village retains the right to make all necessary management decisions in the selection, administration, supervision and retention of its employees and the operation of its affairs pursuant to applicable law.

The Handbook also refers to certain benefit plans currently maintained by the Village. If any questions arise regarding the implementation or interpretation of any benefit plan, the terms and conditions of the actual plan documents and summary plan description will control.

The Village values the many talents and abilities of its employees and seeks to foster an open, cooperative and dynamic environment where employees and the Village alike can thrive. If you would like further information or have questions about any of the policies and procedures outlined in this handbook, please feel free to bring them to the attention of the Mayor.

Sincerely,

Elliot S. Conway
Mayor

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General Policies and Procedures

At Will Employment

Unless the Village has otherwise expressly agreed in writing, or unless otherwise required by law, your employment is at will and may be terminated by you or by the Village at any time, whether during or after the evaluation period.

Equal Employment Opportunity

The Village, an Equal Opportunity Employer, is committed to a work environment free of discrimination and harassment and reaffirms its compliance with applicable federal, state and local laws governing nondiscrimination in employment. It is the policy of the Village of Upper Brookville to recruit, hire, train and promote to all job levels the most qualified applicants, and to make all personnel actions, without regard to race, creed, national origin, age, disability, gender, sexual orientation, marital status, familial status, military veteran status, predisposing genetic characteristics, domestic violence victim status, or any other characteristic protected by law. All such decisions are made by using objective standards based on the individual's qualifications as they relate to the particular job opportunity.

The Village will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. An employee with a disability for which reasonable accommodation is needed should contact the Mayor to discuss possible solutions.

Hiring Procedures

Except where otherwise provided by law, all employees of the Village are appointed by the Mayor, subject to the approval of the Board of Trustees.

Ethics

The Village maintains an official Code of Ethics, included in the appendix. All employees and elected officials should refer to General Municipal Law, Article 18.

All Trustees and other officials must submit a conflict of interest form and update it as the need arises.

Orientation

New employees will receive a copy of the Employee Handbook and will be given the time to read it and ask any clarifying questions of the Mayor. The signed copy of the "Acknowledgement & Receipt of Understanding" will be placed in the employee's personnel file. New employees will also be provided information regarding other policies and procedures, and benefits they are entitled to.

Reporting Changes

You are responsible for promptly notifying the Mayor of any change in your name, address, telephone number, marital status, citizenship, tax withholding allowances, emergency

contact information, insurance beneficiary, or dependent insurance coverage. Accurate and correct information is vital for benefits and insurance records and other Village files.

Each employee is required to notify the Mayor, in advance, of the dates of all approved vacation or other leave time to be taken. Additionally, employees are to inform the Mayor of sick days taken and lateness in arriving at work.

Job Classifications

For purposes of salary administration, eligibility for overtime, health benefits and retirement status, the Village classifies its employees in two major categories: "Exempt" and "Non-exempt" This handbook applies to Exempt and Non-Exempt employees.

- (1) Exempt employees are salaried and fall into one or more of the following classifications: executive, professional, or administrative. These employees are exempt from the overtime provisions of federal wage and hour laws (FLSA), as well as applicable state wage and hour laws.
- (2) Non-exempt employees are eligible to receive overtime pay in accordance with applicable state and federal wage and hour laws. These employees are required to submit a time record for each pay period, approved by the appropriate supervisor or the Mayor, for the purpose of tracking hours worked and calculating compensation.

Employees are also classified within one of the following three statuses:

- (1) Full-time: any employee that is regularly scheduled to work 34 hours a week or more. Full-time employees are eligible for standard Village benefits.
- (2) Part-time: any employee that is regularly scheduled to work less than half the normal workweek of a full-time employee. Part-time employees are not eligible for standard Village benefits.
- (3) Temporary: any temporary work that is seasonal or has a predetermined start and end date of employment. Temporary employees are not eligible for standard Village benefits.

Court Clerks

The Court Clerk holds a unique position requiring the trust and confidence of the sitting Justice(s), and is entrusted to handle a variety of matters on behalf of the Justice(s) and the Justice Court. For this reason, the Court Clerk may be employed and terminated by the Board of Trustees or the Mayor only upon the advice and consent of the Justice(s). While the Board of Trustees or Mayor ultimately makes the appointments to employment and the decisions to terminate employment, this power cannot be exercised over the Justice's objection: the Village may not hire or fire the Court Clerk over the objection of the Justice(s). Likewise, because the Village and not the Justice Court formally appoints or terminates the Court Clerk, the Justice Court may not hire or fire the Court Clerk over the objection of the Board of Trustees or Mayor.

While Villages may set general personnel and administrative policies for their local governments and employees, Justice Court operations are the responsibility of the Justice(s) to

supervise. Generally, the local Justice supervises the Court Clerk in performing court-related functions, and the Court Clerk cannot be terminated from the Justice Court without the consent of the Justice or Justices.

Evaluation/Probationary Period

Employees hired in the competitive class of the Civil Service will receive probationary periods pursuant to Civil Service Law. All other employees will serve an evaluation period of three (3) months. During the probation/evaluation period, the Mayor or your supervisor will continually evaluate your performance and compatibility with the Village. Should your performance not meet the standards set forth by the Village or your supervisor, your employment will be terminated prior to or at the end of the probation/evaluation period. Upon completion of three (3) months' employment, all employees will be eligible for additional benefits, as set forth herein and in the benefits information you received upon employment. During probation/evaluation time, personal leave, sick leave and vacation leave may be accrued, but may not be used. In the event that the employment of any such persons is terminated on or before the successful completion of the probation/evaluation period, all accrued leave time shall not be paid for.

Pay Periods

All employees are paid weekly, typically on Friday. If payday falls on a holiday, employees will be paid the day before the holiday.

Hours of Work

The Village's standard workweek for full-time employees is five (5) days. Schedules may vary based on the Village's needs. Employees may not deviate from their assigned hours of work, unless otherwise approved by the Mayor.

Clerical and administrative staff shall generally work up to 7½ hours per day plus a 30-minute unpaid meal period, as determined by the Mayor and the Board of Trustees. The Village Hall is open from 8:30 a.m. to 4:30 p.m., Mondays through Thursdays, and 8:30 a.m. to 12:30 p.m., Fridays. The Village's preference is for employees to work within this schedule. However, it is understood that exempt employees may be required to work extra hours to accommodate certain deadlines and after-hours meetings, such as Board of Trustee meetings without additional compensation. If such extended hours are required, the Village will allow some flexibility with the expectation that employees will make every effort to align their hours with office hours. This is in order to facilitate consistent and reliable availability for meetings and other interactions, which are essential to the smooth operation of the Village.

Work Hours – Maintenance and Supervisory Staff

The following hours of daily service shall be maintained as the regular employment schedule.

