

POLICY MANUAL



HASTINGS ON HUDSON

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SECTION A

PERSONNEL RULES AND REGULATIONS

1. **APPLICATION**: The provisions of the Personnel Rules and Regulations shall apply to all employees of the Village of Hastings-on-Hudson, New York who are subject to the provisions of the Civil Service Rules for Town and Village and Special District in Westchester County, New York, and the provisions of the Civil Service Law of the State of New York, to the extent that they are applicable, except employees of the members of the Public Works and Parks Departments covered by collective bargaining agreements; Public Library; members of the Police Department; Fire Department; elective officers and persons appointed to fill vacancies in elective offices; members of Boards, Commissions and Committees appointed by the Board of Trustees or the Village Manager; persons employed in a professional capacity to conduct a temporary or special inquiry, study, investigation or program.

2. **DEFINITIONS**: For the purposes of these Personnel Rules and Regulations, the following definitions shall apply:

a. **Full-Time Employee** - Any employee whose normal work schedule is thirty-five (35) or more hours per week on a permanent basis.

b. **Part-Time Employee** - Any employee whose normal work schedule is no less than seventeen and one-half (17 ½), nor more than thirty-four (34) hours per week on a permanent basis.

C. **Part-Time Employee (Seasonal)** - Any employee whose normal work schedule is no less than seventeen and one-half (17 1/2), nor more than thirty-four (34) hours per week on a temporary basis.

D. **Department Heads** - Those employees with responsibility for the administration and supervision of one or more departments, including the Superintendent of Public Works, Building Inspector, Village Clerk, Superintendent of Parks and Recreation, Director of the Youth Advocate Program, and Village Treasurer.

3. **VILLAGE MANAGER**: It shall be the responsibility of the Village Manager to disseminate, supervise and enforce the Personnel Rules and Regulations.

4. **OVERTIME**: Office and clerical employees' overtime must have prior approval of the Village Manager. All overtime shall be paid in accordance with the laws governing payment of such overtime. In addition, emergency overtime may be authorized by the Department Heads when necessary.

5. **COMPENSATORY TIME**: Department Heads may grant compensatory time to Clerical employees in their department. Such compensatory time is not cumulative and must be utilized prior to the end of the fiscal year (May 31st). Accumulated compensatory time shall not exceed ten (10) working days. Department Heads are not eligible to receive nor accrue compensatory time.

6. **SICK LEAVE**:

a. Sick leave is defined as a reported absence from duty because of illness, injury or quarantine or the illness of a member of the employee's immediate household which requires constant bedside attention and such employee has no accumulated compensatory time or personal leave days.

b. All full time personnel covered by these rules shall be entitled to one working day of sick leave with pay for each month of continuous employment. Days for which an employee is paid by Workmen's Compensation cannot also be paid from sick leave accumulations.

c. Part time personnel, not seasonal, covered by these rules shall be entitled to one half working day of sick leave with pay for each month of continuous employment, and may accumulate for a total of not more than sixty (60) days.

d. All full time employees covered by these rules may accumulate sick leave for a total of not more than two hundred five (205) days effective June 2001 and two hundred fifteen (215) days effective June 1, 2003.

e. Evidence of illness, injury or quarantine may be required by the Department Head after one day's absence,

and will be required after four days' absence. Such evidence may be in the form of a medical certificate, affidavit or other documentation, and the Village Manager may appoint such physician or physicians as deemed necessary to examine an employee during the course of illness or upon return to duty.

f. The provisions of sick leave shall not apply to absences which are not reported by the employee or his/her representative to the Department Head or the Village Manager by 10:00 a.m. on the day of each absence. Such report shall state the reason for the absence and the estimated day of return. If an employee does not report such absence and the reason therefore, as provided herein, such absence shall be deemed unauthorized. Such unauthorized absence shall be cause for disciplinary action and may result in the suspension or removal of the employee.

g. Nothing herein shall prevent the Board of Trustees, upon the recommendation of the Village Manager, from granting additional sick leave with pay if, in exceptional cases, it shall deem an employee worthy of such consideration.

h. Upon retirement from the Village, a full time employee shall be paid for unused sick leave on the following basis:

Up to 120 days - 5%
121 to 200 days - 10%
over 200 days - 15%

In the event of the death of an employee, the employee's beneficiary or estate shall receive payment for unused accumulated sick leave.

7. OTHER ABSENCES:

a. Absences for any reason not specifically provided herein shall be deemed an unauthorized absence. No employee covered by these Rules and Regulations will be compensated for an unauthorized absence.

b. All personnel covered by these Rules and Regulations shall be entitled to an absence without deduction of pay for not more than a maximum of three days where there is

a death of an immediate member of such employee's family (parent, spouse, child, brother, sister, father/mother-in-law, grandparents) or for a maximum of one day for the death of any relative of an employee.

c. Absences of an employee arising by reason of a summons due to an alleged infraction of law or attendance at court on any personal matter shall be charged as a personal leave day.

d. Jury duty: Employees called for Jury Duty will receive a total salary less such payment made for serving on a Jury.

8. PERSONAL LEAVE:

a. All full time personnel covered by these Rules and Regulations shall be allowed four (4) working days per calendar year, with pay to attend to personal business or needs. Part time personnel, not seasonal, covered by these rules and regulations shall be entitled to two (2) working days per calendar year, with pay, to attend to personal business or needs. Such personal leave shall not be cumulative

b. Other than emergency, requests for personal leave must be made 48 hours in advance, in writing, and the reason for such personal leave must be made known to the Department Head and approved by the Village Manager.

c. Personal leave may be granted by the Department Head only where in the discretion of said Department Head such personal leave will not act to the prejudice of the Village.

9. LONGEVITY INCREMENTS: Full time employees are eligible for longevity increments effective on the anniversary dates of employment and paid by separate check - when practical the payment day next following:

Effective 6/1/01 6/1/03 6/1/04			
After completion of 5 years to 9 years employment	\$800	\$850	\$875

After completion of 10 years to 14 years employment	\$900	\$950	\$975
After completion of 15 years to 19 years employment	\$1025	\$1075	\$1100
After completion of 20 years employment and thereafter	\$1150	\$1200	\$1225

10. **VACATION:**

a. The Board of Trustees desires that every employee utilize the vacation period provided herein. Vacation time shall be effective on a calendar year basis and cannot be accumulated from year to year without the written consent of the Village Manager.

b. Each employee shall be entitled to the following vacation period:

	Effective	<u>6/1/01</u>	<u>6/1/03</u>
After 6 months of continuous employment full time employees and part time (not seasonal):		5 days	5 days
After 12 months and up to 60 months (5 years) of continuous employment full time employees and part time (not seasonal):		10 days	10 days
After 5 years of continuous employment to 12 years of continuous employment full time employees only:		16 days	16 days
After 12 years of continuous employment to 20 years of continuous employment full time employees only:		21 days	22 days
After 20 years of continuous employment, full time employees only:		23 days	24 days

d. Subject to the discretion of the Department, choices of vacation time shall be determined on the basis of the seniority of employees.

e. Department Heads shall prepare a vacation schedule for his/her department by April 1st each year, and submit the schedule to the Village Manager. The Department Head shall prepare the vacation schedule to be consistent with the fulfillment of normal routine duties of the Department and shall conform to anticipated work requirements. The vacation schedule must be approved by the Village Manager.

