

# TOWN OF NEW LISBON



## EMPLOYEE HANDBOOK

# 2024

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4. A Town employee may not display election materials on any Town property. Also, Town employees should not wear campaign buttons while on duty. The only exceptions are materials that are part of election-day staking of polling places or material attached to private vehicles which are not used for Town duties. However, you may display materials on your personal property (home or vehicle) and wear campaign buttons off duty.

5. Except as authorized by the Town Board, a Town employee may neither lobby nor state opinions about public issues on behalf of any Town unit. All statements of opinion identified with any unit of the Town must be made by the Town Board or by official representatives. However, you may express opinions about issues, being clear that these are your personal opinions and you do not represent the Town.

6. In summary, you may not use Town time, Town property, or your influence as a Town employee to affect or engage in political activities.

**Q. TOWN RECORDS**---The Town maintains a formal document retention policy and procedure. In accordance with the New York State Local Government Records Law of 1988 and New Lisbon Town Board Resolution #1 of 1993 a Town of New Lisbon Records Management Program was established. A Town record can be in various formats, including but not limited to any paper, book, map, photograph, and electronic formats, including e-mails. Records can only be disposed of in accordance with SARA Retention and Disposition Schedule. All Town Officials and Employees should confer with the Records Management Officer (Town Clerk) before disposing of Town records.

**R. VOLUNTEER FIREMEN/EMERGENCY SERVICES PROVIDERS**---Full-time employees who are members of a volunteer fire department/emergency squad may attend calls during their normal working hours, if they are able, at no loss of pay or time. They should return to work promptly after the call is completed.

## **16. EMPLOYEE BENEFITS**

Unless otherwise stated, employee benefits pertain only to full time employees of the Town of New Lisbon. Employees should refer to actual plan documents or summary plan descriptions regarding certain benefits, such as medical insurance.

**A. HOLIDAYS**---The Town of New Lisbon will observe the following holidays: New Year's Day, Presidents' Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day (or another religious holiday in lieu of Christmas Day). Presidents' Day MLK Jr Day are "Floaters", meaning that they will be observed on days selected by the Highway Superintendent each year.

**1. Holiday Occurs on Days Off**---In the event a designated holiday falls on a day which a full time employee is not scheduled to work, the holiday would be observed on the preceding scheduled day or succeeding day of work. For example, for a holiday that occurs on a Saturday or Sunday, the Department Head will determine whether the employee would have off the Friday before or the Monday after.

**2. Holiday Pay**---A full-time employee who does not work on a designated holiday will be paid for the day at the employee's regular daily rate of pay.

**3. Assigned to Work on a Holiday**---A full-time employee who is called in to work on a designated holiday will be paid time & a half for all hours worked plus their holiday pay.

**B. VACATION LEAVE**---A newly hired full-time employee will receive forty hours of vacation leave after one full year of continuous employment ("service year"). After the first forty hours is earned, the employee will receive an additional eight hours of vacation for each additional year worked on each service year anniversary, up to a maximum of one hundred sixty hours of vacation leave.

**1. Scheduling**---An employee should request vacation leave at least two weeks in advance if possible. The Department Head will have total discretion in the approval of vacation leave.

**2. Carry-Over**---Vacation leave not used in a given service year will be carried over to the next. However, no more than 40 hours will be carried over and any vacation leave not used in a given service year in excess of 40 hours will be forfeited without compensation.

**3. Separation of Employee**---An employee who resigns, retires or is laid off will receive cash payment for unused vacation leave to which the employee is properly entitled at the employee's current rate of pay. To receive this payment, written notice must be given at least two weeks in advance. In the event an employee leaves employment due to disciplinary action, the employee will not receive a settlement for unused vacation leave. In cases of death of an employee, the Town will pay the employee's designated beneficiary for any unused vacation leave.

**C. PERSONAL LEAVE**---A full-time employee will be credited with twenty-four hours of personal leave each service year. An employee serving a probationary period, will not receive personal days until he/she has completed the first six months of the probationary period and then the employee will receive sixteen hours for the balance of that first service year. Personal days may not be carried over from one service year to the next.

**1. Scheduling**—An employee must request personal leave in advance to use such leave and have it approved by the Department Head.