(a) All maintenance and supervisory staff shall have a normal work day, of eight (8) hours, 8:00 AM to 4:30 PM or 7:30 AM to 4:00PM, inclusive of a 30-minute meal period. Non-exempt employees shall not work through their meal period unless approved in advance by their supervisor and the Mayor.

(b) The work hours of all part-time and seasonal employees shall be scheduled by the Supervisor as needed.

Time Keeping

Nonexempt employees are required to log time-in and time-out for arrival to and departure from work, as well as prior to and after the meal period. It is strictly forbidden for an employee to sign another employee in or out.

Overtime

All overtime must be approved in advance by the Mayor or the Board of Trustees.

Exempt employees are not eligible for overtime pay.

Nonexempt employees are to be paid time and one and one half of the employees' regular rate of pay for all hours actually worked over 40 in a workweek. Employees directed to work overtime are expected to do so.

The Village does not count paid holidays or paid vacation, personal or sick leave hours taken by an employee toward the calculation of the overtime requirement, because these hours are not actually worked.

Salary Increases

Salary increases are based on performance or promotion. All salary increases are at the discretion of the Mayor and subject to the approval of the Board of Trustees.

Years of Service

An employee's years of service shall be calculated on the anniversary date of a full year of service and each such anniversary date thereafter.

Payroll

Both exempt and nonexempt employees will have federal and state taxes withheld from their wages. Payroll checks will not be released prior to the set pay schedule for any reason, nor will they be released to anyone other than the employee.

Performance Reviews

Village employees may be subject to performance appraisals periodically. The employee's supervisor or the Mayor will give these reviews. The reviews will focus on job-related strengths and weaknesses, as well as overall fit with the Village. Goals and improvement plans will be mapped out each review period and progress will be measured at the next review.

Performance reviews play an important part in determining salary increases and promotions. Employees will have the opportunity to thoroughly review all performance appraisals and provide a written response. All performance reviews and responses will become

part of an employee's personnel file. As part of the performance review, each employee will submit a description of their current duties and responsibilities.

Expense Reimbursement

All expenses must be submitted via the required expense form, with receipts, and be approved by the employee's supervisor or the Mayor prior to submission for reimbursement. Whenever possible and in situations where the employee has any reason to question the reasonableness of an expense, the employee should secure approval in advance of incurring the expense. Unreasonable or excessive expenses will not be reimbursed. Any questions should be directed to the employee's supervisor or the Mayor.

Employee Incurred Expenses/Mileage Reimbursement

Village employees will be reimbursed for travel, mileage and other expenses incurred in fulfilling the responsibilities and duties of their positions. To be reimbursed, these costs must be reasonable, documented, supported by receipts, properly approved and submitted in accordance with this policy. Expenses for on or off-site training or Village official conferences must be approved in advance by the Mayor or in the case of a single expense greater than \$1,000, the Board of Trustees.

Mileage Reimbursement

Employees may use their personal vehicles for authorized Village business only when a Village vehicle is unavailable. Employees traveling to the same meeting or event are encouraged to car-pool when feasible. Employees using personal vehicles must carry the minimum insurance required by law. In case of an accident, the employee's insurance coverage is primary. In the event of a lawsuit, the Village's coverage is secondary for liability only. Mileage is reimbursed at the current IRS rate, and reimbursable mileage is limited to the amount of daily mileage which exceeds the amount traveled during the employee's regular commute between his or her home and the regular or assigned work location. To be reimbursed, employees must submit their request within 30 days of the trip on the mileage Reimbursement Voucher.

For those instances in which the use of public transportation is the most reasonable and feasible means to travel on Village business, such expenses will be reimbursed in accordance with this policy.

Overnight Travel

Employees will be reimbursed for reasonable costs of overnight travel incurred while on pre-approved and authorized Village business as follows:

- All overnight travel must be approved by the Mayor or Board of Trustees.
- The least expensive practical class of transportation must be used.
- The use of a rental vehicle for Village business must be pre-approved by the Mayor or Board of Trustees, and is limited to those situations in which public transportation or a Village vehicle is unavailable.
- Employees will be reimbursed a reasonable amount, not to exceed \$250.00 per night, for overnight accommodations while traveling on Village business. Expenses for spouses or other accompanying parties are the responsibility of the employee.

Likewise, if the employee extends his or her stay beyond the time needed to conduct Village business, s/he is responsible for the additional charges.

- The cost of meals and other incidental expenses is reimbursed only in those instances in which employees are staying overnight on Village business. A per diem "meal and incidentals" allowance of \$65.00 per day will be reimbursed for each night the employee is traveling on Village business. The per diem allowance will not require receipts and will include all meals and incidental expenses incurred by the employee, with the exception of transportation and lodging costs.

* Please note that for conferences and other events in which one or more meals are provided as part of the package, reimbursement to employees will be provided only for those meals not included in the package, at the rate of \$20.00 per meal.

1. Gratuities/tips

Gratuities and tips are reimbursable at the following rates:

- Meals/taxes - 15%
- Food delivery services - 10%
- Bellhops - \$2 for first bag, \$1 for each additional
- Doorman - \$2 for hailing taxi or other help
- Maid service - \$2 per night

2. Non-reimbursable travel expenses

The following expenses are not reimbursable:

- Personal travel insurance
- Personal reading materials
- Luggage
- Baby-sitting or day care services
- Personal grooming services (shoe shines, haircuts, manicures...)
- Toiletries, cosmetics, or other grooming products
- Expenses incurred by children, relatives or spouses, unless the employee is attending an event where spouses are expected to attend the function
- In-room movies or video games

Credit Card Policy

To establish a convenient, efficient and cost-effective method of purchasing goods and services, particularly via the internet, when vendors will not accept purchase orders or vouchers, a Village credit card may be used.

Issuance of Credit Cards: One credit card is authorized to be issued to the Village. The Village credit cards may be used to purchase goods and services that cannot be obtained by purchase order or voucher. It may also be used to subscribe to goods, software, and other materials that require payment through the Internet.

The following rules shall apply to the use of the Village credit card.

1. The card will be kept in a secure location under control of the Village Clerk/Treasurer.

2. Permission for use of Village credit card may be obtained from the Mayor or two Trustees acting in concert.
3. A control log will be maintained by the Clerk/Treasurer recording all credit card use.
4. A control log will be maintained by the Office of the Village Clerk to document the removal and return of credit cards from the secure location.
5. All charges must be evidenced by original sales receipts or online invoices upon return of the card. The Clerk/Treasurer will attach said receipts to the prepaid voucher upon review of the monthly bank statement and submit to the Board of Trustees for review at the next regular meeting. If the cardholder cannot produce a receipt he shall be responsible for reimbursement to the Village.
6. No personal purchases may be made with this card.
7. No expenditures for entertaining or new business purposes shall be made.
8. In the event of willful or negligent default of the obligations of the card user, the Board of Trustees of the Village of Upper Brookville shall take such recovery action as deemed appropriate by law.
9. The cardholder is responsible for the security of his purchases. The cardholder shall return the card and provide itemized receipts for each purchase to the Village Clerk upon returning to his place of work within 48 hours. The receipts will indicate the reason and nature of the purchase. All receipts and expenditures will be reconciled with the monthly statements and audited by the Village Board of Trustees. Verification of items purchased were actually received will be conducted. Claims will not be paid without documentation.