11. HOLIDAYS:

a. All full-time and permanent part-time personnel shall be allowed twelve (12) holidays with pay: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving Day and Christmas Day.

b. When any of the foregoing holidays falls on a Sunday, it will be observed as a holiday on the following Monday, and when such a holiday falls on a Saturday, it will be observed as a holiday on the preceding Friday except the actual date of the holiday will be observed in any department in which the actual date of the holiday is a normal workday. The Village Manager may allow floating Holidays.

c. The day of the Village Election (3rd Tuesday in March) shall be deemed a normal working day.

d. The Village Manager may declare the afternoon of the last regular working day prior to Christmas and New Year's Day a holiday for all or any employee covered by these rules and regulations. The Village Board may designate from time to time, such other days or parts thereof as holidays with pay.

12. AUTHORIZED TRAVEL EXPENSES:

a. Employees covered by these rules traveling on official Village business, will be reimbursed for

reasonable out-of-pocket expenses, provided such travel has first been duly authorized and approved by the Village Manager. (see Expense Account Policy).

b. Employees authorized to travel by a privately owned motor vehicle will be reimbursed at a rate of 32.5¢ per mile as authorized by the Board of Trustees.

c. Employees who sustain damage to their automobile while engaged in authorized travel on behalf of the Village will **NOT** be compensated or reimbursed for such damage by the Village or it's insurance carrier. Accordingly, employees who are authorized to travel by privately owned motor vehicles are required to carry their own Physical Damage Insurance.

13. LIFE. HOSPITALIZATION, MAJOR MEDICAL INSURANCE AND DENTAL:

Full-time employees covered by these rules and regulations shall be covered for life insurance, hospitalization, major medical and dental insurance on the same basis as employee's covered by collective bargaining agreements.

14. RESIGNATION:

a. All employees other than Department Heads are required to give not less than 15 working days' notice, in writing, to the Village Manager of intention to resign.

b. Department Heads are required to give not less than 30 days' notice, in writing, to the Village Manager of intention to resign.

c. Where such notice has been duly given and where such employee has not been dismissed for cause, the terminating employee shall be paid in a lump sum upon the effective day of termination of employment, all earned and unused vacation, personal and compensatory time which has duly accrued to such employee.

15. RETIREMENT BENEFITS:

All employees covered by these regulations shall be covered by the New York State Retirement System on the same basis as general employees covered by collective bargaining agreements.

16. CONFLICT:

Where any of the foregoing Rules and Regulations are in conflict with any Civil Service or other New York State Law, the provisions of the Civil Service or other New York State Law shall govern.

17. RESPONSIBILITY:

It shall be the responsibility of each Department Head to assure that each employee covered by these Rules and Regulations shall receive a copy and is aware of the contents.

SECTION B

SCOPE

This policy covers the reporting and reimbursement of travel expenses incurred by employees on behalf of the Village of Hastings-on-Hudson.

POLICY

1. It is the policy of the Village to reimburse employees for actual expenses incurred while engaged in authorized business on behalf of the Village.

2. Any business trips, conferences, or seminars, covering an over **night stay must** be authorized in advance by the Village Manager on appropriate forms.

3. The following expenses are allowable, subject to the indicated limitations:

a. Hotel

Room costs should be consistent with the employee's best judgement. As a general guide, the employee shall be asked to justify any room charge in excess of \$75 Per day. A receipt must accompany a request for reimbursement of hotel bills.

b. Meals

Reimbursement will be made for meals associated with trips away from home necessitated by business. An average meal allowance per day of \$35 is authorized.

c. Tips

Tips are allowable up to 10% of total meal, taxi, or other applicable expense.

d. Taxis

Reimbursement is allowable where airport bus service is not available or where common carrier service will be **detrimental to the Village's** business.

e. Rented Automobiles

Charges are allowable when a rented automobile is required in order to utilize personnel effectively and where other transportation is not available or is more expensive. Employees will be asked to justify rental of cars other than "compacts". Charges for personal use of rented automobiles are not allowable. A paid receipt is required.

f. Bridge and Road Tolls

These expenses are allowable.

g. Parking/Garage/Storage

These charges are allowable where free day or overnight parking or storage is not available. A receipt is required.

h. "Paid Carrier Transportation"

Enter only the cos transportation paid for in cash or by personal credit card. Attach ticket stubs and/or receipts.

I. Airline Fare

Reimbursement will be limited to coach fare.

j. Personal Automobile

Such travel is authorized where common carrier service is not available or where the round trip distance is less than 500 miles. Employees will be reimbursed for the use of personal automobiles at the rate established by the Board of Trustees for authorized business travel.

k. Postage/Telegraph/Telephone

Reimbursement for expenses incurred is allowable. Employees should, however, use the least expensive means of communication consistent with the best interests of the Village.

4. ENTERTAINMENT

It is the Village's policy not to entertain. Therefore, although the Village will reimburse the employee for modest entertainment substantiated by receipts and an explanation, it will reimburse payment only with prior approval of the Village Manager.

5. Outside meal expenses not involving an overnight trip are not generally subject to reimbursement unless non-Village employees having a valid business purpose are present, or work outside of office hours requires presence over mealtime. It is the Village policy generally not to reimburse employees for business luncheons where two or more employees find it more convenient to go out to eat to discuss Village business unless approved in advance by the Village Manager.

6. Under Village Policy, the following represent employee-incurred expenses that are not reimbursable:

- a. Personal entertainment
- b. Radio or television rentals
- c. Airline or other trip insurance
- d. Special room service
- e. Personal reading matter

- f. Barber
- g. Personal postage, telephone or telegraph
- h. Transportation to or from home to regular place of employment.
- I. Expenses of employee's spouse or family on trips except where protocol requires spouse's presence and it is authorized as provided in paragraph 2
- j. Unauthorized attendance at meetings, conferences, seminars or conventions
- k. Repairs to personal automobiles
- l. Personal automobile insurance
- m. Donations and/or gifts
- n. Unexplained expenses or expenses not properly substantiated by invoices, receipts, stubs, tickets or other supporting documentation (where indicated on the Expense).

7. All Expense Reports will be prepared in INK and approval will be by the Village Manager.

Properly completed and approved Expense Reports will be forwarded to the Village Treasurer for reimbursement as Petty Cash expenses or through the voucher system, as determined by the Treasurer.

8. The Village Manager may authorize the reimbursement of food expenses for Village employees involved in emergency operations such as snowstorms, water main breaks, storm emergency operations, etc.

