

TOWN OF NEW LISBON



EMPLOYEE HANDBOOK

2024

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1. WELCOME

We would like to welcome and congratulate you on your employment to a position with the Town of New Lisbon. As a part of our team, you take an extremely important role, that of serving the members of our community. Together, our mission is to provide cost effective services which conform to the highest standards of quality.

The Employee Handbook is designed to familiarize you with your employment and to help ensure Government compliance, foster positive employee relationships and contribute to the overall success of the Town in delivering services to the public effectively and efficiently.

Please keep in mind that this is only an overview of the Town's policies and procedures as well as employee benefits. Specific questions should be addressed to your Department Head. We trust you will find service with the Town of New Lisbon rewarding, both personally and professionally.

2. PURPOSE OF EMPLOYEE HANDBOOK

- A. STATEMENT OF PURPOSE**---The purpose of this Employee Handbook is to communicate the Town's personnel policies and procedures to all employees and Elected Officials. It outlines key information relating to rules, regulations, procedures, practices, work standards, employee classifications, compensation and benefits. This Handbook contains general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. This handbook is not a replacement or substitute for the adopted personnel policies and procedures of the Town. This Employee Handbook is not a contract of employment, express or implied, and should not be construed as such. That is, employment can be terminated at any time at the will of either the employer or the employee, subject to procedural requirements as may be specified pursuant to New York State Civil Service Law, Town law, collective bargaining agreement, or any other applicable law, rule or regulation.
- B. CHANGES OR MODIFICATIONS**---The Town Board reserves the right to interpret, change, modify, or eliminate any provision contained in this Employee Handbook. The Town Board retains the right to make decisions involving employment as needed to conduct its work in a manner that is beneficial to the employees and the Town. This Employee Handbook is subject to alteration by resolutions of the Town Board, changes in Town and/or department rules, or changes in federal, state or local statutes, rules or regulations. The entire Handbook will not be republished every time a change is made. Employees will be given a change notice to add to their Handbook.
- C. STATUTES, LAWS AND ORDINANCES**---In the event a federal or state statute, code, rule or regulation or a Town local law, ordinance or resolution should conflict with any provision contained in this Employee Handbook, then such federal or state statute, code, rule or regulation or Town Law, ordinance or resolution will prevail.

3. DEFINITIONS

- A. TOWN OF NEW LISBON**---For purposes of this Employee Handbook, the Town of New Lisbon may be referred to as the "Town".
- B. TOWN BOARD**---For purposes of this Employee Handbook, "Town Board" will mean the Town of New Lisbon Town Board Members.

- C. **ELECTED OFFICIALS**---For the purpose of this Employee Handbook, “Elected Official” will mean and refer to any of the following Elected Officials of the Town of New Lisbon: Town Board Councilman/woman, Town Supervisor, Town Clerk/Tax Collector, Town Highway Superintendent and/or Town Justice.
- D. **DEPARTMENT HEAD**---For the purpose of this Employee Handbook, “Department Head” will mean the person in charge of any department, agency, bureau, unit or subdivision of the Town of New Lisbon. This term shall also include the Town Supervisor as well as the Town Board, where an individual otherwise designated as Department Head must report to the Full Board.
- E. **PERSONNEL OFFICER**---For the purposes of this Employee Handbook, “Personnel Officer” will mean the individual acting in the capacity with the designated authority.
- F. **EMPLOYEE**---For the purpose of this Employee Handbook, “Employee” will mean a person employed by the Town of New Lisbon, including but not limited to, an appointed Official, an appointed member of a Board or Commission, Department Head, managerial employee, temporary employee, seasonal employee, trainee, or student intern, but not an independent contractor.
- G. **CIVIL SERVICE LAW**---For purposes of this Employee Handbook, “Civil Service Law” shall mean the New York State Civil Service Law and shall include the rules for Classified Civil Service of Otsego County.