Attendance & Punctuality

Punctuality and regular attendance are essential to the smooth operation of the Village. If you are consistently late or excessively absent, the Village's ability to perform work is affected and an unfair burden is placed on your co-workers. Therefore, unless your absence is permitted or excused under the Village's holiday, vacation, sick or other policies, you are responsible for being at work and arriving on time. If you are going to be absent or late, it is your responsibility to call your supervisor or the Mayor as soon as possible, and in advance of the start of your workday. If you are absent for two or more consecutive days, you must notify your supervisor or the Mayor each day. An employee who is out sick for three or more consecutive days may be required to submit a doctor's note. Failure to comply with the foregoing may result in disciplinary action up to and including termination.

Sexual and Other Unlawful Discrimination and Harassment

The Village will endeavor to maintain a work environment that nourishes respect for the dignity of each individual. This policy is adopted in furtherance of that tradition.

The Village prohibits sexual discrimination and harassment of its employees in any form, as well as discrimination and harassment based upon an employee's age, race, religion, color,

creed or disability, or any other characteristic protected by law. Such discrimination and harassment in the workplace, whether physical or verbal, is against the law and Village policy. Such conduct may result in disciplinary action, including termination.

No individual shall threaten or insinuate, either explicitly or implicitly, that an employee's submission to or rejection of sexual advances will in any way influence any personnel decision including but not limited to the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment. Furthermore, no individual shall engage in any conduct, including but not limited to unwelcome sexual comments or innuendoes, flirtations, advances or propositions, physical or verbal sexual abuse, which has as its purpose or effect the creation of a hostile work environment. Neither shall any individual engage in conduct demeaning or abusive to an employee based upon age, race, religion, color, creed or disability, or any other characteristic protected by law where such conduct has its purpose or effect the creation of a hostile work environment

Recognizing that employees of the Village often come into contact with the public, this policy prohibiting discrimination and harassment shall apply to conduct by any employee of the Village in relation to a member of the public when such conduct either expressly or implicitly involves a term and condition of that person's entitlement to any rights or benefits otherwise afforded them, or such conduct creates an intimidating, hostile or offensive environment.

The victims of all such discrimination and harassment are urged to come forward and to make complaints to the Mayor without fear of retaliation or intimidation. Should The Mayor be the subject of such a complaint, it should be made to the Deputy Mayor. An impartial investigation of the matter will be commenced as soon as a complaint is received. Due to the sensitive and serious nature of these complaints, investigations of allegations of harassment will be conducted with due regard for confidentiality to insure protection of the complainant and the accused. However, confidentiality cannot always be guaranteed. Moreover, employees who do not complain about harassment or do not fully cooperate in an investigation may be compromising their legal rights. If a determination is made that there has, in fact, been unlawful harassment, appropriate disciplinary action, up to and including termination, will be taken against those found responsible for such harassment. Moreover, any coercion, retaliation, or intimidation of those who complained of harassment or who participated in the investigation thereof, will also be grounds for a disciplinary action up to and including termination. Supervisors who fail to report instances of harassment will likewise be subject to disciplinary action up to and including termination. There will be subsequent review to determine if the harassment, once proved, has been effectively stopped.

Staff Romantic Relationships

Consenting "romantic" or sexual relationships between a supervisor and an employee may at some point lead to unpleasant complications, independence issues and significant difficulties for all concerned – the employee, the supervisor and the Village. Any such relationship may, therefore, be contrary to the best interests of the Village.

Accordingly, such relationships are strongly discouraged as is any conduct (such as dating between a supervisor and an employee) that is designed or may reasonably be expected to lead to the formation of a "romantic" or sexual relationship.

By its discouragement of romantic and sexual relationships, the Village does not intend to inhibit the social interaction (such as meals or attendance at certain events) that are or should be an important part or extension of the working environment; and the policy articulated above is not to be relied upon as justification or excuse for a supervisor's refusal to engage in such social interaction with employees.

If a romantic or sexual relationship between a supervisor and an employee should develop, it shall be the responsibility and mandatory obligation of the supervisor to promptly disclose the existence of the relationship to the Mayor. The employee may make the disclosure as well, but the burden of doing so shall be upon the supervisor.

The Village recognizes the ambiguity of and the variety of meanings that can be given to the term “romantic.” It is assumed, or at least hoped, however, that either or both of the parties to such a relationship will appreciate the meaning of the term as it applies to either or both of them and will act in a manner consistent with this policy.

Upon being informed or learning of such a relationship, the Mayor may take all steps that are deemed appropriate. At a minimum, the employee and supervisor will not thereafter be permitted to work together on the same matters, and the supervisor must withdraw from participation in activities or decisions (including, but not limited to, hiring, evaluations, promotions, compensation, work assignments and discipline) that may reward or disadvantage any employee with whom the supervisor has or has had such a relationship. Accordingly, reassignment of the supervisor or employee may be effectuated.

In addition, and in order for the Village to deal effectively with any potentially adverse consequence such a relationship may have for the working environment, any person who believes that he or she has been adversely affected by such a relationship, notwithstanding its disclosure, is encouraged to make his or her views about the matter known to the Mayor.

Notification of Arrest or Conviction

All employees are required to notify the Mayor if they have been subject to arrest for any reason, or if they are convicted of a misdemeanor, felony or violation, other than a non-moving traffic infraction. Such notification must be made within 48 hours of the time and date of the arrest or conviction. Failure to comply with this notification may result in disciplinary action up to and including termination.

Guidelines on Employee Use of Social Media

The Village acknowledges that our employees, independently and on their own time, may be using internet-based social media such as social networking websites, web blogs, and on-line multi-user virtual worlds. With this in mind, employees should comport themselves professionally at all times, even when off duty. By identifying yourself as an employee of the Village in such networks, be aware that you are now potentially connecting yourself to your fellow employees, supervisors, and Trustees. The intent of this Policy is not to restrict the flow of useful and appropriate information, but to minimize the risk to the Village and its employees. Employees must request and receive prior written approval from the Mayor before doing any of the following:

- using the Village’s logo, or other official identifiers on a social media site for commercial purposes or to give the impression that the views expressed are endorsed by the Village.
- posting of any photographs taken of employees, Trustees, or members of the public while working for the Village, on Village business, or in Village Hall, without the person’s express permission.