In cases where a stoppage for a meal period or other break would seriously interfere with work of an urgent nature, the supervisor, with prior approval of the Village Manager may be reimbursed for expenses incurred for food, coffee or non-alcoholic beverages supplied to Village employees on the job.

PRIOR APPROVAL REQUEST FORM

DATE: _____

Approval of the Village Manager is hereby requested,
in accordance with the Village Expense Account Policy,
to spend:

\$ _____ (est.) for

Reason for
expense: _____

Signature person requesting:

Approved by Village
Manager: _____

PRIOR APPROVAL REQUEST FORM

DATE: _____

Approval of the Village Manager is hereby requested,
in accordance with the Village Expense Account Policy,
to spend:

\$ _____ (est.) for

Reason for
expense: _____

Signature person requesting:

Approved by Village
Manager: _____

SECTION C

FINANCIAL POLICY

SCOPE

There are many advantages to a formal written and public financial policy document. The principal ones being that it serves to amalgamate and clarify existing implicit policies, and it serves to develop new policies which provide necessary financial planning.

Both the local public and The National Credit Industry, which assess municipal bonds, respond with credibility and confidence to an adopted fiscal policy providing sound financial management and integrity.

While such a policy helps to "fast track" and simplify responsible fiscal decision-making, it also emphasizes the Village's over-all financial position and objectives and creates a link between long-run planning and day-to-day operations. It provides a permanent, stable, yet not inflexible foundation from which to view and evaluate such matters as tax rates, proposed expenditures, projected reviews, and pre-planning for possible financial emergencies.

A. OPERATING BUDGET POLICY

1. The village will develop a budget format to provide the Mayor and board of Trustees and public with information necessary for sound financial decision-making.
2. The Village will pay for all current expenditures with current revenues. The Village will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' expenses, such as postponing expenditures or accruing future years' revenues.
3. The budget will provide for adequate maintenance of capital plant and equipment and for their orderly replacement.
4. The Village will provide a budgetary control system to help adhere to the budget.
5. The Village Administration will prepare monthly reports comparing actual revenues and expenditures to budgeted amounts.
6. Where possible, the Village will integrate performance measurements and productivity indicators with the budget.
7. The village shall maintain an undesignated fund balance in the range of 7%-10% of the operating budget.

B. CAPITAL BUDGET POLICY

1. The village will develop a multi-year plan for capital improvements and update it annually.
2. The village will make all capital improvements in accordance with the Capital Improvement Program.
3. The Village will enact an annual capital budget.
4. The Village will coordinate development of the Capital Improvement Budget with development of the Operating Budget. Future operating costs associated with new capital improvement will be projected and included in operating budget forecasts.

5. The Village will use intergovernmental assistance to finance only those capital improvements that are consistent with the Capital Improvement Plan and Village priorities.

6. The Village will maintain all it's assets at a level adequate to protect the Village's Capital Investment and to minimize future maintenance and replacement costs.

7. The Village will develop a multi-year plan for Capital Equipment Replacement and up-date it annually.

8. The Village will identify the estimated costs and potential funding sources for each Capital Project Proposal before it is submitted to the Mayor and Board of Trustees for approval.

9. The Village will determine the least costly financing method for all new projects.

C. DEBT POLICY

1. The Village will confine short and long term borrowing to capital projects that cannot be financed by current revenue.

2. Where possible, the Village will use Special Assessment, Revenue, or other self-supporting bonds instead of general obligation bonds.

3. The Village will not use long-term debt for current operations.

4. Total debt service for general obligation debt will not **exceed** 10% of operating revenues.

5. The Village will establish good communications with Bond Rating Agencies about its financial condition. The Village will follow a policy of full disclosure on every financial report.

D. REVENUE POLICY

1. The Village will try to maintain a diversified and stable revenue system to shelter it from short-term fluctuations in any one revenue source.

2. The Village will estimate annual revenue on a realistic basis by an objective, analytical process.

3. The Village will project revenues on an annual basis, with each existing and potential revenue re-examined annually.

4. The Village will follow an aggressive policy of collecting property tax revenues and accounts receivable.

5. The Village will develop an updated user fee system, and recalculate the full costs of activities supported by user fees to identify the impact of inflation and other cost increases.

E. INVESTMENT POLICY

1. The Village will make a cash-flow analysis of all funds on a regular basis. Disbursement, collection, and deposit of all funds will be scheduled to insure maximum cash availability.

2. When permitted by law, the Village will pool cash from different funds for investment purposes.

3. The Village will invest at least 100% of its idle cash on a continuous basis.

4. The Village will analyze market conditions and investment securities to insure obtaining maximum yields.

F. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICY

1. The Village will establish and maintain a high standard of accounting practices.

2. The accounting system will maintain records on a basis consistent with accepted standards and the New York State Uniform System of Accounts.

3. Regular monthly and annual financial reports will present a summary of financial activity by major types of funds.

4. The reporting system will also provide monthly information on the total cost of specific services by type

of expenditure.

5. An independent public accounting firm will perform an annual audit and will publicly issue a financial opinion.

SECTION D

INVESTMENT POLICIES AND GUIDELINES

SCOPE

The objectives of the Investment Policy of the Village are minimize risk; to insure that investments mature when the cash is required to finance operations; and to insure a competitive rate of return. In accordance with this policy, the Treasurer or other officer having custody of Village monies, is hereby authorized to invest all funds including proceeds of obligations and reserve funds in:

1. Certificates of Deposit issued by a bank or trust company authorized to do business in New York State;
2. Time Deposit Accounts in a bank or trust company authorized to do business in New York State;
3. Obligations of the United States Government;
4. Obligations of New York State;

All funds except Reserve Funds may be invested:

1. With the approval of the State Comptroller, in Revenue Anticipation Notes or Tax Anticipation Notes of other local governments.
2. Obligations of agencies of the federal government if principal and interest is guaranteed by the United States.

Only Reserve Funds may be invested in:

1. Obligations of the Local Government.

All investments made pursuant to this investment policy shall comply with the following conditions:

1. Collateral

Certificates of deposit shall be fully secured by insurance of the Federal Deposit Insurance Corporation. or by obligations of New York State or obligations of the United States or obligations of federal agencies the

principal and interest of which are guaranteed by the United States, or obligations of New York State local governments. (Collateral shall be delivered to the Village or a Custodial Bank with which the Village has entered into a Custodial Agreement).*

A Custodial Bank may be the Trust Department of the seller if the Trust Department has been established as a separate legal entity. The market value of collateral shall at all times be equal to 110% of the principal amount of the certificate of deposit. Collateral shall be monitored by the Deputy Treasurer or his designee no less frequently than weekly, and market value shall mean the bid or closing price as quoted in the Wall Street Journal or as quoted by another recognized pricing service. (The Blue List).