4. **EMPLOYEE CLASSIFICATIONS**

- A. **FULL-TIME EMPLOYEES**---For the purposes of this Employee Handbook, the term “Full-time Employee” will mean an Employee of the Town of New Lisbon who for a twelve month per year period is regularly scheduled to work a minimum of forty hours per week.
- B. **PART-TIME EMPLOYEES**---For the purposes of this Employee Handbook, the term “Part-time Employee” will mean an Employee who is scheduled on a regular and on-going basis to work less than forty hours per week.
- C. **TEMPORARY EMPLOYEES**---For the Purpose of this Employee Handbook, the term “Temporary Employee” will mean an Employee who is employed on an interim or sporadic basis or who is employed to work on a special emergency, or on-call basis for a specified period, consistent with the Civil Service Law as applicable.

- D. **SEASONAL EMPLOYEES**---For the purposes of this Employee Handbook, the term “Seasonal Employee” will mean an Employee who is employed to work for a given season.

5. **OATH OF OFFICE**

Each Public Officer as defined in the Public Officers Law must take the Oath of Office in accordance with Town Law Section 25 and Public Officers Law Section 10, which must be administered prior to commencing the duties of the office. Each official who is re-elected or re-appointed to a subsequent term must take the Oath of Office for each term. The Oath of Office is filed in the Town Clerk’s Office within thirty calendar days of commencement of the term of office.

6. **PROCEDURE FOR FILLING VACANCIES**

- A. **STATEMENT OF COMPLIANCE**---The Town of New Lisbon complies with all applicable federal, state and local laws, rules and regulations throughout the employee selection process, including, but not limited to, the Public Officers Law, Town Law, Civil Service Law, Title VII, Human Rights Law, the Americans with Disabilities Act and is an Equal Opportunity Employer.
- B. **NOTIFICATION OF VACANCIES**---In the event there is a vacancy in a new or existing position which the Town intends to maintain, the Town Board will determine on a case by case basis how the vacancy may be advertised and/or posted. The Town reserves the right to fill a position either internally or with an external candidate.
- C. **RESIDENCY PREFERENCE**---In the event there is a vacancy in a new or existing position which the Town intends to maintain, the Town will give preference to qualified applicants who are residents of the Town.
- D. **APPOINTMENT TO VACANCIES**---Unless otherwise specified in state or local law, the Town Board will have the authority to appoint individuals to fill vacancies, except as follows: the Superintendent of Highways will have the authority to hire individuals to fill vacancies in the Highway Department, the Town Clerk will have the authority to appoint any Deputy Town Clerks, and appointment of a Court Clerk will be subject to the advice and consent of the Town Justice.
- E. **EMPLOYMENT APPLICATIONS**---The Town relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data

presented throughout the hiring process. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the Town's exclusion of the individual from further consideration for employment or disqualification if the conduct is discovered after employment commences.

- F. **EMPLOYMENT REFERENCE AND BACKGROUND CHECKS**---To ensure that individuals who join the Town are well qualified and have strong potential to be productive and successful, it is the policy of the Town to check the employment references of final applicants. Applicants will be required to complete a hold harmless statement and release in order for the Town to conduct appropriate background checks. A driving record check and pre-employment physical are required for full time highway positions.
- G. **EMPLOYMENT OF RELATIVES**---The Town does not prefer the hiring of relatives, including domestic partners or of persons with close personal relationships within the same department, especially in a Department Head/Employee relationship. Employment qualifications will be taken into consideration and decisions on whether the employment of a relative would potentially cause conflicts will be decided on a case by case basis.

7. PROBATIONARY PERIOD

The probationary period for a new full-time Highway Department employee is twelve months. This probationary period is for an employee to become familiar with the specific duties and responsibilities of the position. It also provides the Department Head with an opportunity to evaluate the Employee's job performance and potential for development in the position. During the first six months of the probationary period, the employee's wage rate will be \$1.00 less than the rate approved by the town board for that position. After six months of the probationary period, the employee's pay may be increased by fifty cents per hour upon the review and recommendation of the Highway Superintendent. Once the twelve-month probationary period is satisfactorily completed and the new employee is permanently hired, he/she will go to full pay for the position and receive all entitled benefits. (Medical Insurance begins after two months). The new employee must have or have obtained his/her CDL license before or at least by the end of the probationary period and have passed the NYS DOT physical. If the new employee's performance or conduct is not satisfactory, the Town may dismiss the Employee after the twelve-month probationary period has been completed.