- including text, photographs or other materials that would be considered Confidential Agency as this term is described herein.

To the extent employees post Village related material to their social media site and/or self-identifies as being employees of the Village, they are expected to adhere to the guidelines related to the professional use of computer systems discussed herein. Specifically, there should be no content that is hostile or offensive concerning race, color, creed, religion, sex, age, national origin, disability, marital status, sexual orientation or any other classification protected by law. Nor should there be any material that is fraudulent, harassing, sexually explicit, profane, obscene, threatening, defamatory, or otherwise unlawful.

Failure to comply with these guidelines related to employee use of social media may result in disciplinary action, up to and including termination.

Immigration Law Compliance

The Village does not hire anyone that is not a citizen of the United States, or is not a non-citizen that is authorized to work in the U.S under the Immigration Reform and Control Act of 1986. As a condition of employment, all new and past employees must show valid proof that they are eligible to work in the United States.

Personnel File

The Village keeps personnel files on each of its employees. These files are confidential in nature and are managed by the Mayor. They will not be copied or be removed from the premises unless there is a legitimate business reason to do so.

All employees may view his or her personnel file by contacting the Mayor during normal business hours. No employee may alter or remove any document in his or her personnel file.

Personal Property

The Village does not assume responsibility for any personal property located on its premises. Employees are to use their own discretion when choosing to bring personal property into the office and do so at their own risk. Additionally, employees may not bring or display in the office any property that may be viewed as inappropriate or offensive to others.

Personal Safety

The safety of each employee's health and security is very important to the Village, which will make reasonable efforts to address an employee's safety concerns. Employees should remember to use caution and good judgment in all activities and should notify their supervisor or the Mayor if they believe there is a safety issue that should be addressed.

Office Security

Shortly after an employee's start date, he/she may be given a key to gain access to the offices. The last employee to leave the office at night is responsible for making certain that all doors and windows are locked and, unless there is to be a subsequent meeting on the same day, the lights are turned off.

Monitoring & Searches

All Village property is subject to monitoring and review at all times. This includes, but is not limited to, desks, lockers, computers and email files. Reasons for searches and reviews include, but are not limited to, personal abuse of Village property, theft investigation and improper disclosure of confidential information.

The Village retains the right to conduct searches at any time. This includes the right to search individual computers or files, even if protected by a password. Any employee that attempts to obtain or alter a password for the purpose of accessing restricted files will be subject to disciplinary action, up to and including termination.

Confidential Information

Protecting the Village's confidential information is the responsibility of every employee and we all share a common interest in making sure it is not improperly or accidentally disclosed. No present or former officer or employee of the Village may disclose any information that was obtained in the course of employment, which is not otherwise readily accessible to the public, or use such information to further the personal or private interest of himself or herself or others.

Employees must take all reasonable precautions to prevent the unauthorized disclosure of confidential information. Confidential information may not be discussed with or exposed to anyone who is not authorized to access such information. All inquiries by outsiders, including the press, should not be handled by any individual staff member, but should be directed to the Mayor. Upon termination of employment, employees may not obtain or take with them any notes, records, documents or other material concerning confidential information about the Village prepared or obtained in the course of employment. The Village requires that employees do not disclose information held to be confidential by the Village. Any questions about this policy should be addressed to the Mayor.

Employment of Relatives

Employment of relatives, whether by blood or marriage, is not prohibited by the Village, provided that the following conditions are met:

- (i) the applicant is qualified for the position.
- (ii) such employment does not in the opinion of the Board of Trustees, create an actual or perceived conflict of interest, there is no granting of preferential treatment, and there is not a more qualified applicant for the position.
- (iii) the employment does not result in one relative managing, supervising, or reporting to the other relative, and there is no ability to influence the work responsibilities, salary, or benefits of the other relative.
- (iv) the personal relationship will not adversely affect the workflow or processes of the Village.
- (v) Should the prohibitions contained herein arise after the relative has been employed, it is incumbent on both employees to advise the Mayor and the Board of Trustees.

Employee Benefits

The following is a list of benefits that the Village makes available to its employees. The descriptions in this handbook are a summary only. The separate plan documents explain each benefit in more detail and the language of the plans' documents controls the various plans. Benefits may be modified, added or terminated at any time by the insurance company or benefit provider, per the terms of the plan, or by the Village, at its discretion.

Direct Deposit

The Village offers Direct Deposit to its employees. An employee may have his/her pay directly deposited into his/her checking or savings account via ACH (Automated Clearing House network). Employees will continue to receive a pay stub. The advantages to employees are many. There will no longer be a need to go to the bank in bad weather and no more lost time during your lunch hour or evenings waiting in line at the bank. There will no longer be a need to carry large sums of cash and no possibility of losing it or having it stolen. When you're on vacation or sick, no special arrangements have to be made on payday because your money will automatically be in the bank. These steps all mean added convenience and security for you and your account remains confidential. The Village will simply be originating a credit to your account each payday and will have no further contact with the bank.

Once you sign up for direct deposit you will be allowed to make changes or adjustments to your bank account on file twice a year. The first time your new information is submitted to us we will have to do a test and your Direct Deposit will be delayed until we receive instructions from our bank stating your account information has been accepted. This should take no more than one or two payroll cycles.

Employees who receive second checks and sign up for Direct Deposit will have both checks deposited through the ACH system but will receive two pay stubs. Employees cannot have one check direct deposited and the other not direct deposited. All checks must go through the ACH system.

Medical Insurance

Except as provided below, full-time employees that have successfully completed the first three (3) months of employment will receive medical benefits as may be approved by the Board of Trustees. All employees must contribute 20% towards individual plan health insurance premiums and 20% towards family plan health insurance benefits. Refer to the plan summary for details regarding coverage, eligibility, waiting periods and cost. Employee contribution amounts will be deducted from salary payroll on a pre-tax basis.

Elected officials are not eligible for paid health insurance, but may elect to be covered at their sole expense.

However, full-time employees who are afforded coverage in the same plan as provided by the Village, currently the New York State Health Insurance Plan, through a spouse or other family member, will not be eligible for coverage through the Village. Employees will be required to complete an attestation form on annual basis certifying whether or not they are afforded such coverage.

Medical Benefits Buyout

Employees who are eligible for coverage through the Village may opt out of such coverage and will receive a yearly payment in the amount of \$5,200/year for family coverage or \$2,000/year for individual coverage. Such employees will be required to complete a form to be furnished by the Village and the employee must certify that they are furnished health insurance coverage through another source, other than the same plan as provided by the Village. The payment will be subject to all usual payroll deductions and will be made on an annual basis at the end of the Village's fiscal year.