2. Delivery of Securities

Payment shall be made by or on behalf of the Village for obligations of New York State, obligations of which the principal and interest of which are guaranteed by the United States, United States Obligations for certificates of deposit, and for other purchased securities upon the delivery thereof to the custodial bank, or in the case of a book entry transaction, when the purchased securities are credited to the Custodial Bank's Federal System account. All transactions shall be confirmed in writing.

3. Written Contracts.

Written contracts are required for certificates of deposit, and custodial undertakings. With respect to the purchase of obligations of the U.S., New York State, or other governmental entities, etc. in which monies may be invested, the interests of the Village will be adequately protected by conditioning payment on the physical delivery of purchased securities to the Village or Custodian, or in the case of book-entry transactions, on the crediting of purchased securities to the Custodian's Federal Reserve System account. All purchases will be confirmed in writing to the Village.

It is therefore, the policy of the Village, to require written contracts as follows:

- a. Purchase of all certificates of deposit.
- b. A written contract shall be required with the Custodial Bank.

4. Designation of Custodial Bank.

1. Custodial Bank. A Trust Bank Company chartered by the State of New York should be designated to act as Custodial Bank of the Village's investments.

5. Financial Strength of Institutions

Investments in time deposits and certificates of deposit are to be made with banks or trust companies. Their annual reports should be reviewed and retained on file by the Treasurer or his designee to determine satisfactory financial strength.

6. Operations, Audit, and Reporting

The Treasurer or his designee shall authorize the purchase and sale of all securities and execute contracts for certificates of deposit on behalf of the Village. Oral directions concerning the purchase or sale of securities shall be confirmed in writing.

The Village will encourage the purchase of certificates of deposit through a competitive or negotiated process involving telephone solicitation of at least three bids for each transaction.

At the time independent auditors conduct the annual audit of the accounts and financial affairs of the Village, the independent auditors shall audit the investments of the Villages for compliance with the provisions of these Investment Guidelines.

The Treasurer shall, whenever required by the Village Board report to them a detailed statement of the moneys received by him and of his disbursements, and shall render a full account of all moneys received by him and from what source, and when received, and all disbursements made by him and to whom and the dates of such disbursements respectively, and the balance of moneys remaining in his

hands.

The Village Board shall designate by written resolution duly adopted by a majority vote of such board which shall be entered in its minutes, banks for the deposit of all moneys received by the Treasurer provided, that such designation shall be made of a bank within the State. Such Treasurer shall deposit all moneys received by the Treasurer shall release him/her and their sureties from any liabilities for loss of such moneys by reason of the default or insolvency of any such depository.

The provisions of these Investment Guidelines and any amendments hereto shall take effect prospectively, and shall not invalidate the prior selection of any custodial Bank or prior investment.

SECTION E

PURCHASING POLICY

A. Purchasing Policies

1. Purchases shall be made according to and within the limits of Accounts Budgeted at the beginning of the fiscal year or as amended and authorized by the Village Board of Trustees.

2. Purchasing shall be in charge of the Treasurer who shall, in cooperation with the Department Heads, certify to the Board that merchandise has been received in the quality and quantity paid for; that the prices are competitively fair and not excessive; that the bidding procedures are such as to yield the best possible price for the merchandise or service acquired.

3. The conduct and activities of the officers and employees connected with Purchasing shall be in accordance with New York State Laws, and the Village Code of Ethics.

4. Department Heads responsible to the Village Manager for administering a given public Service (Parks and Recreation, Police, Public Works, etc.) shall certify to the Manager by requisition-purchase order that a product or service is needed in the quality or quantity specified; also by voucher for payment via the Treasurer to the Board that the material or service has been received.

5. It shall be the intent of the Village to purchase in bulk through the County's Central Purchase Program whenever possible.

B. Purchasing Procedures

1. There shall be the following records of all purchases:

a. A Requisition by the Department Head specifying the quantity and quality of goods or services needed to be embodied in

b. A Purchase Order (in triplicate) with appropriate Account Numbers; copies to vendor, Manager, department head with the Treasurer verifying funds are available

before signature by the Manager. The Treasurer shall send a copy of Payment Voucher to the Vendor with a copy of the Purchase Order. Where goods or services must be procured in an emergency, a Purchase Order marked "Goods Ordered in Emergency" must be made out as soon as possible to record the transaction and for the Treasurer to encumber the Proper Account.

c. Receipt: A Delivery Ticket to be initialed by Supervisory Personnel delegated in each Department to receive purchases; (Department Heads, General Foremen, Police Sergeants, Senior Recreation Leaders, etc.) This delivery ticket should be sent to the Treasurer to match up with the Purchase Order, both to be attached to the Voucher for payment.

d. Payment Voucher shall be returned, signed by the Vendor requesting payment and should be accompanied by his Invoice or copy of the Purchase Order. The Voucher is then checked in turn by the:

1. Treasurer matching up Purchase Orders, Invoices, Delivery Tickets to be attached.
2. Department Head certifying the material was received and initialing the Voucher for payment.
3. Submitted to the Village Manager for countersignature recommending approval for payment.

Final Audit and Approval is effected by the Board of Trustees.

2. Where the unit cost of any item is less than \$10, no purchase order will be required, but delivery tickets should be secured and must be signed and attached to the vouchers for payment.

3. Where the unit cost of any item is more than \$25, more than one price quotation should be obtained for competitive price reasons.

4. Where the cost of material in a given budget year exceeds \$10,000 or where the cost of labor and material for a project exceeds \$20,000 the Department Head shall prepare a specification with the Treasurer in preparation for the Village Clerk to publish the Legal Notice for

bids.

5. Materials and supplies should not be bought at retail prices when the amount purchased is obviously large enough to justify competitive bidding at wholesale prices.

SECTION F

EQUAL EMPLOYMENT OPPORTUNITY POLICY

SCOPE

The Village of Hastings on Hudson hereby declares it to be the policy of the Village to provide equal opportunity in employment and advancement, and to administer its employment practices without regard to race, color, religion, sex, age, or national origin.

POLICY

This policy of no discrimination will prevail throughout every aspect of employment practices including, but not limited to, the following:

1. Recruit, hire and promote in all job classifications without regard to race, color, religion, sex, age, or national origin.
2. All decisions for hiring or promotions shall be based solely upon each individual's qualifications for the position to be filled.
3. All other personnel actions such as compensation, benefits, transfers, layoffs, returns from layoffs, village sponsored training, education, tuition assistance, social and recreation programs, will be administered without regard to race, color, religion, sex, age or national origin.
4. The Village will undertake a program of affirmative action to make widely known that equal employment opportunities are available on the basis of individual merit and to actively encourage all persons to seek employment and to strive for advancement on this basis.

SECTION G

EMPLOYEE IMPROVEMENT SUGGESTION PROGRAM

SCOPE

A suggestion program is a means by which employees can contribute ideas for purposes of decreasing costs, increasing quality of operations, and introducing new services and procedures. Suggestion programs may also stimulate employees to take augmented interest in their jobs. Program costs include personnel time in program evaluation and processing forms, and publicity materials.

