



Town of Mendon Employee Handbook 2026

Town of Mendon

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Welcome

Welcome

It is our privilege to welcome you to Town of Mendon. We believe each employee contributes directly to the Town's growth and success. We hope that you take pride in being a member of our team.

The Town complies with all federal, state and local employment laws. This Handbook outlines the Town's employment policies and benefits. Additionally, this Handbook was developed to describe some of the expectations we have for all our employees and what you can expect from us. Please read and review the Handbook carefully. Additionally, we ask that you sign and date the Acknowledgment of Receipt of the Handbook to demonstrate that you have received, read, reviewed and understood the handbook and policies contained therein. Please return the signed Acknowledgment of Receipt to Town Board and retain a copy for your reference. If you have any questions about the Handbook or your employment with the Town, please contact Town Board.

We hope that your experience here will be challenging, enjoyable and rewarding. Again, welcome!

Sincerely,

The Town Board

Town of Mendon

At-will Employment Policy

Employment with the Town is "at-will," meaning that either the employee or the Town may terminate the employment relationship at any time with or without cause and with or without notice. Nothing in this Handbook or any other policy of the Town will be interpreted to be in conflict with or eliminate or modify in any way employees' at-will employment status. An employee's at-will employment status may only be modified in writing in a written employment agreement signed by the Owner or President of the Town (or that person's authorized representative).

Acknowledgment of Receipt

I acknowledge that I have received a copy of the Town of Mendon Employee Handbook ("Handbook"). I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook, as well as all other policies and procedures of the Town.

I also understand that the purpose of this Handbook is to inform me of the Town's policies and procedures, and that it is not a contract of employment. Nothing in this Handbook provides any entitlement to me or to any Town employee, nor is it intended to create contractual obligations of any kind.

I understand that the Town has the right to change any provision of this Handbook at any time and that I will be bound by any such changes. I expressly agree to the provisions in the Dispute Resolution section of the Handbook, in which I have agreed to use alternative dispute resolution, in lieu of litigation, as the sole means of resolving any dispute that may arise between the Town and me, subject to the Town's right to seek injunctive relief. I agree to first seek to mediate any dispute with the Town with a mediator from the

American Arbitration Association or similar organization trained and experienced in employment disputes. If mediation is not successful, I agree to submit the dispute to arbitration. I understand that by agreeing to arbitration, I waive any right I may have to sue or seek a jury trial. The decision of the arbitrator will be final and binding.

Signature

Date

Full Name (please print)

Please sign and date one copy of this acknowledgement and return it to Town Board. Retain a second copy for your reference.

Introduction

Introduction

This Employee Handbook (“Handbook”) is a compilation of personnel policies, practices and procedures currently in effect at Town of Mendon (“Town”). The Handbook is designed to introduce employees to the Town, familiarize employees with Town policies, provide general guidelines on work rules, benefits and other issues related to an employee’s employment with the Town, and help answer many of the questions that may arise in connection with an employee’s employment with the Town.

This Handbook is not a contract of employment, and does not create a contract of employment. Like most American companies, Town of Mendon generally does not offer individual employees formal employment contracts with the Town. This Handbook does not create a contract, express or implied, guaranteeing employees any specific term of employment, nor does it obligate employees to continue their employment for a specific period of time. The purpose of the Handbook is simply to provide employees with a convenient explanation of present policies and practices at the Town. This Handbook is an overview or a guideline. It cannot cover every matter that might arise in the workplace. For this reason, specific questions regarding the applicability of a particular policy or practice should be addressed to Town Board.

This Handbook supersedes all previously issued handbooks and employment policies. The Town reserves the right to modify any policies and procedures, including those covered in this Handbook, at any time. The Town will seek to notify employees of such changes by email and other appropriate means. However, such a notice is not required for changes to be effective.

About the Company

The Town of Mendon, NY, boasts a rich and storied history that dates back to its establishment on April 1, 1813. As an employee of the Town of Mendon, you are now an integral part of this enduring legacy.

Code of Ethics

At Town of Mendon, the Town is committed to conducting business with transparency, integrity and respect. This Code of Ethics outlines the principles to guide employees’ professional behavior and decisions. All employees, regardless of role or seniority, are expected to uphold these principles.

Town of Mendon expects all employees to act with honesty and integrity in all matters by communicating truthfully and respectfully, not engaging in fraud, deception or misrepresentation and honoring commitments and taking responsibility for their actions. Employees are expected to treat others with dignity, fairness and respect.

Town of Mendon values diversity and will not tolerate discrimination or harassment. Additionally, the Town promotes a workplace free of bullying, intimidation or unfair treatment, and respects different opinions and constructive feedback. All employees are expected to follow all applicable federal, state and local laws and regulations as well as the Town’s internal policies, rules and procedures. Employees should report any suspected violations promptly and in good faith to Town Board.

The Town and its employees protect sensitive information. Employees are expected to keep personal, customer and company information secure and confidential. Employees should only access or share information as required for their job responsibilities.

Employees must avoid situations where personal interests could conflict with the Town's interests. Employees are expected to disclose any potential or actual conflicts of interest, refrain from using their position for personal gain, and not accept gifts or favors that could influence their decisions.

At the Town, all employees contribute to a safe, healthy and productive workplace. All employees must follow all health and safety protocols, report hazards, injuries or unsafe conditions immediately, and refrain from engaging in or tolerating violence, threats or substance abuse.

Employees are accountable for their behavior and actions. The Town encourages a culture of openness and ethical responsibility. Employees should report misconduct or unethical behavior to Town Board and cooperate with investigations and maintain confidentiality during the process.

Employees are expected to use company assets responsibly. Employees must use resources, time and equipment for legitimate business purposes. Employees should also protect company property from misuse, loss or theft.

By working at Town of Mendon, employees agree to uphold this Code of Ethics and contribute to a positive, ethical and respectful workplace. Violations of this Code of Ethics may result in disciplinary action, up to and including termination.

Mission Statement

We are delighted to have you as part of our team, and we look forward to working with you to make your experience here both challenging and rewarding.

Revisions to Handbook

Town of Mendon is committed to maintaining an up-to-date Handbook that reflects current laws, best practices and company policies. Because of evolving business needs and legal requirements, the Town reserves the right to modify, revise or eliminate any policy, procedure or provision in the Handbook at any time and for any reason. The Town will attempt to notify employees of any significant revisions to the Handbook promptly and make a revised version of the Handbook available to employees.

General Employment Policies

Equal Employment Opportunity Policy

The Town is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex (including pregnancy, sexual orientation and gender identity), national origin, disability, age, genetic information, or any other status protected under applicable federal, state or local laws. This policy reflects and affirms the Town's commitment to the principles of fair employment and the elimination of all discriminatory practices.

This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation and training. The Town is committed to a diverse workforce, values all employees' talents and supports an environment that is inclusive and respectful. The Town also seeks to comply with all applicable federal, state and local laws related to discrimination and will not tolerate the interference with the ability of any of the Town's employees to perform their job duties.