Employees may elect to opt out of coverage at any time during the fiscal year, but can only opt back in to coverage one time during the fiscal year, either during the open enrollment period, or if there is a qualifying reason to do so under the rules of the New York State Insurance Plan such as the involuntary loss of coverage under your spouse's plan. Once a waiver form has been filed with the Village, the waiver shall continue to be in effect from year to year unless the employee elects to opt back into the insurance.

COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health coverage under the Village's health plan, should the employee lose his or her eligibility (e.g., upon termination). Under COBRA, the employee pays the full cost of coverage at the Village's group rate, plus an administrative fee. Details of COBRA coverage and how to apply for it will be provided by the Mayor at the time eligibility is lost.

Worker's Compensation

Workers' Compensation insurance provides coverage for medical expenses and financial support for employees injured during the performance of work related functions. All work related accidents and injuries, no matter how minor, must be reported to the Mayor and the employee's supervisor immediately. Thereafter, the following are required:

1. The injured employee must complete an on-the-job accident report immediately following the accident. If medical treatment is necessary, the employee will obtain a Workers' Compensation Verification form to submit to the hospital/physician.
2. The Mayor or supervisor must complete the supervisor's section of the on-the-job accident report so it can be forwarded to the Village's carrier for processing.

All medical expenses incurred in connection with work-related injuries are covered by the compensation carrier. Employees should not submit bills to their regular health insurance company. Pay from Workers Compensation, in lieu of wages from the Village, applies after an absence of five (5) consecutive workdays.

While on Workers Compensation, and not being paid by the Village, an employee does not continue to accrue vacation, sick or personal days nor is he/she eligible for any holiday pay.

Employees are expected to return to work as soon as they are cleared to do so by their doctor.

NYS Retirement System

Among the fringe benefits of public employment are retirement benefits. The New York State Employees' Retirement System serves as the administrator of the pension system for our employees.

Membership in the Retirement System is mandatory when a full-time employee receives a permanent appointment, or if the employee has been appointed provisionally but has worked for at least one (1) year. Membership is optional for part-time employees and those employed for a limited period of time such as seasonal employees.

The employee's contribution rate is set by the state and is presently 3% of a participant's gross pay. After an employee has been a member of the Retirement System for ten (10) years, the 3% contribution stops. What pension benefits an employee is eligible for is determined by the state and is dependent upon when the employee joined the retirement system.

Holidays

Full time employees shall be given paid time off for legal holidays which are observed on a workday. The Board of Trustees shall establish the schedule of legal holidays. Currently they are as follows:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve (1/2 day - Close at 1:00 p.m.)
- Christmas Day
- New Year's Eve – (1/2 day – Close at 1:00 p.m.)

Note: The Village will make reasonable efforts to accommodate holidays pertaining to an employee's religious beliefs that are not included in the above list. Employees should speak with the Mayor to obtain approval for taking time off to observe such holidays.

Vacations

Vacation time is offered to full-time eligible employees based on a 'Years of Service' schedule, as outlined below:

- 1st year: up to 5 working days per year, accrued per payroll period (cannot be taken during the first 6 months of employment)

- Beginning on July 1, following the employee's commencement of employment - 10th year: 10 working days per year
- Over 10 years: 10 working days per year plus one day for each year over 10 years up to a maximum of 15 working days

Although employees may begin utilizing their allotted vacation days beginning July 1 of any year, if the employee leaves Village employment for any reason before completion of the year, the vacation entitlement for that year will be pro-rated, and if the employee has used more vacation time than earned, the last paycheck will be reduced accordingly. In the case of new hires in comparable prior positions, the Board of Trustees will have the discretion, if recommended by the Mayor, to take into account an applicant's previous years of service and previous vacation entitlement in determining the vacation time in the Village.

Vacation time must be scheduled and approved at least fifteen (15) days in advance by your supervisor or the Mayor. The Village will not carryover or pay out any unused vacation time from one year to the next.

An authorized Village holiday that falls on a normal business day during your vacation is not counted as a vacation day.

If you are hospitalized during your vacation, any day of hospitalization will be charged to your sick leave, if available, rather than to your vacation time.

When given advance notice, the Village will consider requests for additional time off without pay.

Employees terminated for cause, or those employees who do not give the Village at least two (2) weeks' notice of their resignation, are not eligible to be paid for unused vacation.

Personal Days

Three (3) personal days per year are afforded to full-time employees after six (6) months of employment with the Village. Personal days are to be used to take care of personal business that must be attended to during working hours, and are not intended to be used as additional vacation days. Personal days cannot be accrued nor carried over to subsequent years. Employees are expected to provide at least 72 hours' notice to use a personal day, except in case of an emergency.

Sick Leave

Full time employees earn one-half day of paid sick leave for each full calendar month worked, up to a maximum of five (5) days per year. (No paid sick days may be used during the first three (3) months of employment)

The following guidelines apply to the proper use of sick leave:

- a) If you do not report to work, you must phone your supervisor or the Mayor or have someone call for you as early as possible and in advance of the beginning of your workday. This allows your supervisor to rearrange work schedules in your absence.

- b) If you must leave the office before closing time because of illness, inform your supervisor or the Mayor.
- c) If you foresee the need to take sick leave (e.g., for non-emergency surgery or for a doctor's appointment), it should be arranged during non-working hours, if possible. If this is not possible, tell your supervisor or the Mayor as soon as possible so that plans can be made to cover your absence.
- d) Disabilities related to pregnancy or birth of a child will be treated as all other disabilities for purposes of the Village's leave policies.
- e) If you are absent for three consecutive days or more due to illness or injury, or in the event the Village suspects there has been an abuse of sick leave, you may be required to provide a doctor's note.
- f) In case of an extended absence, you should consult other sections of this handbook and your insurance plan booklet to see whether you are eligible for other leaves.
- g) Sick leave unused at the end of the year may be carried over into the next year, to a maximum of 30 days. Employees are encouraged to save their sick leave, if possible, in case they are ill or disabled for an extended period of time.
- h) Employees will not be paid for unused sick leave when their employment ends.

Standards of Conduct

The Village expects that all employees conduct themselves in a professional and ethical manner. An employee should not conduct business that is unethical in any way, nor should an employee influence other employees to act unethically. Furthermore, an employee should report any dishonest activities or damaging conduct to the Mayor.

In the event that you become aware of another employee's behavior or actions, which you believe are inappropriate, illegal, problematic, or in any way inhibit or affect your job performance or the Village's work environment, you should discuss such behavior or actions with the Mayor.

All reasonable concerns will be promptly and thoroughly investigated with due regard to confidentiality by the Village and, where necessary, appropriate corrective action will be taken. You should not discuss such actions or behavior with other Village employees because this may, in and of itself, create an unacceptable work environment.