**2. Accumulation**---Personal leave may not be accumulated. Any personal leave remaining unused at close of business on the last day of the calendar year will be canceled.

**3. Separation of Employment**—An employee whose employment with the Town is terminated for any reason, including retirement, will not receive cash payment for unused personal leave.

**D. BEREAVEMENT LEAVE**—Full-time employees are eligible for up to twenty-four hours for the death of an immediate family member. Members of the immediate family include spouses, domestic partners, parents, parents-in-law, parents of domestic partners, brothers, sisters, spouses of siblings, brothers & sisters (and their spouses) of domestic partners, children, children of domestic partners, spouses of children, grandparents, grandparents-in-law, grandparents of domestic partners and grandchildren. (Step relatives are considered the same as full relatives).

**E. SICK LEAVE**---A full time employee will be credited with eight hours of paid sick leave each month with no more than ninety-six hours per year. An employee must be actively working to receive sick days. An employee serving a probationary period will not receive sick days until he/she has completed the probationary period.

**1. Accumulation**---A full-time employee may accumulate sick leave up to a maximum of Five Hundred & Sixty hours (70 days).

**2. Use of Sick Leave**---Sick leave is provided to protect an employee against financial hardship during an illness or injury. An employee may use sick leave for personal illness or injury and for medical and dental appointments which cannot be scheduled during non-working hours. Saving sick leave for major illnesses or injuries is encouraged since it means the employee will continue to draw full pay while hospitalized or recuperating at home and keep all benefits.

**3. Notice of Sick Leave**---In the event an employee must take sick leave, the employee must notify the employee's Department Head as soon as possible.

**4. Medical Verification**---Use of sick leave for forty consecutive hours requires a medical verification of the employee's absence.

**5. Separation of Employment**---Employees will not be paid for any unused sick days upon termination from the Town, including retirement.

**F. MEDICAL INSURANCE** ---The Town will make available medical insurance coverage (including prescription drug plan rider) to each full-time employee. Coverage begins on the first day of employment for an Elected Highway Superintendent and after two months for newly hired full-time highway employees. Each year at the annual Organizational Meeting, the Town Board determines the percentage or dollar amount that covered employees must contribute to their medical insurance by payroll deduction.

**1. Plan Options**---Employees hired prior to 2015 may select single, employee plus one, or family coverage. Employees hired in 2015 and after will receive single coverage only. (Employees hired in or after 2015 may select employee plus one or family coverage if they pay the full difference over the single amount.) Pediatric Dental is mandatory for all employees who have children 18 years of age or younger. Plan options are subject to change annually by resolution of the Town Board. The Town Board may, at its discretion, change carriers and/or offer alternative plans.

**2. Waiver of Medical Insurance Benefit**---If a full-time employee is covered under a spouse's medical insurance or other insurance they may waive taking medical insurance from the Town. A waiver will be required to be signed and the employee may be required to show proof that he /she is covered by other insurance. In lieu of taking the Town provided medical insurance an employee will be paid \$2,200.00 twice a year. For further information on this refer to Town of New Lisbon Local Law #1 of 2007.

**3. Changes in Employment Status**---Medical benefits are provided to full-time employees while they are on the payroll, either actively working and/or using sick leave and vacation leave. When an employee is on disability or leave of absence and they are not on the Town payroll, they may remain on the Town's medical insurance policy if they so choose by continuing to pay their portion (as set at the Organizational meeting each year) of the monthly premium themselves by the first of each month.

**4. Health Insurance After Leaving Employment**---The Town does not provide medical insurance once an employee is no longer working for the Town, regardless of how their employment ended. Under the Federal Consolidated Omnibus Budget and Reconciliation Act, or COBRA, employees are eligible to continue medical insurance at the group rate for up to 36 months (varies from 18 months to 36 months depending on the reason) after employment by paying the entire premium for their selected plan. All required premiums must be paid in a timely manner in order for coverage to continue.

**G. DISABILITY INSURANCE**---The Town provides a short-term disability policy for full-time employees in accordance with NYS Benefits Law for non-job related illness or injury. There is a seven day waiting period before an employee can become eligible for disability payments.

Disability payments equal fifty percent of the employee's weekly salary, not to exceed the statutory weekly amount (currently at \$170.00), for a maximum of twenty-six weeks. The Town encourages employees to save and use their sick days first, as then the employee will receive full pay and remain on the Town payroll. When on disability, even though the employee is not on the Town payroll, the Town will continue to pay the Town share of medical insurance premiums so long as the employee pays his or her share.