The Town is committed to ensuring that all recruiting, hiring, training, promotion, compensation and other employment-related programs are provided fairly to all persons on an equal opportunity basis. Additionally, employment decisions are based on the principles of equal opportunity. All personnel actions, such as compensation, benefits, transfers, training and participation in programs are administered without regard to any characteristic protected by law. Employees and applicants will not be subjected to harassment, intimidation, threats, retaliation, coercion or discrimination because they have exercised any right protected by law.

The Town makes decisions concerning employment based strictly on an individual's qualifications and ability to perform the job under consideration, the comparative qualifications and abilities of other applicants or employees, and the individual's past performance within the organization. All employees are responsible for supporting the concept of equal opportunity and assisting the Town in meeting its objectives.

If an employee believes that an employment decision has been made that does not conform with the Town's commitment to equal opportunity, the employee should promptly bring the matter to the attention of their immediate supervisor, designated manager or the Town Board. The employee's complaint will be promptly, thoroughly and impartially investigated. There will be no retaliation against any employee who files a complaint in good faith, even if the result of the investigation produces insufficient evidence to support the complaint.

Equal Employment Opportunity Policy (NY)

The Town is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to age (18 and older), citizenship or immigration status, color, creed, disability, familial status, gender identity or expression, marital status, military status, national origin (including ancestry), predisposing genetic characteristics, race (including traits historically associated with race, such as hair texture and protective hairstyles), sex, sexual orientation (including actual or perceived heterosexuality, homosexuality, bisexuality and asexuality), status as a victim of domestic violence or any other status protected under applicable federal, state or local laws. Our policy reflects and affirms the Town's

commitment to the principles of fair employment and the elimination of all discriminatory practices. Details of our equal employment opportunity policies are further explained in Anti-Discrimination & Harassment.

Recruitment and Hiring

The Town is committed to hiring individuals based on their qualifications, experience and alignment with the Town's mission and values. To accomplish this, the Town strives to recruit from the broadest possible applicant pool. The Town ensures that the recruitment and selection process is conducted in a fair, objective and nondiscriminatory manner. Through fair and open competition and the application of equitable evaluation criteria, the Town hires the best available candidates. The Town's recruitment and hiring practices comply with all applicable federal, state and local laws and regulations. The Town Board is responsible for administering recruiting and hiring policies for the Town.

All recruitment and hiring decisions are made without regard to race, color, religion, gender, sexual orientation, gender identity, age, national origin, disability, marital status, veteran status or any other protected characteristic in accordance with applicable laws.

All hiring must be initiated through a job requisition process approved by the Town Board. Job openings will be posted internally and externally through appropriate platforms, including the Town's website, job boards, social media, professional networks and recruiting firms. Internal candidates are encouraged to apply for open positions.

The Town Board will review candidate applications to ensure they meet the basic requirements. Qualified candidates will be submitted to hiring managers for further review. Hiring managers and the Town Board will conduct interviews to evaluate candidates based on their experience, skills and organizational fit. Interviews will be conducted fairly and objectively. The Town may use relevant assessments to evaluate candidates' abilities and skills. All assessments will be job-related and consistent with legal requirements.

The Town will make hiring decisions based on a combination of the candidate's qualifications, experience, interview performance, cultural fit and overall suitability for the position. Final candidates may be subject to background checks, employment verification and reference checks as appropriate for the position and in accordance with all applicable laws and regulations.

Once a hiring decision is made, the Town Board will make an offer of employment to the candidate in writing. The offer will include the position title, start date, compensation and other relevant terms and conditions. The offer of employment is contingent upon the successful completion of any pre-employment screening.

All candidate information will be kept confidential throughout the recruitment process.

Employment of Relatives and Non-Fraterization

The employment of relatives and romantic relationships within the workplace can present potential conflicts of interest or perceived biases. To maintain fairness, professionalism, and integrity in our operations, it is essential that all hiring decisions and ongoing employment arrangements adhere to the following guidelines.

LIMITATIONS

It is the Town's policy that employees will not be hired into, or work in, a department where they directly or indirectly supervise, or are supervised by, an immediate family member or someone with whom they are romantically involved. Additionally, employees will not be placed in positions where they have access to sensitive or confidential information regarding an immediate family member or a romantic partner. This policy applies to ensure that decisions are made based on merit and without personal bias, and to protect the confidentiality of sensitive information.

EXCEPTIONS

In specific cases, the Town Board may approve exceptions to this policy under the following circumstances:

- When no other applications for employment are received after a vacancy has been advertised.
- When there is no other person as well qualified as a relative or romantic partner to accept the position in question. All exceptions must be documented and approved by the Town Board to ensure transparency and compliance with the intent of the policy.

DEFINITION OF "IMMEDIATE FAMILY"

For the purposes of this policy, "immediate family" includes:

- Spouses
- Domestic partners
- Parents
- Children
- Stepchildren
- Siblings (brothers/sisters)
- Parents-in-law
- Sons or daughters-in-law
- Stepparents
- Family members residing in the same household

This policy is designed to avoid conflicts of interest, ensure professional conduct, and promote fairness in the workplace. For any questions or clarification regarding this policy, employees should reach out to the Benefits Coordinator or Human Resources.

Orientation and Training

At the Town of Mendon, we believe that our people are the cornerstone of our mission. To ensure that new employees feel welcomed, informed, and equipped for success, we have developed a comprehensive

orientation program. This program is designed to provide essential information, familiarize new employees with our workplace culture, and set clear expectations for their roles within the organization.

DURING THE FIRST FEW DAYS

Upon joining the Town of Mendon, new employees will be scheduled for an orientation session during their first week. This session is an essential step to help them integrate into our organization smoothly and effectively.

- **Meeting with the Benefits Coordinator:** New employees will meet with the Benefits Coordinator , who will provide an overview of the benefits package, assist with the completion of payroll and benefits forms , and address any questions regarding benefits options. This meeting will ensure employees fully understand their benefits and how to access them.
- **Facility Tour & Introductions:** The Department Head will give the new employee a tour of the workplace , helping them familiarize themselves with key locations such as the break rooms, restrooms, and other essential areas. The Department Head will also introduce the employee to their co-workers, creating an immediate sense of belonging. Expectations for performance and behavior will be discussed, ensuring the employee understands their role and how they contribute to the team.
- **Reading the Employee Handbook:** New employees will be provided with a copy of the Employee Handbook . This important resource outlines the Town's policies, procedures, and organizational culture. It's crucial that employees read through this handbook carefully, as it will answer many common questions and serve as a valuable reference throughout their employment.

EMPLOYEE RESPONSIBILITIES

During the initial days of employment , new employees are expected to complete a series of employment-related forms and documents promptly and accurately. These forms may include payroll forms, tax withholding documents, and other necessary paperwork. If there are any questions or concerns regarding the forms, the Benefits Coordinator is available to provide assistance and guidance. It is important that these tasks are completed in a timely manner to ensure a smooth onboarding process and to avoid any delays in payroll or benefits processing.