The employee is the key person involved in the suggestion program. Employees are potentially a major resource in providing ideas for conserving personnel, money, and materials through standardization, substitution, alternatives or elimination. Supervisors, however are the major influence in eliciting employee participation. It is, therefore, essential that supervisors clearly understand and support the system upon its adoption. Likewise, employees should be made well aware of how the system works and its benefits.

Reward structures are essential to the success of the program. They are generally based on the potential tangible (e.g. cost saving) and intangible (e.g. improved safety) benefits estimated to result from implementation of a suggestion. Suggestions that are adopted may be rewarded in three ways: cash awards, time off, or letters of commendation.

Cash awards are generally determined by taking a percentage (10%) of the estimated first years cost savings from implementing the suggestion, if the savings exceed a fixed amount, \$50). They are funded out of the department budget in which the suggestion is adopted. In this manner, additional funding is precluded. Intangible suggestion awards are based on seriousness, frequency, and the extent of the problem and the creativity and effectiveness of the solution.

One person should be responsible for maintaining over-all

supervision of the program to issue publicity, provide information, train supervisors and maintain records. A committee must be formed to evaluate the suggestion, determine the award and means of presentation. Presentation of award may be an important contribution to employee management relations and should be given adequate consideration.

Policy in need of determination includes reward structure, and time limit during which an idea or suggestion that has not been adopted will continue to be considered.

PROCEDURE

Suggestions are processed in the following manner:

1. Employee obtains suggestion form from the Department Head, completes it, and forwards it to the Village Manager's office .
2. When the suggestion is received it is screened for originality, assigned a suggestion number, and a Suggestion Evaluation Committee (SEC) meeting is scheduled.
3. Copies of the suggestion form are referred to the SEC (composed of the appropriate Department Head, Village Manager, and a member of the Board of Trustees) where eligibility of suggestor and suggestion are determined.
4. Committee sends acknowledgment of suggestion to suggestor. If suggestion or suggestor is ineligible, notification is given with brief explanation of reasons for ineligibility.
5. Department Head researches feasibility, cost/benefits and when appropriate, the applicability of suggestions involving new/different materials. He/she then completes evaluation form.
6. The Village Manager undertakes cost/benefit analysis by researching alternative material pricing, actual dollar savings in terms of personnel requirements and/or increased productivity at same costs.

7. SEG meets a second time to formally evaluate suggestion with researched information and decides upon its acceptance or rejection. If adopted, reward, implementation date, and mode of presentation are determined.

8. Employee is notified of the results of the process.

9. Award is presented after implementation of the suggestion.

10. Results of the procedure are indicated on suggestion form which is filed appropriately.

ELIGIBILITY

Suggestions are ineligible for consideration if:

1. They are duplicates of past suggestions or those already under consideration.

2. They do not propose methods of improvement.

Awards are limited if:

1. They suggest performance of minimum maintenance or safety functions.

2. They correct a condition existing because established procedures are not being followed.

Employees whose normal responsibilities include the making of suggestions or developing ideas for improvement are ineligible for awards.

SUGGESTION EVALUATION

The following general criteria should be included in proposal evaluation:

1. Accomplishment of job better, faster and/or at less cost.

2. Simplification or improvement of operations, tools, equipment, procedures, designs or organization.
3. Conservation of energy, money, labor, time, materials space or property.
4. Elimination of health or accident hazards or improving working conditions.
5. Improvement of morale.

RE-EVALUATION/RE-SUBMISSION

If an employee feels her/his suggestion has not been understood or has acquired additional information with regard to the idea, he/she may re-submit a suggestion form with additional information and/or clarification and indicate "re-submission" on the form.

PUBLICITY

Suggestion programs may be promoted by face-to-face personal contact, written communications, posters, signs, newsletters. It is extremely important that the program be successfully publicized and that the publicity is continual.

PROGRAM EVALUATION

After the program has been implemented, a periodic evaluation should be conducted to evaluate the usefulness and success of the program. Listed below are program evaluation criteria for which expected values should be determined. Expected values and acceptable range of deviation will provide the basis for a program evaluation.

The criteria are:

1. Number of suggestions submitted
2. Number of suggestions evaluated
3. Number of suggestions rejected

4. Number of suggestions adopted
5. Dollar amounts saved in operation
6. Dollar amounts involved in program
7. Processing time involved
8. Mix of suggestions in terms of significance
9. Employee and management attitude toward program

instructions

VILLAGE OF HASTINGS-ON-HUDSON
EMPLOYEE IMPROVEMENT SUGGESTION FORM

Date: _____

Name(s): Last, first, middle Job
title: _____

Department: _____
Supervisor: _____

Subject
title: _____

Suggestion: (Explain in
detail) _____

Present method and/or materials/Description of
problem: _____

Advantages or benefits of idea/Possible
costs: _____

This suggestion: (check all applicable)
☐ improves communication ☐ improves public
relations
☐ reduces costs ☐ improves services ☐ reduces
accidents
☐ reduces waste ☐ improves methods or equipment

In considering my suggestion: (check one)

() you may disclose my name

() you may not disclose my name

Signatures of

employee(s): _____

OFFICE USE ONLY

Suggestion # _____

Date Received _____

Date acknowledged _____ Decision _____ Implementation Date _____

INSTRUCTIONS:

1. Type or print required information on top of form.
2. Use separate form for each idea.
3. Give short subject title that best identifies suggestion.
4. Explain existing or previous method or condition.
5. Describe your idea in sufficient detail - show how it can be implemented.
6. Sell your idea - explain advantages - estimate cost savings or possible costs.
7. Attach any additional information/sketches/samples to clarify your proposal.
8. Sign form to appropriate space.

WHAT HAPPENS TO YOUR SUGGESTION:

* You will receive acknowledgment of receipt of your suggestion by the Suggestion Evaluation Committee (SEC).

*If investigation and evaluation of your suggestion takes more than thirty (30) days to complete, you will be informed of the delay.

* After investigation of your suggestion, the SEC will recommend adoption or non adoption. You will receive notification of the decision.

PLEASE FORWARD COMPLETED FORM TO:

VILLAGE MANAGER

MUNICIPAL BUILDING
HASTINGS-ON-HUDSON

10706

VILLAGE OF HASTINGS-ON-HUDSON
EVALUATION OF SUGGESTIONS

Date: _____

Evaluator's Name _____ Department
: _____

Suggestor's Name: _____ Suggestion
No.: _____

Subject title: _____ Suggestion
date: _____

EVALUATE THE ATTACHED SUGGESTION AND RETURN IN TEN (10)
DAYS

Suggestion should be adopted:

() Yes () No () Partially

If Yes or Partially when ?