**H. SOCIAL SECURITY**---During your employment, you and the Town both contribute funds to the federal government to support the Social Security program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age. For further information about Social Security contact your local Social Security office or visit their website at [www.ssa.gov](http://www.ssa.gov).

**I. UNEMPLOYMENT BENEFITS**---The Town will make available unemployment benefits to each employee ruled eligible for benefits under New York State labor law.

**J. WORKERS' COMPENSATION**---All employees are covered under the Otsego County Worker's Compensation Plan. On the job injuries are covered by the plan at no cost to the employee. Any injury must be reported immediately to the employee's Department Head or Town Supervisor. Accident reports must be completed by the injured employee and the Department Head and filed as soon as possible with the Town Clerk who will submit the forms. The Town will continue medical insurance coverage for the Employee who is out of work due to an eligible injury or illness under the Workers Compensation Plan. (Employee will be responsible for paying their monthly contribution to their medical insurance).

**K. RETIREMENT**---The Town of New Lisbon is a participating member of the New York State Employee's Retirement System. All employees who join will have 3% of their salary deducted from their paycheck until they are exempt from contributing.

**1. MANDATORY MEMBERSHIP**---All full-time employees must join the Retirement System effective on the start of their employment.

**2. OPTIONAL MEMBERSHIP**---All employees who are not mandated to join the Retirement System may choose to join the Retirement System. Such employees will be informed, in writing, that the employee may join the Retirement System.

**3. WAIVER OF ENROLLMENT**---An employee who is not mandated to join the Retirement System, and who chooses not to join, must complete a waiver of enrollment form.

## **17. VARIOUS LEAVE POLICIES**

**A. JURY DUTY LEAVE**---Jury Duty is considered a mandatory service to the community, state and nation and is of such infrequent nature that employees are not to be penalized. When an employee receives notice to report for jury duty, the employee must immediately notify their Department Head. Full-time employees will receive paid jury duty leave. An employee is obligated to notify the Commissioner of Jurors that the Town is paying the employee's full salary during jury duty. Any payments received from the court, minus mileage reimbursement, should be turned over to the Town. Part-time or seasonal employees should be able to continue their work around any jury duty schedule, so they do not receive any payment from the Town, but may be eligible for a stipend issued by the court system.

**B. MILITARY LEAVE (NEW YORK STATE LAW)**---The Town of New Lisbon recognizes the importance of the Military Reserve and National Guard, and will permit any Employee the use of military leave to perform ordered military duty or required training. The Town will grant such leave with pay for up to twenty-two (22) workdays or thirty (30) calendar days in a calendar year, whichever is greater. Such military leave beyond the 22 workdays or 30 calendar days in a calendar year will be unpaid, however the employee may choose to use any of his/her accumulated vacation leave. In accordance with applicable New York State Law, the employee may keep all pay received for military service.

**C. MILITARY LEAVE (FEDERAL LAW)** ---An unpaid leave of absence for a period of up to the Federal statutory limits will be granted to an Employee to serve in any of the Armed Forces of the United States. The employee may choose to use any of his/her accumulated vacation leave during such leave of absence.

**D. MATERNITY LEAVE**---In accordance with the Federal Pregnancy Act of 1978, pregnancy is to be considered a disability and therefore will be extended the same benefits and be subject to the same policies as any disability.

**E. FEDERAL FAMILY AND MEDICAL LEAVE ACT**---The Family and Medical Leave Act (FMLA) provides eligible employees the opportunity to take unpaid job-protected leave for specific reasons. The maximum amount of leave an employee may use is either 12 or 26 weeks within a 12-month period depending on the reasons for the leave. Because the Town of New Lisbon has less than 50 employees in a 75 mile radius, Town employees are not presently eligible for leave under the federal Family and Medical Leave Act.

**F. UNPAID LEAVE OF ABSENCE**---A full time employee may request an unpaid leave of absence. The employee must submit a written request to his/her Department Head explaining the reasons for the request and the length of time requested. The request for an unpaid leave of absence must be approved by the Department Head and Town Board. The Town Board will



specify the duration of an unpaid leave of absence and may impose terms, conditions and restrictions, in its discretion, it deems appropriate.