THROUGHOUT THE EARLY WEEKS

In the first few weeks of employment, employees will undergo on-the-job training tailored to their specific role. This period is critical for new employees to gain a solid understanding of:

- Their job responsibilities and how they align with the Town's goals and expectations.
- The standards and best practices that the Town upholds for performance, safety, and behavior.

The Department Head, along with team members, will provide continuous support and training to help the new employee grow in their role. Employees are encouraged to actively engage with their supervisors, ask questions, and seek clarification on tasks to ensure they fully comprehend their responsibilities.

ONGOING SUPPORT

At the Town of Mendon, we recognize that the orientation process is just the beginning of an employee's journey with us. We are committed to providing ongoing support and professional development opportunities to help employees succeed and thrive within the organization. Throughout the early weeks,

and beyond, employees are encouraged to reach out to their Department Head or the Benefits Coordinator for any guidance or assistance they may need.

This orientation program is designed to provide employees with the tools, resources, and support they need to start their career at the Town of Mendon on the right foot. We look forward to helping new employees navigate their initial days and thrive as valued members of our team.

Providing Service to the Public

At the Town of Mendon, we recognize that our reputation is built upon the excellence and quality of service we provide to the public. Every interaction with a member of the community contributes to shaping the Town's image and fostering trust. We are committed to maintaining a high standard of professionalism and ensuring that our residents, visitors, and other stakeholders receive exceptional service at all times.

EACH EMPLOYEE'S RESPONSIBILITY

Every employee plays a crucial role in shaping the public's perception of the Town. The attitudes and actions demonstrated by employees in their interactions with the public can influence the community's opinion for a long time. Therefore, it is essential that all employees consistently exhibit professionalism, courtesy, and respect in every interaction, whether in person, on the phone, or via written communication.

Employees should be mindful of the impact of their behavior and take personal responsibility for upholding the Town's values of respect, fairness, and customer service. Whether addressing a concern, answering a question, or providing information, the way in which employees treat the public will leave a lasting impression that reflects the Town's commitment to excellence.

By fostering positive relationships with the public, we help build trust, improve the Town's reputation, and contribute to a strong, engaged community.

KEY PRINCIPLES OF SERVICE EXCELLENCE

- **Courtesy and Respect:** Treat all individuals with dignity, kindness, and respect, regardless of their background, needs, or behavior.
- **Active Listening:** Pay close attention to the concerns or requests of the public, and respond thoughtfully and with understanding.
- **Timeliness and Responsiveness:** Strive to meet the needs of the public in a timely manner, acknowledging requests promptly and providing clear information about timelines and next steps.
- **Clear Communication:** Ensure that all communication is clear, concise, and accessible, avoiding jargon and providing the necessary details for the public to understand.
- **Problem-Solving:** Take initiative to address issues or concerns efficiently and effectively, seeking solutions that serve the best interests of both the individual and the community.

Recognition Awards

The Town of Mendon values the dedication and hard work of its employees. As a gesture of appreciation for their ongoing commitment and contributions, the Town honors its full-time employees with recognition

awards. These awards are designed to acknowledge the milestones of long-term service, celebrating the continued dedication and loyalty that each employee brings to the organization.

ELIGIBILITY

Full-time employees are eligible for a recognition award after completing ten (10) years of continuous employment with the Town. Following this milestone, employees will continue to receive a recognition award at each five (5) year interval thereafter.

Eligibility for recognition awards is based on length of continuous service. After the completion of 10 years of employment, and every subsequent five-year anniversary, employees will be presented with a Certificate of Appreciation along with a Commemorative Item . The cost of the commemorative item will not exceed the nominal rate recommended by the Comptroller's office, ensuring a meaningful, yet fiscally responsible gesture of gratitude.

AWARD CRITERIA

- Ten Years of Service: Employees will be presented with a certificate of appreciation and a commemorative item in recognition of their significant milestone.
- Subsequent Five-Year Intervals: At each subsequent five-year anniversary, employees will receive a similar recognition, demonstrating the Town's ongoing appreciation for their continued dedication and service.

These recognition awards are a way to celebrate the collective achievements of our employees, acknowledging the impact of their efforts and ensuring that long-term service is not only valued but celebrated by the Town.

Conflicts of Interest

All employees have a duty to further the Town's aims and goals and to work on behalf of the Town's best interest. Employees should not place themselves in a position where their actions or personal interests may conflict with those of the Town. Examples include soliciting or profiting from the Town's client or prospect base or other company asset for personal gain; acting on behalf of the Town in servicing or obtaining a client and limiting the best solution for the client or prospect for personal financial gain; and acting as director, officer, employee or otherwise for any business or institution with which the Town has a competitive or significant business relationship without the written approval of the Town's president.

Employees, elected officials, and appointees must avoid participating in any activity or business venture that could create a conflict of interest with the Town. Specifically:

- Personal Benefits: Employees may not accept personal payments or other benefits from any supplier or customer of the Town. They should not take actions as Town representatives for personal gain.
- Hiring or Appointments: Any board or committee member must recuse themselves from discussions, votes, or considerations related to the appointment of an immediate family member to any Town position, whether as an employee or as a member of a board or committee.

In cases of an actual or potential conflict of interest:

- The individual must immediately notify their respective chairperson, supervisor, or the Town Board. If the person reports to the Town Supervisor, Town Clerk, or Highway Superintendent, they should notify that official.
- The individual must recuse themselves from discussions, decision-making, or votes related to the conflict. At a minimum, recusal involves abstaining from participation and leaving the room during discussions or votes until the matter is concluded.

Corrective Action

The Town's corrective action policy is designed to provide a structured and progressive corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Below are the steps of the Town's corrective action policy. The Town reserves the right to combine or skip steps depending upon the facts of a particular situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered depend on whether the offense is repeated despite coaching, counseling and training, the employee's work record and the impact the conduct and performance issues have on the Town.

The Town will provide employees with copies of all corrective action documentation, including all performance improvement plans (PIPs). The employee will be asked to sign copies of this documentation attesting to their receipt and understanding of the corrective action outlined in these documents. Copies of these documents will be placed in the employee's personnel file.

Grounds for Corrective Action Corrective discipline may be imposed for a variety of reasons, including but not limited to:

- Violation of Town policies or safety rules
- Disrespectful conduct towards coworkers, the public, or visitors
- Insubordination or failure to follow directives
- Poor performance or failure to meet job expectations
- Unauthorized audio or video recording of others in the workplace
- Excessive absenteeism or tardiness
- Possession of firearms or other weapons on Town property
- Theft or dishonesty
- Willful destruction of Town property
- Physical, verbal, or sexual harassment
- Possession, use, or sale of illicit drugs or alcohol on Town property
- Reporting to work under the influence of drugs or alcohol

- Any other misconduct that is not otherwise protected concerted activity

Procedure

Step 1: Counseling and Verbal Warning

This step provides an opportunity for the employee's immediate supervisor to schedule a meeting with an employee to bring attention to the existing performance, conduct or attendance issue. The employee's supervisor should discuss with the employee the nature of the problem or violation of the Town's policies and procedures. The supervisor is expected to clearly outline expectations and steps the employee must take to improve performance or resolve the problem.