Inappropriate Conduct

All employees must conduct themselves at all times in a proper and respectful manner. The types of behavior the Village considers inappropriate include, but are not limited to the following:

- Making a false statement on an employment application or any Village record.
- Violation of the nondiscrimination and harassment policy.
- Excessive absenteeism or tardiness.
- Reporting to work or performing work under the influence of alcohol and/or drugs.
- Unnecessary or unauthorized use of Village supplies, tools, materials, or any other Village property.
- Use of Village computers, fax machines, copiers, or other equipment for other than legitimate Village purposes.
- Excessive personal telephone calls.
- Insubordination or refusal to perform a duty as directed by your supervisor, the Mayor, or Deputy Mayor.
- Disposing of or removal of any Village property without permission of your supervisor, the Mayor or Deputy Mayor.
- Soliciting any gifts or accepting a gift valued in excess of \$75.00.
- Illegal activity.
- Engaging in any conduct prohibited by this Handbook.

If your performance, work habits, overall attitude, conduct or demeanor becomes unsatisfactory in the judgment of the Board of Trustees, you will be subject to disciplinary action up to and including termination.

Drugs and Alcohol

The Village maintains a workplace free of illegal drugs, including marijuana. Illegal drugs and alcohol in the workplace are a danger to us all. They impair safety and health, lower productivity and quality of work and undermine public confidence in the work we do. Marijuana and its synthetic "equivalents" are considered Schedule I hallucinogenic substances under New York Public Health Law. Synthetic equivalents include resinous extracts and derivatives with similar chemical properties.

All employees are subject to drug and/or alcohol testing if there is a reasonable suspicion that the employee is under the influence of drugs or alcohol during working hours, or in the case of an accident where there is damage to any property or any person. Employees who operate certain Village equipment and are covered by the Omnibus Transportation Employee Testing Act of 1991 are also subject to random drug and alcohol testing. All such testing will be at the expense of the Village.

It is Village policy that no employee shall work, report to work or be present on work premises or on Village property, in Village vehicles or engaged in Village activities in possession of or while under the influence of alcohol or any controlled substance. In addition, the unlawful or unauthorized use, possession or distribution of controlled substances or alcohol on Village work premises or Village property, in Village vehicles, or while engaged in Village activities is strictly prohibited.

A zero tolerance policy is in effect and disciplinary action, up to and including termination, in accordance with applicable law, may result from non-adherence to the foregoing. Any suspected misuse of drugs and/or alcohol should be immediately reported to the appropriate supervisor and ultimately the Mayor.

Prescription Drug Use

The Village must be timely notified by an employee who operates any Village equipment or vehicle if the employee is using a prescription drug which bears a label indicating that it may cause drowsiness or affect driving or operation of machinery. A doctor's letter must be provided that the use of the prescription drug will not interfere with the employee's ability to safely and efficiently operate Village equipment and vehicles. Failure to notify the Village of this may be cause for disciplinary action up to and including termination.

Violence & Weapons

The Village takes threats of violence extremely seriously. Any act or threat of violence by or against any employee, resident, supplier, partner or visitor is strictly prohibited and must be reported to the employee's supervisor. This policy applies to all Village employees, whether on or off Village property.

Any use or possession of weapons, whether illegal or not, is prohibited on Village property, or while on Village business. This includes knives, guns, martial arts weapons, or any other object that is used as a weapon. Any employee caught possessing a weapon will be subject to disciplinary action up to and including termination.

Smoking

In the interest of providing a safe and healthy environment for employees, residents and visitors, and in accordance with Article 13-E of the Public Health Law of the State of New York, and Title 28 of the Miscellaneous Laws of Nassau County, smoking is prohibited in all Village facilities. Any violations of this policy should be brought to the attention of the Mayor. Employees found smoking within Village facilities in violation of the Village's Personnel Policies and Rules will be subject to disciplinary action up to and including termination.

Food and Beverages

The Village sometimes has visitors in the office. The workplace surroundings should always reflect a professional appearance. Eating at your desk is acceptable, but should be done unobtrusively and in a manner so as to prevent damage to valuable Village equipment and other property. All employees are personally responsible for keeping the area around their workstation clean and presentable. Employees are also responsible for returning meeting areas to a clean and presentable condition after use.

Recycling and Conservation

The Village supports environmental awareness by mandating recycling in the workplace. Employees should dispose of bottles, cans and paper in the appropriate recycling bins. Employees are also encouraged to conserve energy by shutting down their computers, monitors and printers at night and by turning off the lights when not needed.

Visitors

Only residents and authorized visitors are permitted at the Village's offices. Therefore, unauthorized sales persons or those collecting for charitable or other causes are not permitted.

Any person who is not authorized to be in Village offices should be asked to leave. If a visitor refuses to leave employees should contact the Old Brookville Police Department.

Public Relations

Every Village employee is involved in public relations since the Village may be judged by the manner in which contacts are made with the public. Village business should be conducted in such a manner as to leave a lasting good impression. Employees must make every effort to give each person the best possible attention and courtesy in a professional manner. It is important for employees to be careful in what they say since any impulsive statement, particularly if it happens to be inaccurate, could cause embarrassment to them or the Village. Inquiries by the media must not be addressed by any individual staff, but directed to the Mayor.

Workplace Attire

The Village has a casual dress environment. However, employees are expected to use good judgment and taste and to show courtesy to their co-workers and associates by dressing in a fashion that is presentable and appropriate.

Telephone Use

Village telephones should only be used for Village business except in case of an emergency, and personal toll calls must not be made at the Village's expense.

Cell Phone Policies

Village-related cell phone expenses eligible for reimbursement need to be itemized on the original cell phone bill—copies will not be accepted. The percentage of business calls to total phone calls will determine the amount of the access fee and taxes that are reimbursable by the Village.

Computer, E-mail and Internet Usage

The Village's technology platform – the computers, computer files, the e-mail system, internet access and software that are furnished to employees are the property of the Village, are intended for business use and may not be removed from premises without the approval of the Mayor. Internet access is provided by the Village to assist employees in obtaining work-related data and technology. All Village business is to be conducted solely on the Village's technology platform. Computer files stored on that platform shall not be downloaded onto, copied, or stored on external media or devices without the permission of the Mayor or Deputy Mayor.

Employees should not use a password, access a file, copy software, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer, e-mail and Internet usage will be monitored as well as retrieved and read. By using the Village systems you consent to having any information composed or stored by you monitored. Therefore, employees should have no expectation of privacy with respect to any personal usage of or materials stored on the Village's technology platform.

As such, employees are advised that authorized representatives of the Village may monitor the use of these systems from time to time. A software, data and stored file audit and virus scan of every Village-owned or supplied computer and server may take place at irregular

intervals. Any software or other stored file discovered on a Village computer that has not been approved by the Village will be immediately erased from the machine.

All data that is composed, saved, transmitted, or received via Village computer communication systems is considered a part of the official records of the Village and is subject to disclosure to law enforcement or other third parties. Consequently, employees are to ensure business information contained in all transmissions is accurate, appropriate, ethical and lawful.