**G. NYS PAID FAMILY LEAVE BENEFITS LAW**---In 2019, the Town opted into the NYS Paid Family Leave Benefits Law program, which allows eligible employees to take paid time off for certain family needs. The Town has insurance through its' disability insurance carrier to provide benefits to employees on Paid Family Leave (PFL). At this time, only the Town's full time Highway Department employees, excluding the Highway Superintendent, are eligible.

Qualifying Events, i.e., events for which PFL may be requested, are defined in the statute. In brief, they are:

- . Leave to care for a child after birth, adoption or foster care within the first 12 months of birth or placement;
- . Leave to care for a family member with a serious health condition; or
- . Leave for a qualifying exigency arising from a family member's military service (service prevents them from providing care).

More detailed definitions of Qualifying Events can be found online at <https://paidfamilyleave.ny.gov> and Title 12 NYCRR Pat 380-2.

The insurance premium set by the state will be deducted from the wages and salaries of eligible employees. PFL runs concurrently with other types of leave including Paid Time Off that an employee may use during PFL. Paid Time Off during PFL count towards the length of PFL benefit. While on PFL, employees will continue to accrue Paid Time Off. Only one employee at a time may receive PFL to bond with the same child or care for the same family member. Employees on PFL will continue to participate in the NY State and Local Retirement System while on PFL. Requests for PFL should be made in writing to the Town Clerk. Forms for making PFL requests can be found online at <https://paidfamilyleave.ny.gov/forms> or can be obtained from the Town Clerk. Requests for PFL must be made at least 30 days before the start of PFL if a Qualifying Event is foreseeable or, if it is not foreseeable, then as soon as possible. Health insurance will be maintained while employees are on PFL provided, however, that employees are responsible for paying their share of health insurance premiums while on PFL directly to the town's insurance carrier. Employees may not receive short-term disability, workers compensation benefits or other paid time off benefits and PFL benefits at the same time. Employees may not take more than 26 combined weeks of short-term disability and PFL in a 52-week period. If an Employee works for the Town while on PFL, he or she will only receive regular pay for those hours and each eight hours worked will count as a full day of PFL.

## **18. COMPENSATION**

The rate of pay and/or salaries are set by the New Lisbon Town Board annually at their Organizational Meeting and/or at the time when a new position is created.

**A. OVERTIME**---A Department Head may require a full-time employee to work additional hours beyond the employee's normal workday and workweek. The overtime rate of pay will be one and one-half the employee's regular hourly rate of pay for all authorized time worked over forty hours in a given week.

**B. TIME RECORDS**---Each employee who is required to complete a time record must include: 1. All time worked, including beginning and ending time. 2. All paid and unpaid leaves of absence, such as vacation, sick days, etc. must be recorded. 3. Employees must complete their own time record. 4. The time records must be verified and signed by the Department Head and submitted to the Bookkeeper for processing on the appropriate day. An employee who, after investigation, is found to have falsified or altered a time record, or the time record of another employee, or completed a time record for another employee, will be subject to disciplinary action.

**C. PAYROLL PERIOD**---Employees are paid bi-weekly (every two weeks), monthly, or annually as established by the New Lisbon Town Board annually at their Organizational Meeting.

**D. PAYROLL DEDUCTIONS**---Besides showing the amount you are paid, your pay check stub will show deductions of state and federal taxes, social security, retirement contributions, medical insurance contributions and any garnishments required by court order.

**E. CHECK YOUR CHECK**---Occasionally mistakes occur, so please review your paycheck for errors. If you find an error, contact the Town Supervisor.

## **19. COMPLIANCE POLICIES**

**A. EQUAL EMPLOYMENT OPPORTUNITY**---The Town of New Lisbon is an Equal Opportunity Employer. The Town does not discriminate on the basis of race, religion, color, sex, age, national origin, disability, marital status, military or veteran status, arrest/criminal record, genetic predisposition or carrier status, or sexual orientation. Discrimination based on any of the above is strictly prohibited. This policy applies to all terms and conditions of employment, including, but not limited to hiring, placement, compensation, promotion, transfer, training, leave of absence, and termination. (Copy of full policy attached).