Step 2: Written Warning and Probation

While the Town hopes that the employee's performance, conduct or attendance issues that were identified in the above step are corrected, the Town recognizes that this may not always be the case. This step involves more formal documentation, in the form of a written warning, of the performance, conduct or attendance issues and consequences.

During this step, the employee's immediate supervisor will meet with the employee and review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of their continued failure to meet performance or conduct expectations. A formal PIP requiring the employee's immediate and sustained corrective action may be issued, which will include a warning outlining that the employee may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken.

Step 3: Suspension or Termination

There may be performance, conduct or safety incidents so problematic and harmful that the most effective action may be the temporary removal of the employee from the Town's workplace. When immediate action is necessary to ensure the safety of the employee or others, the employee's immediate supervisor may suspend the employee pending the results of an investigation. Suspensions that are recommended as part of the normal progression of this corrective action policy are subject to approval from a next-level manager and the Town Board.

Depending upon the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state and local laws. Nonexempt hourly employees may not substitute or use an accrued paid vacation day for the time they are suspended without pay. An employee's pay may be restored if an investigation of the incident or infraction absolves the employee.

The final step in the corrective action procedure is a recommendation to terminate the employee. Generally, the Town will try to exercise the progressive nature of this policy by first providing warnings, final written warning and/or suspension from the workplace before recommending termination. However, the Town reserves the right to combine and skip steps depending upon the circumstances of each situation and the nature of the offense.

The Town may terminate employees without prior notice or disciplinary action. A supervisor's or division manager's recommendation to terminate an employee under this policy must be approved by the Town Board.

Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between the Town and its employees.

Presenting Evidence

Employees will have the opportunity to present evidence and information that may challenge information the Town has used to issue disciplinary action. If the employee does not present this information during any of the step meetings, the employee will have five business days after that meeting to present the information. This information should aim to provide insight into extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution.

Appeal Process

Employees may appeal any step of the correction action process. The employee's request to appeal should be sent in writing to the Town Board and include relevant evidence or documentation to support the employee's claims.

Performance and Conduct Issues Not Subject to Corrective Action

Illegal behavior is not subject to this corrective action policy and may be reported to local law enforcement. Theft, intoxication at work, fighting and other acts of violence are also not subject to this correction action policy and may be grounds for immediate termination.

Dress Code and Public Image Policy

The Town believes that an employee's pride in both themselves and the company is reflected in the employee's appearance and in the image the employee creates. The Town's business image is important and, therefore, requests that the Town's employees maintain standards of dress and appearance appropriate to both the organization as a whole and the employee's position and responsibilities. Dress, grooming, personal cleanliness and professional behavior standards contribute to the professional image the Town strives to present to its customers and visitors. While there is no formal dress code, employees are expected to dress in a manner that is appropriate to their job responsibilities and the work environment. Clothing should be neat, clean, and in good taste, reflecting professionalism at all times. Additionally, attire should not pose a safety risk to the employee or others in the workplace. In considering your attire, please ensure that it aligns with the nature of your position. For example, employees working in customer-facing roles should prioritize a polished appearance, while those in more physical or field-based roles should choose practical clothing suitable for their work tasks. Regardless of the role, all employees are expected to demonstrate a professional standard of dress that is respectful to colleagues, visitors, and the community.

If an employee is unclear about dress and appearance guidelines, the employee is encouraged to consult with the Town Board. If an employee reports to work in questionable attire or appearance, a notification and discussion will occur with the employee to advise and counsel the employee regarding the inappropriateness of the attire. Depending upon the circumstance, the employee may also be sent home with directions to return to work in proper attire. It is expected that any work time lost will be made up by the employee. Continued or frequent departures from these guidelines will not be permitted and employees who appear for work inappropriately dressed or groomed repeatedly will be subject to disciplinary action.

Email Policy

The email system is the property of the Town. All emails are archived on the server in accordance with our records retention policy, and all emails are subject to review by the Town. Employees may make limited use of our email system for personal business matters, so long as such use is kept to a minimum and does not interfere with the employee's work.

The Town email system is Town property, and as such, is subject to monitoring. System monitoring is done for employee protection and the protection of the rights or property of the provider of these services. Please consider this when conducting personal business using Town hardware and software.

Electronic mail is like any other form of Town communication and may not be used for harassment or other unlawful purposes. An employee's email account is a Town-provided privilege and is Town property. Remember that when an employee sends an email from the Town domain, the employee represents the Town whether the employee's message is business-related or personal.

Confidentiality of Electronic Mail

As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable laws and Town rules, policies and procedures on confidentiality. Existing rules, policies and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software.

Employee Privacy Policy

In the internet age, where privacy has become an increasing concern, we take your privacy very seriously. The privacy and security of your personal data ("Personal Information"), which we collect from you, is important to us. It is equally important that you understand how we handle this data. The Town will not knowingly collect or use Personal Information in any manner not consistent with this policy, as it may be amended from time to time, and applicable laws.

Collection of Information

In the course of conducting our business and complying with federal, state, and local government regulations governing such matters as employment, tax, insurance, etc., we must collect Personal Information from you. The nature of the information collected varies somewhat for each employee, depending on your employment responsibilities, the location of the facility where you work, and other factors. We collect Personal Information from you solely for business purposes, including those related directly to your employment with the Town, and those required by governmental agencies.

Use of the Information Collected

The primary purposes for collection, storage and/or use of your Personal Information include, but are not limited to:

- **Human Resources Management.** We collect, store, analyze, and share (internally) Personal Information in order to attract, retain, and motivate a highly qualified workforce. This includes recruiting, compensation planning, succession planning, reorganization needs, performance

assessment, training, employee benefit administration, compliance with applicable legal requirements, and communication with employees and/or their representatives.

- **Business Processes and Management.** Personal Information is used to run our business operations, including, for example, scheduling work assignments, managing Town assets, reporting and/or releasing public data (e.g., annual reports, etc.), and populating employee directories. Information may also be used to comply with government regulation.
- **Safety and Security Management.** We use such Personal Information as appropriate to ensure the safety and protection of employees, assets, resources, and communities.
- **Communication and Identification.** We use your Personal Information to identify you and to communicate with you.

Limited Disclosure

The Town acts to protect your Personal Information and ensure that unauthorized individuals do not have access to such information by using security measures to protect Personal Information. We will not knowingly disclose, sell or otherwise distribute your Personal Information to any third party without your knowledge and, where appropriate, your express written permission, except where disclosure is reasonably necessary to comply with the law.