Level where useable: () Unit () Dept.	Estimated Annual Savings: () \$ () Intangible () Safety	Estimated cost to Implement \$
--	---	-----------------------------------

Check all boxes: State reasons for rejecting or
recommending

Yes No

		Management approval required	
		Legislative approval required	
		Work assignment or job responsibility	
		Improves office methods or forms	
		Improves safety	
		Improves public relations	
		Improves morale	
		Increases efficiency	
		Saves time, money, materials	
		Regular maintenance or safety	
		Pertains to working conditions	
		Duplicates idea under consideration	
		Duplicates idea already awarded	

RECOMMENDATION:

☐ REJECT

☐ ACCEPT ☐ CERTIFICATE OF COMMENDATION ☐ AWARD\$ ☐

☐ TIME OFF

HASTINGS-ON-HUDSON SEC
EVALUATION OF INTANGIBLE SUGGESTIONS *
(Other than Safety)

TYPE OF BENEFIT	POINTS	
1. Improved operations, better use of facilities or equipment	20	
2. Employee relations or working conditions	15	
3. Service to the public or public attitude	10	
4. Other	5	
VALUE OF BENEFITS	POINTS	
1. All facilities or the majority of employees	15	
2. Several operations or facilities or many employees	10	
3 Single operation or unit or some employees	5	
INGENUITY	POINTS	
1. Very resourceful and clever	25	
2. Average	10	
3. Uninventive	5	
INITIATIVE	POINTS	
1. Enterprising or self-reliant	15	
2. Average	10	
3. Unenergetic	5	
EFFORT INVOLVED	POINTS	
1. Considerable personal research	10	
2. Average substantiation	5	
3. Work contributed by department or sub-agency	0	
COMPLETENESS OF PROPOSAL	POINTS	
1. Facts clearly presented, idea easily implemented	15	
2. Basic facts sound but need some refining	10	
3. Unsubstantiated	0	
<div style="display: flex; justify-content: space-between;"> <div>TYPE OF PROBLEM <u>Hi</u> <u>Lo</u></div> <div>POINT</div> </div> <div style="margin-top: 5px;"> TOTAL: _____ </div> <div style="margin-top: 5px;"> 1. Seriousness () () </div> <div style="margin-top: 5px;"> 2. Frequency () () </div>		

AWARD SCALE

<u>POINTS</u>	<u>Hi/Hi</u>	<u>Hi/Lo:Lo/Hi</u>	<u>Lo/Lo</u>
10-20	_____	_____	_____
25-50	_____	_____	_____
55-75	_____	_____	_____
80-100	_____	_____	_____

*The purpose of this table is to assist the Suggestion Evaluation Committee in the evaluation and award determination of Intangible Suggestions, other than safety. When figuring point totals, select one statement most appropriate in each category and check box.

SECTION H

GENERAL SAFETY RULES

The Village of Hastings-on-Hudson is sincere in its desire to conduct all of its operations in the safest manner possible. Compliance with the General Safety Rules listed below will assist us in achieving this objective. These rules are the minimum guides for working safely. Your continued awareness and cooperation in loss control is a vital part of your job. It is your duty to apply these and all accepted standards of loss control.

1. Whenever you are involved in any accident that results in personal injury or damage to property, no matter how small, the accident must be reported. Get first aid promptly.
2. Report immediately to your supervisor any condition or practice you think might cause injury or damage to equipment.
3. Do not operate any equipment which, in your opinion, is not in safe condition.
4. All prescribed safety and personal protective equipment should be used when required and maintained in a working condition.
5. Obey all regulations, rules, signs, markings, and instructions. Be particularly familiar with those that apply directly to you. If you don't know-ASK.
6. When lifting, use the approved lifting technique, i.e., bend your knees, grasp the load firmly, then raise the load keeping your back as straight as possible. Get help for heavy loads.
7. Don't horseplay; avoid distracting others; be courteous.
8. Always use the right tools and equipment for the job. Use them safely and only when authorized.
9. Good housekeeping should always be practiced. Return all tools, equipment, materials, etc. to their proper places. Disorder wastes time, energy, and material, and

will often result in injury.

10. The use of drugs and/or intoxicating beverages are prohibited.

SECTION I

ASSIGNMENT AND OPERATING REGULATIONS FOR VILLAGE-OWNED VEHICULAR EQUIPMENT

1. Purpose

This policy establishes standard operating regulations for Village-owned vehicular equipment, and regulations for use of personal vehicles.

2. Responsibility

All Village-owned vehicular equipment shall be under the direction of the Village Manager, who shall be vested with authority to determine the qualifications of drivers and to issue safety rules for the operation of such equipment. The safety rules shall be made available to the operators of such equipment after having been approved by the Village Manager.

The appropriate Department Head shall examine all operators of the department assigned equipment and maintain a current classification as to the kind of equipment they may operate. Equipment shall be issued only to properly qualified drivers.

3. Procedures

3.1 Operation of Equipment by Unauthorized Employees

No Village employee shall operate Village-owned equipment unless he has been so authorized by the Village Manager. Except in emergencies, no department head nor supervisor shall direct or permit an unauthorized employee to operate Village-owned equipment nor a kind of vehicle for which the employee has not been classified.

3.2 Non-Village Employees

Except in cases specifically authorized by the Village Manager or when acting under a contract with the Village, no Village-owned equipment shall be operated by persons not employed by the Village, and non-Village employees are prohibited as passengers unless incidental to official

business.

3.3 Operation for Village Business Only

All Village-owned equipment shall be used for Village business only, except with the written permission of the Village Manager. Such equipment shall not be used for personal purposes unless such personal use is clearly incidental to Village use and is not of a regular or recurrent nature.

3.4 No car or other Village vehicle shall be used for the purpose of transporting the operator or any other person to or from his home for lunch except under unusual circumstances as approved by the Village Manager or as specifically excepted below:

a) Police officers working in the field (i.e. patrol, traffic and parking operations) may use their cars to and from lunch provided it is within the Village.

b) Police officers not assigned to field operations (i.e. investigation, juvenile) may use cars to and from lunch if they are actually working in the field and the lunch use is clearly incidental to this activity.

c) Executive use vehicles and those designated with an asterisk* in other groups may be used for lunch transportation.

4. Full-Time assignment of Motor Equipment to Individual Employees

The following employees shall be assigned full-time vehicles as follows:

Group I - 24-Hour Executive Use

village Manager	Car
-----------------	-----

Group II - 24-Hour Emergency Use

Superintendent of Public Works*	Car
---------------------------------	-----

Foreman - Department of Public Works	Van
--------------------------------------	-----

Superintendent of Recreation* Car

Police Chief* Car

Group III - 8-Hour Assignment

Detective-Police Department Car

5. Storage

All Village-owned equipment shall be stored in the Public Works Garage or Village Hall or other designated locations when not in use with the exception of the following:

a. Vehicles assigned on a 24-hour basis as per Group I and Group II of Section 4.

b. Such other equipment as may be excepted for temporary periods by the Village Manager.