**B. THE AMERICANS WITH DISABILITIES ACT**---It is the policy of the Town of New Lisbon to comply fully with the provisions and spirit of the Americans with Disabilities Act and ensure equal employment opportunity for all qualified persons with disabilities. All employment practices, such as recruitment, hiring, promotion, demotion, layoff and return from layoff, compensation, job assignments, job classifications, paid or unpaid leave, fringe benefits, training, employer-sponsored activities, including recreational or social programs, will be conducted so as not to discriminate unlawfully against persons with disabilities. This also extends to prohibit discrimination based on a person's relationship or association with a disabled individual. Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) along with work assignments, classifications, seniority, leave, and all other forms of employment compensation or advantage.

**C. SEXUAL HARASSMENT**---Any type of sexual harassment is against Town policy and may be unlawful. The purpose of the Town policy is not to regulate the morality of employees but to ensure that in the workplace no employee is subject to sexual harassment. Sexual Harassment may include: unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature including, but not limited to, sexually-related drawings, pictures, jokes, teasing, uninvited touching or other sexually-related comments. (Copy of full policy attached).

**D. DRUG-FREE WORKPLACE POLICY**---It is the policy of the Town of New Lisbon that the unlawful manufacture, distribution, dispensation, possession or use of an illegal controlled substance as defined in the Federal Drug-Free Workplace Act, is prohibited on the job or at the workplace and pertains to all individuals who are employed by the Town. The Federal Drug-Free Workplace Act of 1988 is applicable to all recipients of Federal grants. In order to receive federal funds, the Town must certify that it will provide a drug-free workplace in accordance with the legislation. (Copy of 1993 policy attached.) As a recipient of Federal grants, the Town of New Lisbon hereby complies with the requirements of the Drug-Free Workplace Act by adopting this policy and drug-free awareness program:

**1. PROHIBITED CONDUCT**---No employee shall use, sell, distribute, dispense, possess, or manufacture any alcoholic beverage, illegal drugs or any other intoxicating substance, nor be under the influence of such, while on duty, at any job site or workplace, or in a Town vehicle, a vehicle leased for Town business, or a privately owned vehicle being used for Town business. An employee who, after investigation, is found to have violated this prohibition may be referred for counseling or rehabilitation and satisfactory treatment and will be subject to criminal, civil and disciplinary penalties up to and including termination of employment. Any work-related accident or injury involving a Town vehicle, equipment and/or property where it can be demonstrated that the use of alcohol, illegal drugs or any other intoxicants may have

been a contributing factor will result in disciplinary action which may include penalties up to and including termination of employment.

**2. USE OF PRESCRIPTION AND OVER-THE-COUNTER DRUGS**---Prescription drugs must be in the possession of the individual to whom the prescription was written, taken in the dosage prescribed, and maintained in their original containers. Employees in public safety or safety-sensitive positions must inform their Department Head of any prescription or legal, nonprescription (over-the-counter) drugs they are currently taking that could in any way affect or impair the employee's ability to perform the job safely. The legal use of prescribed and over-the-counter drugs is permitted on the job only if it does not impair an employee's ability to perform the job safely and if it does not affect the safety or well being of other individuals in the workplace.

**3. EMPLOYEE ASSISTANCE**---It is the policy of the Town to work with an employee suffering from substance abuse so that the employee will receive assistance necessary to overcome dependency. An employee seeking such assistance is encouraged to contact their Department Head to discuss the situation before problems begin to surface in the workplace. Any disclosures made by an employee will be treated as strictly confidential to the greatest extent practicable. The employee's decision to seek assistance will not be used as the basis for disciplinary action nor used against the employee in any disciplinary proceeding.

**4. RESPONSIBILITIES**---As a condition of the Town receiving Federal Grant monies, each employee must abide by this policy and notify their Department Head of any criminal drug statute conviction for a violation occurring in the workplace within five calendar days of the conviction. The Town will notify the granting federal agency within ten days after receiving notice from an employee of such a conviction. In addition, within thirty calendar days of receiving notice of a conviction, the Town will take disciplinary action against the employee and/or require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program.