Security of Personal Information

We employ reasonable security measures and technologies, such as password protection, encryption, physical locks, etc., to protect the confidentiality of your Personal Information. Only authorized employees have access to Personal Information. If you are an employee with such authorization it is imperative that you take the appropriate safeguards to protect such information. Paper and other hard copy containing Personal Information (or any other confidential information) should be secured in a locked location when not in use. Computers and other access points should be secured when not in use by logging out or locking. Passwords and user IDs should be guarded and not shared. When no longer necessary for business purposes, paper and hard copies should be immediately destroyed using paper shredders or similar devices. Do not leave copies in unsecured locations waiting to be shredded or otherwise destroyed. Do not make or distribute unauthorized copies of documents or other tangible mediums containing Personal Information. Electronic files containing Personal Information should only be stored on secure computers and not copied or otherwise shared with unauthorized individuals within or outside of the Town.

The Town will make reasonable efforts to secure Personal Information stored or transmitted electronically from hackers or other persons who are not authorized to access such information.

Any violation or potential violation of this policy should be reported to your immediate supervisor, designated manager, or Town Board. The failure by any employee to follow these privacy policies may result in discipline up to and including discharge of the employee. Any questions or suggestions regarding this policy may also be directed to your immediate supervisor, designated manager, or Town Board.

Employment Authorization Verification

The Immigration Reform and Control Act of 1986 (IRCA) requires employers to hire and retain only individuals who are authorized to work in the United States. To enforce these guidelines, IRCA requires the Town to verify a potential employee's eligibility to work in the United States by completing the Employment

Verification Form (Form I-9). By completing Form I-9, the Town certifies that it has inspected documents proving that the potential employee is authorized to live and work in the United States.

Newly hired employees must complete and sign Section 1 no later than their first day of employment. The Town may have an employee complete Section 1 on the first day of employment or before the first day of work if the Town has offered the individual a job and the prospective employee has accepted it. Employees must supply original, unexpired documents verifying their identity and employability from the List of Acceptable Documents approved by the U.S. Citizenship and Immigration Services. The Town may only accept documents from Lists A, B and C. Documents from List A establish identity and employment eligibility, documents from List B establish identity only and documents from List C establish employment eligibility only. The Town will accept either one document from List A or a combination of one document from List B and one document from List C.

All employees are asked to provide original documents verifying their right to work in the United States and to sign a verification form (Form I-9). If an individual cannot verify their right to work within three days of hire, the Town must terminate their employment.

Please contact the Town Board with any questions or concerns.

Employment Classifications Policy

Employees are classified as either exempt or non-exempt for pay administration purposes, as determined by the federal Fair Labor Standards Act (FLSA).

The definitions of the worker classification categories can be summarized as follows:

Exempt—Employees who meet any of the FLSA’s exemption standards, including managerial, supervisory, professional, sales or administrative employees. The FLSA sets the most common set of overtime exemption standards. However, additional state and local laws may also apply. Exempt employees are individuals not subject to overtime pay laws. In general, overtime laws require that exempt employees:

- Receive a pre-determined weekly salary that is not subject to change based on the employee's work quality or quantity;
- Receive a salary that is at least equal to the salary level set by law; and
- Meet the requirements of an exempt job classification.

Non-exempt—Employees whose positions do not meet the FLSA exemption standards. Many hourly employees are generally not exempt from overtime pay requirements. However, overtime work is prohibited without specific supervisor authorization for non-exempt employees.

In addition, each individual’s employment status is defined as one of the following:

Full-time—Employees who are regularly scheduled to work at least 35 hours per week that are not hired on a temporary basis are considered full-time. Full-time employees are eligible for benefits after applicable requirements for length of service have been met.

The Town may supplement its regular workforce with part-time, seasonal or temporary employees to help compensate for workload, employee absences or other situations. The Town will determine which positions are regular and which are considered temporary or seasonal.

Part-time—Employees who work fewer than 35 per week are considered to be part-time. Part-time employees will receive all legally mandated benefits, such as workers' compensation and Social Security benefits, but are ineligible for other benefit programs.

Seasonal—Employees who are hired into a position for which the customary annual employment is six months or less. Seasonal employees are generally not eligible for Town-paid benefits, except as required by law.

Temporary—Employees who are hired for an interim period of time, usually to fill in for vacations, leaves of absence, or projects of a limited duration. Temporary employees are not eligible for Town-paid benefits, except as required by law.

If an employee's status changes from temporary or seasonal to part-time or full-time, the employee is considered hired on the date the employee becomes a full-time or part-time employee for purposes of calculating eligibility for benefits that require a minimum term of employment.

Consultants, freelancers and independent contractors are not employees of the Town. The distinction between employees and independent contractors is crucial because employees may be entitled to participate in the Town's benefits programs, while independent contractors are not. In addition, the Town is not required to satisfy income, Social Security, Medicare, unemployment tax withholdings or payment requirements for independent contractors.

Internet Policy

Access to the internet is given principally for work-related activities or approved educational/training activities. Incidental and occasional personal use and study use are permitted. This privilege should not be abused and must not affect the employee's performance of employment-related activities.

Right to Monitor

The Town email and internet system is at all times the property of the Town. By accessing the internet, intranet and electronic mail services through facilities provided by the Town, employees acknowledge that the Town (by itself or through its Internet Service Provider) may, from time to time, monitor, log and gather statistics on employee internet activity and may examine all individual connections and communications. Please note that the Town uses email filters to block spam and computer viruses. These filters may, from time to time, block legitimate email messages.

Responsibilities and Obligations

Employees may not access, download or distribute material that is illegal or which others may find offensive or objectionable, such as material that is pornographic, discriminatory, harassing or an incitement to violence.

Employees must respect and comply with copyright, trademark and similar laws, and use such protected information in compliance with applicable legal standards. When using web-based sources, employees must provide appropriate attribution and citation of information to the websites. Software must not be downloaded from the internet without the prior approval of qualified persons within the Town.

Violation of this Policy

In all circumstances, use of internet access and email systems must be consistent with the law and Town policies. Violation of this policy is a serious offense and, subject to the requirements of the law, may result in a range of sanctions, from restriction of access to electronic communication facilities to disciplinary action, up to and including termination.

Off-duty Conduct

While the Town respects employees' privacy and their rights to engage in lawful off-duty conduct, certain activities may negatively impact the Town's reputation, operations and work environment. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the Town's reputation, public image or integrity. However, the Town will not interfere with employees' lawful off-duty conduct.

An employee's illegal or inappropriate off-duty conduct that adversely impacts the Town's legitimate business interests or the employee's ability to perform their job will not be tolerated and may be grounds for disciplinary action, up to and including termination. The Town complies with all applicable federal, state and local laws regarding employee rights to lawful off-duty conduct. Nothing in this policy is intended to infringe on employees' legal rights.