The Village strives to maintain a workplace that complies with all legal requirements and is free of harassment and sensitive to the diversity of its employees. Therefore, the following standards are to be followed to protect you and the Village:

1. The Village purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Village does not have the right to reproduce such software for use on more than one computer. Therefore, software is to be used in accordance with the terms and conditions of the applicable license agreement.
2. Employees may not copy software or documentation except for backup purposes. Making unauthorized copies is a breach of the license agreement and also theft. Neither may employees utilize software obtained by the Village on any computer in violation of any licensing agreement.
3. All users are instructed to discard any illegal copies of software.
4. Employees must receive prior written approval to utilize any software or programs not provided to them by the Village. In addition, the Village must receive the licensed copyright of any software brought from home or anywhere else before the program is loaded on an employee's computer. The Village will retain a copy of the license within its records.
5. Computer programs, systems, products or processes developed while employed with the Village are works "for hire" for purposes of copyright law, and are the sole property of the Village and may not be sold, disclosed, or transmitted to any other party without written authorization from the Village.

The following include but are not limited to examples of actions, which are prohibited.

- Data that is composed, transmitted, accessed or received via the Internet or e-mail must not contain content that could be considered discriminatory, obscene, threatening, defamatory, harassing, or disruptive to any employee or other person.
- Using the Internet or e-mail for political causes or activities, religious activities, to view or transmit sexually oriented material or for any sort of gambling.
- Using the organization's time and resources for personal gain.
- Stealing, using, or disclosing someone else's code, password or data within the Village's systems without authorization.
- Sending or posting Confidential Agency information as described in this handbook, trade secrets or proprietary information outside of the Village.

- Violating copyright law.
- Failing to observe licensing agreements.
- Copying, pirating or downloading software and electronic files without permission.
- Engaging in unauthorized transactions that may incur a cost to the Village or initiate unwanted Internet services and transmissions.
- Jeopardizing the security of the organization's electronic communications systems.
- Passing off personal views as representing those of the Village.
- Personal, non-work related material is not to be processed or stored on the Village's computer equipment.
- Engaging in any other illegal activities.

Any employee who discovers or who is informed that there has been any violation of this policy shall immediately notify the Mayor.

Confidentiality

The confidentiality of any messages should not be assumed. Further, the use of passwords for security does not guarantee confidentiality.

All electronic mail messages, data and documentation should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval by the Mayor.

An individual's e-mail is considered the same as regular business correspondence. E-mail messages can be retrieved and subpoenaed for court cases. Further, employees should be aware the Village can access messages left on the voice mail system even though the individual may have their own code or password.

The Village is serious about protecting its the legal rights as well as the rights of others, and expects its employees to be equally so. Remember, theft of computer software, breach of license agreements, and violation of copyright law exposes you and the Village to civil and criminal damages and penalties resulting from such unauthorized actions.

Employees should notify their supervisor or the Mayor upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination. Employees may also be held personally liable for any violations of this policy.

Use of Village Property

All Village workspace, including file cabinets and lockers are the property of the Village and must be available to the Village at all times. The use of personal locks on any Village property is strictly forbidden. No Village property may be used to house personal files or items. No Village equipment, including computers, photocopiers or printers may be used for personal business.

Vehicles, tools, equipment, machinery and supplies owned by or under lease to the Village should be used for Village purposes only. When not in use, these items are to be stored on property owned by or under lease to the Village.

Postage, Shipping and Office Supplies

Postage, shipping and office supplies paid for by the Village are for business purposes and are not to be used for an employee's personal purposes.

Conflicts of Interest

The Village requires that employees not compromise the Village, its residents, or suppliers for personal gain. Examples of conflict of interest include, but are not limited to, soliciting any gifts or accepting gifts worth more than \$75, requesting or granting favors, or conducting business for personal gain. Employees are required to disclose all conflicts of interest or potential conflicts of interest to the Mayor. Failure to do so may result in disciplinary action, up to and including termination.

Problem Resolution

The Village seeks to deal openly and directly with its employees and believes that communication between employees and management is critical to solving problems.

Co-workers that may have a problem with one another should attempt to resolve the problem themselves. If a resolution cannot be agreed upon, both employees should approach the Mayor, who will work with the employees to determine a resolution. In these instances, the decision of the Mayor is final.

Rules and Discipline

Violations of Village policies, rules and generally recognized standards of conduct have an adverse effect on the Village and employee performance and can result in disciplinary action.

The Village's policy is to attempt to deal constructively with employee performance problems and employee errors. In such cases, the disciplinary process will be determined by the Village in light of the facts and circumstances of each case. In advance of formal discipline, circumstances may warrant a counseling memo. Yet when formal discipline is required, this may include written reprimands, demotion, suspension, a fine or termination. Where a counseling memo is issued, the affected employee will be asked to sign a form acknowledging receipt thereof, and will be afforded time to submit a rebuttal. All such memos and records of formal discipline will be placed in the employee's file.

Cause for disciplinary action and possible termination includes but is not limited to: unsatisfactory work due to incompetence or unfitness, conduct unbecoming to a Village employee, violation of Village policies, rules and standards of conduct, and any conduct deemed to be against the best interest of the Village.

Each situation will be considered in light of a variety of factors including, but not limited to, the seriousness of the situation, the employee's past conduct and length of service, and the nature of the employee's previous performance or incidents involving the employee.

Reporting Illegal Activities/Misconduct

There are mechanisms available for Village employees to report activities that they believe are illegal or not in compliance with governmental laws and regulations and/or Village policies and ethical standards. Examples of such activities include, but are not limited to, theft of Village funds or property, personal use of Village property by employees, falsification of Village records, and attesting to the provision of services to the public which were not provided. It is the obligation of Village employees to promptly report any such activities to the Mayor or Deputy Mayor.

All reports of illegal or fraudulent activity will be thoroughly investigated, and the Village will take appropriate action when such reports are substantiated. The confidentiality of an employee making a report will be maintained insofar as possible. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law or to provide accused individuals their legal rights of defense.

The Village will not retaliate against an employee who makes a report of misconduct in good faith. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, transfer to an undesirable work assignment, loss of compensation, demotion or threats of physical harm. Any Village employee who threatens or retaliates against a reporting person is subject to disciplinary action up to and including termination of employment.

An employee who knowingly files a false report of misconduct will be subject to discipline up to and including termination. Reports of misconduct made anonymously will be investigated to the extent possible.

PROCEDURE: Any employee may report an allegation of illegal or unethical behavior to his immediate supervisor or to the Mayor or Deputy Mayor, in person or by e-mail, letter or telephone call. Supervisory staff receiving any such allegation will immediately report the details of the allegation to the Mayor, who will take such initial action as is required, including causing an investigation to be conducted, or referring the matter if appropriate.