6. Use of Personal Vehicles

6.1 No car allowance will be paid for a private car used on Village business unless no Village vehicle was available for use at the time needed, and the required use could not be reasonably delayed until a Village vehicle was available.

6.2 Reimbursement Rate. The rate per mile and maximum reimbursement per month, shall be as established by the Board of Trustees.

6.3 Mileage reimbursements will be paid only after submission of a properly itemized travel expense voucher with all receipts attached.

Employees's Signature

Date

Total Expenses Claimed

Dept. Head Approval

SECTION J

FILM POLICY

1. The Village be named as additional insured on liability policy of the producer {\$1,000,000 minimum).
2. The Village be given a hold harmless clause identifying us from any liability.
3. A suitable donation of \$1,500 be made to the Village "Betterment Fund" to compensate residents for the inconvenience produced by the film makers.
4. Off-duty Hastings Police Officers must be used for traffic and crowd control.
5. The film maker must personally contact those residents who are affected by the filming schedule.
6. Film makers will be required to post a \$2,500 cash bond to insure compliance with regulations and representations of the production company.
7. No filming shall take place in any commercial zone without prior written permission of the Chamber of Commerce, and those businesses directly or indirectly affected.
8. The Village reserves the right to not permit film making activity of any kind if it is deemed not in the public interest.

SECTION K

MEETING ROOM POLICY

1. Only locally sponsored (Hastings) organizations may be allowed use of the Meeting Room in the Municipal Building. Boards and Commissions shall have priority in the use of meeting space and Meeting Room use is restricted to Monday-Thursday.
2. The use of a public facility by an organization requires that such use will be open to the general public.
3. No acholic beverages will be allowed in public buildings unless an appropriate permit has been issued.
4. Organizations with approved use of meeting room space shall provide the village with a certificate of insurance with the village as "named insured" ln an amount of not less than \$1,000,000.
5. Exceptions to the above require prior approval of the Village Manager after consultation with the Board of Trustees.

SECTION L

CODE OF ETHICS

The Village recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of moral conduct is to be obtained and public confidence is to be maintained in our Village.

All employees and officers of the Village should refer to Chapter 21 of the Village Code, Ethics, Municipal Officers and employees.

SECTION M

SMOKING IN MUNICIPAL BUILDINGS

Smoking shall be prohibited in all public areas, hallways, bathrooms, copy rooms and meeting rooms in the Municipal Building, Community Center, and Public Library.

Smoking is permitted in offices not generally accessible to the public at large, or areas as approved by the Village Manager which have proper ventilation and smoke-eating/air purifying devices.

SECTION N

DISPOSAL OF EXCESS VILLAGE PROPERTY

In disposing of excess Village property all reasonable efforts shall be made to publicize the intended sale of such property as widely as possible. In addition to the required legal notice the Village Clerk shall contract for a classified ad in one of the two official newspapers. This policy is established in order to obtain the highest possible price for such excess property as well as to insure that all Hastings residents and the general public are aware of the availability of these items.

SECTION O

BENEFITS FOR ELECTED OFFICIALS

It is the intention of this policy to clarify health and dental benefits for elected officials.

Pursuant to previous policies adopted by the Board of Trustees from time to time, elected officials were permitted to acquire health and dental insurance from the Village under these same terms and conditions as employees of the Village.

The Board of Trustees hereby adopts a policy that elected officials of the Village shall not be eligible for health and dental insurance as designated by the Personnel Rules and Regulations, unless such elected official was previously approved by the Board of Trustees and such elected official has Village health and dental insurance already in force and in effect.

Notwithstanding anything heretofore stated, no elected official of the village shall be eligible to receive health and dental insurance as a term, condition or benefit resulting from his retirement from service as an elected official of the Village.

This policy shall be effective immediately upon adoption.

SECTION A

PERSONNEL RULES AND REGULATIONS

1. **APPLICATION**: The provisions of the Personnel Rules and Regulations shall apply to all employees of the Village of Hastings-on-Hudson, New York who are subject to the provisions of the Civil Service Rules for Town and Village and Special District in Westchester County, New York, and the provisions of the Civil Service Law of the State of New York, to the extent that they are applicable, except employees of the members of the Public Works and Parks Departments covered by collective bargaining agreements; Public Library; members of the Police Department; Fire Department; elective officers and persons appointed to fill vacancies in elective offices; members of Boards, Commissions and Committees appointed by the Board of Trustees or the Village Manager; persons employed in a professional capacity to conduct a temporary or special inquiry, study, investigation or program.

2. **DEFINITIONS**: For the purposes of these Personnel Rules and Regulations, the following definitions shall apply:

a. **Full-Time Employee** - Any employee whose normal work schedule is thirty-five (35) or more hours per week on a permanent basis.

b. **Part-Time Employee** - Any employee whose normal work schedule is no less than seventeen and one-half (17 ½), nor more than thirty-four (34) hours per week on a permanent basis.

c. **Part-Time Employee (Seasonal)** - Any employee whose normal work schedule is no less than seventeen and one-half (17 1/2), nor more than thirty-four (34) hours per week on a temporary basis.

d. **Department Heads** - Those employees with responsibility for the administration and supervision of one or more departments, including the Superintendent of Public Works, Building Inspector, Village Clerk, Superintendent of Parks and Recreation, Director of the Youth Advocate Program, and Village Treasurer.

3. **VILLAGE MANAGER**: It shall be the responsibility of the Village Manager to disseminate, supervise and enforce the Personnel Rules and Regulations.

4. **OVERTIME**: Office and clerical employees' overtime must have prior approval of the Village Manager. All overtime shall be paid in accordance with the laws governing payment of such overtime. In addition, emergency overtime may be authorized by the Department Heads when necessary.

5. **COMPENSATORY TIME**: Department Heads may grant compensatory time to Clerical employees in their department. Such compensatory time is not cumulative and must be utilized prior to the end of the fiscal year (May 31st). Accumulated compensatory time shall not exceed ten (10) working days. Department Heads are not eligible to receive nor accrue compensatory time.