The Town does not regulate lawful conduct that occurs outside of working hours and does not affect the workplace or the Town's business operations. Employees are expected to avoid off-duty behavior that:

- Harms or could harm the Town's reputation or business interests;
- Conflicts with the employee's role or duties;
- Harasses, threatens or discriminates against coworkers, clients or partners;
- Violates federal, state and local laws and regulations;
- Discredits the Town; or
- Involves misuse of the Town's resources, property or image.

Employees must not use the Town's name, logo or any identifying information in personal endeavors that could imply Town endorsement without prior written approval.

Employees should be mindful of their association with the Town when posting on social media. Off-duty posts or content that suggests illegal behavior, includes discriminatory or defamatory language, references confidential company information or misrepresent the Town's values or operations may be subject to review and appropriate disciplinary action.

Employees must notify the Town Board if they are charged with or convicted of a criminal offense that may impact their ability to perform their duties or reflect negatively on the Town. The Town will evaluate such situations on a case-by-case basis, taking into consideration the nature of the offense, the employee's job responsibilities, applicable laws and any business-related implications.

Employees who violate this policy may be subject to disciplinary action, up to and including termination.

Open Door

The Town is committed to providing a work environment that promotes open, honest communication between managers and employees, and where employees may freely seek counsel, provide or solicit feedback or raise concerns with the Town. To foster an environment where employees and management

feel comfortable communicating and voicing concerns to one another, the Town uses an open-door policy. This means that the doors of all supervisors and managers are open to all employees, and employees are free to talk with management at any time.

Employees can raise their concerns, complaints, suggestions and observations with a manager or supervisor. Addressing these concerns allows the Town to improve and explain practices, processes and decisions. While the Town recommends that employees first discuss their concerns with their immediate supervisor or manager, the Town's open door policy also gives employees the option of discussing their concerns with higher management and/or Human Resources. All these parties will be willing to listen to the issue and assist in a resolution.

Performance Reviews Policy

The Town is committed to providing employees with feedback, both formal and informal, about their performance on the job. Managers and supervisors are responsible for providing ongoing performance feedback to each employee. In addition, managers and supervisors may formally discuss and document employees' performance on a regular basis (generally annually). An initial performance review may be conducted after the first 12 months of employment or after an employee transfers to a new position. After the initial performance review, employee performance reviews may occur annually.

Employee performance appraisal discussions will review an employee's strengths and identify areas needing improvement and goals and objectives that need to be achieved. Specific performance problems may be addressed outside the performance appraisal cycle through either information discussions or formal disciplinary action. Formal performance feedback becomes a permanent part of an employee's personnel file.

Performance reviews do not always result in an automatic salary increase. Compensation increases are given by the Town at its discretion in consideration of various factors, including an employee's performance review.

Personnel Records Policy

The Town strives to keep accurate and up-to-date personnel records. Employee personnel files may include the following:

- Employee demographic information;
- Job application;
- Resume;
- Training records;
- Salary history;
- Disciplinary action records;
- Performance reviews; and
- Coaching and mentoring records.

To ensure the accuracy of personnel records, employees should immediately notify the Town Board of any of the following changes:

- Name;
- Address;

- Telephone number;
- Marital status;
- Dependent status;
- Tax status; and
- Immigration status.

Employees are responsible for notifying the Town Board of any change. By promptly notifying the Town of such changes, employees will avoid compromising their benefit eligibility, the return of W-2 forms or similar inconvenience.

Personnel records are confidential and are not available to anyone outside of the Town unless the employee personally authorizes the release. A release may not be necessary when reporting certain information is required by law or when an authorized government agency inspects files. Employee information that is personal in nature (e.g., home address, phone number, etc.) is treated as confidential. Information needed out of business necessity may be released to other employees but will be considered on a case-by-case basis.

Promotions and Transfers Policy

In an effort to match you with the job for which you are most suited and/or to meet the business and operational needs of the Town, you may be transferred from your current job. This may be either at your request or as a result of a decision by the Town.

Reasons for transfer may include, but are not necessarily limited to, fluctuations in department workloads or production flow, a desire for more efficient utilization of personnel, increased career opportunities, personality conflicts, health, other personal situations or other business reasons. Temporary transfers may be made at the discretion of the Town management.

Most job openings that are intended to be filled from within the Town will be posted to the Town Hall Bulletin Board. The management of the Town does reserve the right, however, to transfer or promote an employee without posting the availability of that position.

An employee is eligible to request a transfer and to be considered for a promotion upon completion of 12 months of satisfactory job performance. However, a transfer may take place within the first six (6) months of employment if the management of the Town believes that it is in the best interest of the Town to make an exception to this guideline. Your eligibility is also dependent, of course, on your having the needed skills, education, experience and other qualifications that are required for the job.

Relationships in the Workplace

The Town aims to preserve a working environment that has clear boundaries between personal and professional relationships, as it helps all to conduct business in a professional manner. This policy establishes clear boundaries regarding how relationships develop at work and within the confines of the work area.

During working hours and in working areas, employees are expected to keep all personal interactions limited and professional to avoid distracting and offending others. Employees are prohibited from engaging in any physical interactions that may be inappropriate in the work area. Employees who engage in personal

relationships with others and allow these relationships to negatively affect the working environment will be subject to disciplinary action, up to and including termination.

Separation of Employment

Separation of employment is an inevitable aspect of personnel activity within any organization, and many reasons for separation are routine. Some of the most common circumstances under which employment is ended include the following:

- Resignation—voluntary employment separation initiated by an employee;
- Termination—involuntary employment separation initiated by the Town; and
- Layoff—involuntary employment separation initiated by the Town for nondisciplinary actions.

Employees who leave the Town in good standing may be considered for re-employment.

Town Officers

In accordance with **Public Officers Law §31(1)(g)**, Town officers must submit their resignation directly to the Town Clerk, while the Town Clerk must forward it to the Secretary of State. Town Justices are required to submit their resignation in writing to both the Town Clerk and the Chief Administrative Judge.

Resignations must be formal, in writing, and addressed to the Town Clerk. These may either be delivered to the Town Clerk directly or filed in the Town Clerk's Office. The Town Clerk will ensure that statutory requirements for a Town officer's resignation are met. If no effective date is specified in the resignation letter, the resignation becomes effective upon delivery or filing. If a date is specified, it will take effect on that date, but cannot be more than thirty days after filing, except for Town Justices, who may choose a date up to ninety days later.

The Town Clerk also has the discretion to allow a Town officer to withdraw their resignation. If a resignation is from an elective office, the official receiving the resignation must notify the State Board of Elections immediately, along with the effective date, if applicable. Additionally, the Town Clerk will notify the Town Board of such resignations.

Unused Vacation Time

Employees who resign with the required notice are eligible to be paid for any unused vacation time that has accrued. Employees who resign without providing the required notice or those who are terminated by the Town will forfeit any payment for unused vacation time. In the event of an employee's death, any unused vacation time will be paid to the employee's estate.

Unused Sick/Personal Days

Unused sick and personal days are not compensated upon termination, regardless of the circumstances of the employee's departure.