Leave Policies

General Policies

The Village may provide full-time employees with leaves for a variety of reasons. The following summarizes the Village's leave policies. As with all policies, the Village reserves the right to revise or rescind these policies at its discretion, subject to legal requirements. This statement of leave policies is not intended to create a contract between the Village and its employees.

To apply for leave, or to inquire into what leave may be available, an employee should contact the Mayor. An employee applying for leave will be asked to state why he/she wants the leave, when he/she wants the leave to begin and when he/she wants the leave to end. The Mayor will inform the employee what type and duration of leave, if any, has been approved and will also tell the employee which requirements, such as certification of a health condition, the employee must fulfill.

All leaves are granted for a specific period of time. An employee who foresees being unable or unwilling to return to work at the end of the leave period should apply for any other leave for which the employee is eligible, including an extension of the current leave. An employee may be subject to disciplinary action, up to and including termination, for failure to return to work at the end of an approved leave period.

New York State Disability Benefits (short-term)

It is required by New York State law that a disability claim be filed for any employee who is absent from work due to a non-job related injury or illness if the absence exceeds seven (7) consecutive days (Monday through Sunday). The employee is entitled to disability insurance benefits, commencing with the second week of absence, equal to one-half (1/2) of his/her salary up to the current maximum payment of \$170.00/week (less FICA). Short-term disability provides benefits for a maximum period of twenty-six (26) weeks within any fifty-two (52) week period. New York State requires, through an automatic payroll deduction, that each employee contribute towards New York State disability insurance. If an employee terminates employment during the time of disability, benefits continue for the remainder of the disability period.

While on unpaid disability leave, an employee does not continue to accrue vacation, sick time or personal days nor is he/she eligible for any holiday pay.

Leave for Domestic Violence

With at least one (1) day's notice, the Village will permit time off without pay for victims or witnesses to pursue legal action related to domestic violence. The length of such leave shall be at the discretion of the Village.

Child Care Leave

The Village provides child care leave without pay of up to 12 weeks following the birth of your child or within a year following the initial placement of a child 16 years of age or younger with the employee for adoption. During the period of such leave, the Village shall continue to provide medical insurance for the employee as if he/she were on the payroll, provided the employee continues to make his/her contribution.

Personal Leave of Absence Without Pay

Requests for personal leave without pay are considered individually and granted at the discretion of the Mayor. The reason for the request, the employee's length of service, the employee's work record and the demands of the individual's job are examples of the type of factors typically considered in evaluating a request for personal leave of absence. A request for personal leave of absence will be granted only if the employee is not eligible for any other type of leave. An employee may not be on personal leave of absence for more than three (3) weeks in a calendar year.

While on a personal leave, an employee may not engage in employment for any other employer or self-employment. Violation of this rule will constitute misconduct and will be cause for discharge.

Jury Duty

Employees summoned for jury duty will be allowed the necessary time off from work to perform this civic responsibility. Employees must give the Village fifteen (15) days' advance notice. The Village will pay such employees the difference between their regular salary and any jury duty fees received. Employees will be expected to report to work during all regular hours if their presence is not required in a jury room or court. The Village will require the employee to supply documentation from the court affirming the employee's jury duty service.

Military Duty

Employees engaged in the performance of ordered military duty may be entitled to paid leave for up to thirty (30) calendar days or twenty-two (22) working days per year, whichever is greater. Such employees are entitled to unpaid leave for the duration of their ordered military duty in accordance with state and federal law.

Funeral Leave

When a death occurs in a full time employee's immediate family, an employee may take up to three (3) days with pay in order to attend the funeral or make funeral arrangements. In unusual circumstances, additional time off may be granted, with or without pay, at the discretion of the Village. For purposes of the funeral leave policy, "immediate family" means an employee's spouse or child, as well as a parent, grandparent, brother, or sister of the employee.

Forced Closings and Severe Weather

Unless notified by the Mayor, you are to report to work on all regularly scheduled days, regardless of weather conditions. If you are unable to report to work due to weather conditions, you must notify the Mayor as soon as possible, and you will be required to use a personal, vacation or sick day in order to be paid for the day, unless permission is given to allow you to work from home.

In the event that the Village closes due to severe weather conditions or other emergency reasons you will not be required to report to work but should work from home, if practical. You will be paid for that day and it will not be charged to any of your paid accrued time.

Separation Policies

Job Abandonment

Employees of the Village that are absent for more than two consecutive days without notifying the Mayor may be considered to have voluntarily abandoned their employment with the Village. If an employee abandons a job, he or she will not be entitled to accrued vacation or sick days, unless required by law.

Termination

Although the Village does not have tenure or guaranteed employment, the nature of your position may provide you with the right to receive written disciplinary charges and be afforded a

due process hearing before being disciplined, up to and including termination, for incompetence or misconduct. In the absence of these rights the Village may terminate your employment at any time for any reason. Termination may also result from layoffs, in which case the requirement of disciplinary charges and a hearing does not apply.

Termination Process

The Village requires that employees return all documents, files, file cabinets, computer equipment, uniforms, Village tools, furniture, business credit cards, keys and other Village owned property on or before the last day of work. The Village will determine the timing of collection of any Village owned property if, due to size and weight, it is not practical for the employee to return. In no event shall the Village be liable for rent on Village property present on employee property. When all Village-owned property has been collected, the employee will receive his or her final paycheck and any accrued vacation pay. or accrued sick pay, if applicable.

Employees leaving the Village will have the option of having an exit interview with the Mayor.

Employment References

Due to confidentiality considerations, the Village does not provide employment references for former employees. The Mayor will provide dates of employment and positions held only.

Appendix A

EXHIBIT A

Acknowledgement of Receipt & Understanding

I hereby certify that I have read and fully understand the contents of this Employee Handbook. I also acknowledge that I have been given the opportunity to discuss any policies contained in this handbook with a Village official. I agree to abide by the policies set forth in this handbook and understand that compliance with the Village's rules and regulations is necessary for continued employment. My signature below certifies my knowledge, acceptance and adherence to the Village's policies, rules and regulations.

I acknowledge that the Village reserves the right to modify or amend its policies at any time, without prior notice. These policies do not create any promises or contractual obligations between this Village and its employees.

Signature _____ Date _____

Print Name _____

APPENDIX B

VILLAGE OF UPPER BROOKVILLE EMERGENCY CONTACT FORM

Employee _____

Address _____

Primary phone _____ Alternate phone _____

.....

In case of an emergency occurring during workday hours please contact:

Primary contact _____ Phone: _____

Relationship: _____

.....

Secondary contact _____

Phone: _____ Relationship: _____

Hospital Preference _____

Medically Relevant Information _____

Child Guardianship Issues _____