**5. DANGERS OF DRUG ABUSE IN THE WORKPLACE**---In accordance with the Town of New Lisbon's Drug-Free Workplace Policy, the Town is providing the following drug-free awareness information to raise employee awareness of the dangers associated with drug abuse in the workplace. Employees with chemical dependence problems have a major negative impact on productivity, staff morale, and labor/management relations. Their hidden illness is responsible for

**1. DECLINING PERFORMANCE** which may include poor concentration, confusion in following directions, noticeable change in the quality of work, inability to meet deadlines, errors in judgement affecting the health and safety of others and customer complaints and injuries.

**2. INCREASED COSTS** to the Town may include five times the average sick and accident benefits, higher job turnover, replacement and training costs, greater workers'

compensation and health insurance payments, 3 to 5 times more on-the-job accidents and unemployment claims. **3. ABSENTEEISM AND TARDINESS** for those employees with a chemical dependency may include double the normal rate, repeatedly being late for work and often leaving early, extended lunch hours and frequent illness and accidents both on and off the job. **4. DAMAGED RELATIONSHIPS** may be caused by emotional outbursts, over-reaction to criticism, mood swings and complaints from co-workers and the public.

**E. DRUG AND ALCOHOL POLICY**---The New Lisbon Town Board has adopted a Drug and Alcohol Policy that is in compliance with the Omnibus Transportation Employee Testing Act of 1991 (OTETA). The purpose of this policy is to reduce accidents resulting from an employee's use of controlled substances and alcohol, thus reducing fatalities, injuries and property damage. This policy covers all employees who drive commercial motor vehicles requiring a commercial driver's license to operate. (Copy of full policy attached.)

**F. SMOKING**---It is the policy of the Town to prohibit smoking in the workplace, which includes all Town buildings and all Town vehicles. (Copy of full policy attached)

## **20. WORKPLACE SAFETY**

**A. POLICY STATEMENT**---Prevention of injury and illness in the workplace requires the cooperation of all employees in all safety and health matters. It is the policy of the Town of New Lisbon to reduce the number of workplace injuries and illnesses to an absolute minimum. Accidents can be prevented through use of reasonable precautions and the practice of safe working conditions. The Town is required to comply with OSHA (Occupational Safety and Health Administration) workplace safety regulations. ([www.osha.gov](http://www.osha.gov))

**B. EMPLOYEE RESPONSIBILITY**---In an effort to protect all employees and to safeguard equipment and property, before an employee begins a given task, it is the employee's responsibility to understand the correct operation and possible hazards involved, safety procedure, and necessary safety equipment required to perform the job. Each town employee has a responsibility to work safely and is expected to do so. This includes following OSHA regulations and Town policies and using sound professional judgement in safe work practices. Department heads, superintendents, and supervisors have a responsibility to train employees on safe work methods and in the use of personal protective equipment and to inform them of all applicable OSHA rules and regulations. Tasks should not be assigned without proper training and equipment. Employees have the right to decline any assignment for which they are untrained or improperly equipped.

**C. SAFETY PROGRAM**---The Town's safety program includes, but is not limited to, the following:

1. Providing mechanical and physical safeguards to the maximum extent possible.
2. Conducting inspections to find and eliminate unsafe working conditions and practices, control health hazards, and comply with the safety and health standards for every job. Employees should inspect equipment prior to using it. Report any unsafe conditions or equipment immediately to the employee's Department Head and take it out of service to prevent other employees from using it.
3. Training all employees in safety and health practices. Department Heads are required to make sure employees have appropriate mandated training.
4. Providing necessary personal protective equipment and instructions for its use and care. Equipment cannot protect you if you do not use it.
5. Developing and enforcing safety and health rules and requiring that employees cooperate with these rules as a condition of employment.
6. Investigating, promptly and thoroughly, every accident to find the cause and correct the problem to prevent future occurrences.
7. Providing First Aid kits and fire extinguishers throughout buildings and facilities.
8. If an employee has not been properly trained or has not been provided with appropriate PPE, they should not perform the relevant task and should instead inform the Highway Superintendent of the issue and, if necessary, bring the issue to the attention of the Town Board directly or through a Town councilperson.
9. An employee who does not use appropriate PPE or who does not otherwise comply with relevant safety protocols is subject to disciplinary action, which may include a warning, reprimand, suspension without pay, or dismissal.