Health Insurance

Health insurance premiums will be covered through the last day of the month in which the employee's termination occurs. Employees who have health insurance through the Town may be eligible to continue

coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) . For further details, refer to the official COBRA notice.

Dental Insurance

Similar to health insurance, premiums for dental insurance will be paid through the last day of the month in which employment ends. Employees may continue dental benefits through COBRA as per the applicable laws. Please refer to the COBRA notice for more details.

Floating Holidays

Any unused floating holidays will not be paid out upon the termination of employment.

Flexible Spending Accounts (FSA)

Employees may have the option to continue their participation in the Medical Flexible Spending Account (FSA) after termination, in accordance with COBRA regulations. If the employee opts for COBRA continuation, they will be eligible for reimbursement of eligible medical expenses incurred after employment ends, provided they continue to make contributions to the plan and cover a small administrative charge. Please refer to the COBRA notice for full details.

Town Property

Upon termination of employment, employees are required to return all Town property, including but not limited to:

- Keys
- Tools
- Uniforms
- Employee handbooks
- Manuals
- Computers
- Cellular phones
- Computer disks, flash drives, and any other related equipment.

Additionally, employees may not retain copies of Town information in any format, whether digital or physical. The return of all Town property is essential for completing the termination process.

Social Media Policy

The term “social media” includes all means of communicating or posting information or content of any sort on the internet, including to your own or someone else’s web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board, or chat room, whether or not associated or affiliated with the Town, as well as any other form of electronic communication. The same principles and

guidelines found in the Town rules, policies and procedures apply to an employee's social media activities online.

Any conduct that adversely affects an employee's job performance or the performance of fellow employees, or otherwise adversely affects the Town's legitimate business interests, may result in disciplinary action, up to and including termination. Similarly, inappropriate postings, including but not limited to discriminatory remarks, harassment, and threats of violence, or similar inappropriate or unlawful conduct, will not be tolerated and may result in disciplinary action, up to and including termination. However, this restriction will not apply to any postings made in the exercise of any rights granted to an employee by federal law.

Telephone Policy

Access to the Town telephone system is given principally for work-related activities or approved educational/training activities. Incidental and occasional personal use is permitted. This privilege should not be abused and must not affect the employee's performance of employment-related activities. Telephone usage should be based upon cost-effective practices that support the Town's mission and should comply with applicable rules and regulations.

NON-BUSINESS CALLS

Town telephones, including Town-provided cellular phones, are primarily for business-related use. While the Town understands that personal calls may occasionally be necessary, employees are expected to limit such calls to an absolute minimum. Personal calls should be made during non-working hours, such as breaks and lunch, to avoid disruptions to the flow of work and ensure that telecommunication resources are available for business needs. Abuse of this privilege, including excessive personal use during working hours, may lead to a reduction in the availability of these resources and a negative impact on overall productivity.

LONG DISTANCE CALLS

own telephones may not be used to make personal long-distance calls, except in cases of emergency and with prior approval from the employee's Department Head . Employees must seek permission before making any long-distance calls for personal reasons, and unauthorized use may lead to disciplinary action.

PERSONAL CELL PHONES AND ELECTRONIC DEVICES

While hand-held devices such as personal cell phones, iPods, MP3 players, PDAs, handheld video games, and other electronic devices are commonplace, they should not interfere with the Town's operations. Employees are permitted to use personal electronic devices during scheduled break and meal periods . Use of such devices during working hours is strictly prohibited unless required for work-related tasks (e.g., listening to podcasts related to job duties), and even then, only with prior approval from the Department Head . For the purposes of this policy, "working time" is defined as the period during which employees are expected to perform their job duties and does not include scheduled rest periods, meal breaks, or other designated times when employees are not actively engaged in work.

USE OF CELL PHONES IN TOWN VEHICLES

To ensure safety, no personal cell phone use—whether for talking, texting, or other activities—is allowed while operating a Town-owned vehicle. This policy aims to eliminate distractions and prioritize the safety of employees, the public, and Town property.

Visitors

1. Access Control

- Visitors requiring access to areas of the Town’s offices beyond public spaces must be greeted in the reception area by an authorized employee.
- Visitors must remain escorted at all times while inside the facility and will be escorted back to the reception area upon departure.
- Access is limited to areas necessary for conducting official business.

2. Identification and Documentation

- Visitors may be required to sign in and out or provide identification before being granted access.
- Employees are responsible for ensuring visitors comply with security protocols.

Workspace Policy

Employees are responsible for maintaining the workspace assigned to them. A clean, orderly workspace provides an environment conducive to working efficiently. Employees should keep in mind that their workspace is part of a professional environment that portrays the Town’s overall dedication to providing quality service to its clients. Therefore, an employee’s workspace should be clean, organized and free of items that are not required to perform their job.

Whistleblower Protection Policy

The Town of Mendon is committed to fostering a safe, ethical, and transparent environment for all employees, residents, and stakeholders. As part of this commitment, the Town provides robust protection for whistleblowers. This policy ensures that employees who report certain activities, make complaints about unsafe, illegal, abusive, or fraudulent practices, or raise concerns regarding misconduct are protected from retaliation. The Town will investigate such reports to the fullest extent possible, ensuring the safety and integrity of the workplace.

OUR COMMITMENT TO PROTECTING EMPLOYEES

The Town recognizes the importance of encouraging employees to speak up when they observe or suspect unlawful, unethical, or unsafe activities in the workplace. By providing whistleblower protection, the Town seeks to ensure that individuals who report such issues can do so without fear of retribution. This protection aligns with both legal requirements and the Town's values of accountability and transparency.

Employees making a report or filing a complaint will have their concerns taken seriously, investigated promptly, and handled in a fair, thorough, and confidential manner.

MAKING A COMPLAINT

If an employee believes that a workplace situation is unsafe, illegal, abusive, or fraudulent, they are encouraged to promptly bring the issue to the attention of their Department Head . In cases where the complaint involves the Department Head, the employee should file their concern with the Town Supervisor or Town Clerk . All complaints will be taken seriously and investigated thoroughly.

Employees are welcome to report issues anonymously. However, anonymity may limit the Town's ability to gather additional information, conduct follow-up questions, or carry out a comprehensive investigation. While anonymous complaints are still valuable, employees are encouraged to provide as much detail as possible to assist in the resolution process.

For matters that fall under other specific Town policies, such as complaints of employment discrimination or harassment , employees should follow the procedures outlined in those respective policies, as those issues are handled separately from this whistleblower protection policy.

NO RETALIATION

The Town has a strict No Retaliation policy. Employees who make good-faith complaints under this policy will not face retaliation, discrimination, or any form of punitive action. This includes, but is not limited to, retaliation in the form of termination, demotion, salary reduction, harassment, or any other form of mistreatment or adverse employment action.

The Town will make every reasonable effort to protect the confidentiality of the whistleblower's identity. However, if the individual's identity becomes necessary to the investigation, disclosure will only occur as required by law or as necessary to conduct a proper investigation.