6. **SICK LEAVE**:

a. Sick leave is defined as a reported absence from duty because of illness, injury or quarantine or the illness of a member of the employee's immediate household which requires constant bedside attention and such employee has no accumulated compensatory time or personal leave days.

b. All full time personnel covered by these rules shall be entitled to one working day of sick leave with pay for each month of continuous employment. Days for which an employee is paid by Workmen's Compensation cannot also be paid from sick leave accumulations.

c. Part time personnel, not seasonal, covered by these rules shall be entitled to one half working day of sick leave with pay for each month of continuous employment, and may accumulate for a total of not more than sixty (60) days.

d. All full time employees covered by these rules may accumulate sick leave for a total of not more than two hundred five (205) days effective June 1, 2001 and two hundred fifteen (215) days effective June 1, 2003.

e. Evidence of illness, injury or quarantine may be required by the Department Head after one day's absence,

and will be required after four days' absence. Such evidence may be in the form of a medical certificate, affidavit or other documentation, and the Village Manager may appoint such physician or physicians as deemed necessary to examine an employee during the course of illness or upon return to duty.

f. The provisions of sick leave shall not apply to absences which are not reported by the employee or his/her representative to the Department Head or the Village Manager by 10:00 a.m. on the day of each absence. Such report shall state the reason for the absence and the estimated day of return. If an employee does not report such absence and the reason therefore, as provided herein, such absence shall be deemed unauthorized. Such unauthorized absence shall be cause for disciplinary action and may result in the suspension or removal of the employee.

g. Nothing herein shall prevent the Board of Trustees, upon the recommendation of the Village Manager, from granting additional sick leave with pay if, in exceptional cases, it shall deem an employee worthy of such consideration.

h. Upon retirement from the Village, a full time employee shall be paid for unused sick leave on the following basis:

Up to 120 days -	5%
121 to 200 days -	10%
over 200 days -	15%

In the event of the death of an employee, the employee's beneficiary or estate shall receive payment for unused accumulated sick leave.

7. OTHER ABSENCES:

a. Absences for any reason not specifically provided herein shall be deemed an unauthorized absence. No employee covered by these Rules and Regulations will be compensated for an unauthorized absence.

b. All personnel covered by these Rules and Regulations shall be entitled to an absence without deduction of pay for not more than a maximum of three days where there is

a death of an immediate member of such employee's family (parent, spouse, child, brother, sister, father/mother-in-law, grandparents) or for a maximum of one day for the death of any relative of an employee.

c. Absences of an employee arising by reason of a summons due to an alleged infraction of law or attendance at court on any personal matter shall be charged as a personal leave day.

d. Jury duty: Employees called for Jury Duty will receive a total salary less such payment made for serving on a Jury.

8. **PERSONAL LEAVE:**

a. All full time personnel covered by these Rules and Regulations shall be allowed four (4) working days per calendar year, with pay to attend to personal business or needs. Part time personnel, not seasonal, covered by these rules and regulations shall be entitled to two (2) working days per calendar year, with pay, to attend to personal business or needs. Such personal leave shall not be cumulative

b. Other than emergency, requests for personal leave must be made 48 hours in advance, in writing, and the reason for such personal leave must be made known to the Department Head and approved by the Village Manager.

c. Personal leave may be granted by the Department Head only where in the discretion of said Department Head such personal leave will not act to the prejudice of the Village.

9. **LONGEVITY INCREMENTS:** Full time employees are eligible for longevity increments effective on the anniversary dates of employment and paid by separate check - when practical the payment day next following:

	Effective 6/1/01	6/1/02	6/1/03	6/1/04
After completion of 5 years to 9 years employment	\$800	\$825	\$850	\$875

After completion of 10 years to 14 years employment	\$900	\$925	\$950	\$975
After completion of 15 years to 19 years employment	\$1025	\$1050	\$1075	\$1100
After completion of 20 years employment and thereafter	\$1150	\$1175	\$1200	\$1225

10. **VACATION:**

a. The Board of Trustees desires that every employee utilize the vacation period provided herein. Vacation time shall be effective on a calendar year basis and cannot be accumulated from year to year without the written consent of the Village Manager.

b. Each employee shall be entitled to the following vacation period:

	Effective	<u>6/1/01</u>	<u>6/1/03</u>
After 6 months of continuous employment full time employees and part time (not seasonal):		5 days	5 days
After 12 months and up to 60 months (5 years) of continuous employment full time employees and part time (not seasonal):		10 days	10 days
After 5 years of continuous employment to 12 years of continuous employment full time employees only:		16 days	16 days
After 12 years of continuous employment to 20 years of continuous employment full time employees only:		21 days	22 days
After 20 years of continuous employment, full time employees only:		23 days	24 days

d. Subject to the discretion of the Department Head, choices of vacation time shall be determined on the basis of the seniority of employees.

e. Department Heads shall prepare a vacation schedule for his/her department by April 1st each year and submit the schedule to the Village Manager. The Department Head shall prepare the vacation schedule to be consistent with the fulfillment of normal routine duties of the Department and shall conform to anticipated work requirements. The vacation schedule must be approved by the Village Manager.

11. HOLIDAYS:

a. All full-time and permanent part-time personnel shall be allowed twelve (12) holidays with pay: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving Day and Christmas Day.

b. When any of the foregoing holidays falls on a Sunday, it will be observed as a holiday on the following Monday, and when such a holiday falls on a Saturday, it will be observed as a holiday on the preceding Friday except the actual date of the holiday will be observed in any department in which the actual date of the holiday is a normal workday. The Village Manager may allow floating Holidays.

c. The day of the Village Election (3rd Tuesday in March) shall be deemed a normal working day.

d. The Village Manager may declare the afternoon of the last regular working day prior to Christmas and New Year's Day a holiday for all or any employee covered by these rules and regulations. The Village Board may designate from time to time, such other days or parts thereof as holidays with pay.

12. AUTHORIZED TRAVEL EXPENSES:

a. Employees covered by these rules traveling on official Village business, will be reimbursed for

reasonable out-of-pocket expenses, provided such travel has first been duly authorized and approved by the Village Manager. (see Expense Account Policy).

b. Employees authorized to travel by a privately owned motor vehicle will be reimbursed at a rate of 32.5¢ per mile as authorized by the Board of Trustees.

c. Employees who sustain damage to their automobile while engaged in authorized travel on behalf of the Village will **NOT** be compensated or reimbursed for such damage by the Village or it's insurance carrier. Accordingly, employees who are authorized to travel by privately owned motor vehicles are required to carry their own Physical Damage Insurance.

13. LIFE. HOSPITALIZATION, MAJOR MEDICAL INSURANCE AND DENTAL:

Full-time employees covered by these rules and regulations shall be covered for life insurance, hospitalization, major medical and dental insurance on the same basis as employee's covered by collective bargaining agreements.

14. RESIGNATION:

a. All employees other than Department Heads are required to give not less than 15 working days' notice, in writing, to the Village Manager of intention to resign.

b. Department Heads are required to give not less than 30 days' notice, in writing, to the Village Manager of intention to resign.

c. Where such notice has been duly given and where such employee has not been dismissed for cause, the terminating employee shall be paid in a lump sum upon the effective day of termination of employment, all earned and unused vacation, personal and compensatory time which has duly accrued to such employee.

15. RETIREMENT BENEFITS:

All employees covered by these regulations shall be covered by the New York State Retirement System on the same basis as general employees covered by collective bargaining agreements.

16. CONFLICT:

Where any of the foregoing Rules and Regulations are in conflict with any Civil Service or other New York State Law, the provisions of the Civil Service or other New York State Law shall govern.

17. RESPONSIBILITY:

It shall be the responsibility of each Department Head to assure that each employee covered by these Rules and Regulations shall receive a copy and is aware of the contents.