8. PERSONNEL RECORDS

- A. **POLICY STATEMENT**---It is the policy of the Town to balance its need to obtain, use and retain employment information with a concern for each employee's privacy. To this end, the Town will endeavor to maintain only personnel information necessary for the conduct of the Town's business or required by federal, state, or local law. Personnel records will be maintained for current and past employees in order to document employment related decisions and comply with government record keeping and reporting requirements.
- B. **CONTENT**---The personnel records maintained by the Town may include, but are not limited to employment applications, report of personnel change forms, copies of job-related licenses and certificates, Federal and State withholding tax forms, retirement enrollment/waiver forms, health insurance enrollment/waiver forms, performance appraisals, grievance or dispute resolution notices, counseling memoranda, notices of discipline, probationary reports, medical records and substance testing records.
- C. **LOCATION OF PERSONNEL RECORDS**---All original personnel records for current employees will be kept in locked files in the Town Clerk's Office.
- D. **CHANGE IN STATUS**--- An employee must notify the Town Clerk of a change of name, address, phone number, marital status, change in insurance or retirement beneficiary, change in state and federal withholding deductions and individuals to notify in case of emergency.
- E. **REVIEW OF PERSONNEL FILES**---A current employee may review the contents of his/her own personnel file, in the presence of the Town Clerk or Supervisor. An employee may not copy, remove, or place any material in the employee's personnel file without the approval of the Town Clerk or Supervisor.
- F. **RECORDS PRIVACY**---While most records in employee personnel files are considered private, certain information may be considered public under State law. These items include name, age, date of employment, department in which you work and position title and salary.

9. ATTENDANCE

The Town depends on our employees to provide needed services every day. Good attendance is an asset and poor attendance can negatively affect performance or may lead to disciplinary action.

- A. **NORMAL HOURS OF OPERATION**---The New Lisbon Town Board has established a minimum of eight hours as the number of hours constituting a legal day's work for all full-time Employees. Typically Highway Department Hours are Monday through Friday 6:00 AM to 2:30 PM during fall and winter months and Monday through Thursday 6:00 AM to 4:30 PM during spring and summer months. Part-time employees work as needed to perform their job duties. Elected Officials should be available a sufficient number of hours to adequately and efficiently serve the public.
- B. **OVERTIME**---There may be times when full-time employees will have to work beyond normal working hours and normal work days. The Department Head will call on employees to work additional hours as needed for emergencies, bad weather, fire, or law enforcement emergencies. An employee who is found to have refused to work additional hours as directed and without justification, may be subject to appropriate disciplinary action.
- C. **TARDINESS**---An Employee must be ready and able to work at the time the Employee is scheduled to begin work. In the event an Employee is unable to report to work at the scheduled time, the Employee must notify the Department Head as soon as possible, explaining the reason for tardiness and the expected time of arrival.
- D. **DAILY NOTIFICATION/UNSCHEDULED ABSENCES**---In the event that an Employee is unable to report to work, the Employee must notify the Department Head each day of the absence and state the reason for the absence. Leaving a worksite or early departure must be approved by the Department Head.
- E. **SCHEDULED ABSENCES**---Requests for scheduled time off, such as use of vacation or personal leave must be approved by the Department Head. If possible, two weeks' notice should be given so that the Department Head can plan for the Employee's absence.
- F. **UNEXCUSED ABSENCES**---Any time off from work that is without approval of an Employee's Department Head is considered an unexcused absence. An unexcused absence is without pay and may result in disciplinary action.