**D. ACCIDENT PLAN/REPORTING**---In the event of an accident, an employee must immediately stop work and take the following steps:

1. Eliminate the immediate cause of the accident.
2. Provide aid to the injured person and summon for assistance if needed.
3. Contact the Department Head immediately.

4. Take steps to prevent additional accidents.

5. Complete an accident form, whether or not the employee seeks medical attention or misses work. Both the injured employee and Department Head must complete an accident form and submit it to the Town Clerk who will file it with the Workers' Compensation carrier.

**E. HAZARD COMMUNICATION**---The Town may use some chemicals in some of its operations. Employees should receive training and be familiar with the handling, use, storage and control measures relating to these substances if you will use or likely be exposed to them.

**1. MATERIAL SAFETY DATA SHEETS**---All chemicals or substances must have a copy of the Material Safety Data Sheet on file with the Department Head.

**2. CONTAINER LABELS**---All chemicals and substances must be stored in the original or approved containers with the proper label attached.

**3. PERSONAL PROTECTIVE EQUIPMENT**---Depending on job duties, employees must wear protective gear, including gloves and safety glasses as directed by the Department Head when handling hazardous materials.

**4. EMERGENCY RESPONSE**---Any incident of overexposure or spill of a hazardous chemical/substance must be reported to the Department Head. The Department Head must insure that proper emergency response actions are taken.

**F. BLOODBORNE PATHOGENS**---Bloodborne pathogens are infectious microorganisms in human blood and body fluids that can cause disease in humans.

**1. USE UNIVERSAL PRECAUTIONS**---Treat any and all blood, body fluid and body tissue as if it is infectious. Never eat, drink, smoke, handle contact lenses or apply cosmetics or lip balm in areas where exposure to blood, body fluid or body tissue is possible.

**2. USE PERSONAL PROTECTIVE EQUIPMENT**---When dealing with any blood, body fluid, or body tissue or any object contaminated with any blood, body fluid, or body tissue, always use appropriate protective equipment such as gloves, goggles, etc.

**3. DECONTAMINATE AFFECTED AREA/EQUIPMENT**---In the event of any exposure, employees should take necessary steps to decontaminate themselves and any area affected. Wash hands thoroughly with soap and warm water immediately after the exposure. Clean affected area and equipment with Clorox and water solution (1 part Clorox to 10 parts water). Dispose of any contaminated materials in a plastic bag labeled as "biohazard".

**4. REPORTING OF BLOODBORNE PATHOGEN EXPOSURE**---If an employee has been exposed to blood, body fluids or body tissue, they should report it immediately to their Department Head.

**G. WORKPLACE VIOLENCE PREVENTION POLICY**---The Town of New Lisbon is concerned and committed to our employees' safety, security and health. Violence in the workplace will not be tolerated. Workplace violence is any physical assault, threatening behavior, or verbal abuse occurring in the work setting. It may include beatings, stabbings, shootings, suicides, rapes, psychological traumas, threats or obscene phone calls, intimidation, harassment of any nature or being followed, sworn or shouted at. Workplace violence may include violence by strangers, by customers or clients, by town residents, by coworkers or by personal relations. The full policy, along with reporting procedures and report form are attached.



# **TOWN OF NEW LISBON**

## **2024**

### **EMPLOYEE HANDBOOK ACKNOWLEDGEMENT**

I hereby acknowledge that I have received a copy of the Town of New Lisbon 2024 Employee Handbook outlining the rules, regulations, procedures, practices, work standards, employment classifications, compensation, and benefits of the Town of New Lisbon. I further acknowledge that I have read, or will read the contents of the Employee Handbook and will contact my Department Head or the Town Supervisor if I have any questions.

I understand that if I do not comply with these policies, including but not limited to the Employee Conduct, Sexual Harassment, Smoking, Drug & Alcohol, Workplace Violence and Workplace Safety policies, I may be subject to disciplinary action which could include reprimand, suspension without pay or dismissal.

I understand that the Employee Handbook is not meant to create a contract of employment, nor should it be construed as creating a contract of employment and that the New Lisbon Town Board reserves the right to interpret, change, eliminate or modify any section of the Employee Handbook at any time.

I understand that the 2024 Employee Handbook and the changes contained herein are intended to supersede any prior manual and guidelines issued by the Town of New Lisbon.

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Employee Name (printed)

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Employee Signature

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Date Signed