If an employee believes they have experienced retaliation for reporting a concern, they should immediately notify the Town Supervisor . Any allegation of retaliation will be taken seriously and investigated promptly. Individuals found to have engaged in retaliatory behavior will face disciplinary action, up to and including termination of employment, as per the Town's standards of conduct.

CONFIDENTIALITY AND INVESTIGATION

The Town is committed to maintaining confidentiality during the investigation process to the greatest extent possible. All complaints will be handled with discretion, and employees who report concerns will be informed of the process. The Town will conduct a comprehensive investigation into the complaint, aiming to resolve the issue in a fair and timely manner. In situations where corrective action is required, the Town will take appropriate steps to address the situation and prevent recurrence.

CONTACT INFORMATION

Employees who wish to report a whistleblower concern or have any questions about this policy are encouraged to contact their Department Head , Town Supervisor , or Town Clerk directly. The Town is dedicated to maintaining a culture of openness, integrity, and ethical conduct, and to protecting employees who act in good faith to uphold these values.

By implementing this Whistleblower Protection Policy , the Town of Mendon ensures that employees are empowered to report misconduct or unethical behavior without fear of retaliation, contributing to a safer, more transparent, and accountable workplace.

Suggestion Program

The Town of Mendon values the insights and creativity of its employees. We recognize that those who work within our organization often have the best ideas for improving operations and enhancing services. We actively encourage all employees to contribute their suggestions as part of our ongoing commitment to continuous improvement and excellence in public service.

WHAT IS A SUGGESTION?

A suggestion is any idea that an employee believes could lead to improvements in the Town's operations or service to the public. Employees who have a proposal for improvement should consider whether it will:

- Strengthen the Town's operations or services
- Enhance responsiveness to the public

A suggestion should include a practical solution, not just an identification of a problem. Ideas that focus on providing actionable solutions are the most impactful and beneficial to the organization.

PUTTING THE SUGGESTION IN WRITING

To ensure that suggestions are properly reviewed, it is recommended that employees submit their ideas in writing. The written suggestion should be directed to the relevant Department Head for consideration. Once submitted, the Department Head will review the suggestion and investigate its feasibility. Employees will be informed of the outcome, whether the suggestion is accepted for implementation or if further analysis is needed.

It is important to note that all suggestions submitted become the property of the Town of Mendon. They may be used, modified, or integrated into Town operations at the discretion of management.

RECOGNITION FOR SUGGESTIONS

Management highly values the initiative shown by employees who offer suggestions. Recognizing the time and effort involved in proposing improvements, the Town will acknowledge those who actively contribute to the organization's progress. Employees whose suggestions lead to meaningful changes will be recognized for their contributions.

The Suggestion Program is an important part of fostering a culture of innovation and improvement. By encouraging employees to share their ideas, the Town of Mendon continues to grow and evolve in ways that better serve the community and its workforce.

Anti-discrimination and Harassment

Americans With Disabilities Act Policy

The Town complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA), and is committed to providing equal employment opportunities to qualified individuals with disabilities. The ADA prohibits discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training, and other terms, conditions and privileges of employment. The ADA does not alter the Town's right to hire the best-qualified applicant, but the ADA prohibits discrimination against a qualified applicant or employee because of their disability or perceived disability. The Town prohibits discrimination of any kind against people with disabilities.

Disabled Defined

Under the ADA, an applicant or employee is considered disabled if the individual:

- Has a physical or mental impairment that substantially limits one or more major life activities;
- Has a record or past history of such an impairment; or
- Is regarded or perceived (correctly or incorrectly) as having such an impairment.

A qualified employee or applicant with a disability is an individual who satisfies the requisite skill, experience, education and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of that position.

Reasonable Accommodation

A reasonable accommodation is any change in the work environment (or in the way things are usually done) to help an individual with a disability apply for a job, perform the duties of a job or enjoy the benefits and privileges of employment.

Qualified applicants or employees who are disabled should request reasonable accommodation from the Town. If an individual believes they need an accommodation because of their disability, the individual is responsible for requesting a reasonable accommodation from the Town Board. Individuals may make this request orally or in writing.

After receiving the oral or written request, the Town will meet with the individual and engage in an interactive dialogue with the individual to determine the limitations of the individual's disability and explore potential reasonable accommodations that could overcome those limitations. The Town may ask for information, including from a health care provider, regarding the nature of the individual's disability and the nature of the individual's limitations, or take other steps necessary to help the Town determine viable options for reasonable accommodation.

The Town will work with the individual to determine whether their disability can be reasonably accommodated. If it can be accommodated, the Town will explore alternatives with the individual and endeavor to implement a mutually agreeable accommodation. Individuals may suggest specific accommodations they believe would allow them to perform their job. However, the Town is not required to make the specific accommodation requested by the individual and may provide an alternative effective

accommodation. Additionally, if more than one accommodation would be effective, the Town may choose which one to provide. The Town does not have to provide an accommodation if doing so would cause undue hardship to the Town.

Reasonable accommodation may take many forms, including, but not limited to:

- Making existing facilities used by employees readily accessible to and usable by persons with disabilities;
- Job restructuring, modifying work schedules and reassignment to a vacant position; and
- Acquiring or modifying equipment or devices, adjusting or modifying examinations, training materials or policies and providing qualified readers or interpreters.

If an employee's disability or need for accommodation is not obvious, the Town may ask the employee to provide supporting documents showing that the employee has a disability within the meaning of the ADA and that the employee's disability requires a reasonable accommodation. The Town reserves the right to require the employee to see a health care professional of the Town's choosing, at the Town's expense, if the information provided in the employee's support documents is not sufficient. If the employee fails to provide the requested information or visit the designated health care professional, the Town may deny the employee's request for a reasonable accommodation. The Town will keep confidential any medical information received in connection with an employee's request for a reasonable accommodation.

No Retaliation

The Town will not retaliate against employees for requesting an accommodation in good faith.

The Town Board is responsible for administering this policy. Employees should contact the Town Board with any questions or requests for accommodation.

Pregnancy Accommodation

The Town complies with the Pregnant Workers Fairness Act (PWFA) and all applicable federal, state and local laws and regulations requiring accommodating individuals with known limitations related to pregnancy, childbirth or related conditions. To that end, the Town provides reasonable accommodations for the known limitations of a qualified individual related to pregnancy, childbirth or related conditions unless it would cause undue hardship. The Town does not discriminate against qualified individuals with known limitations related to pregnancy, childbirth or related conditions regarding application procedures; hiring; advancement; discharge; compensation; training; and other terms, conditions and privileges of employment.

The Town will reasonably accommodate qualified individuals with known limitations related to pregnancy, childbirth and any medical condition related to the employee's pregnancy or childbirth, including, but not limited to, lactation or the need to express breast milk for a nursing child, unless the requested accommodation (or another reasonable accommodation) results in an undue hardship to the Town.

Examples of reasonable accommodations for pregnancy, childbirth or related medical conditions may include, but are not limited to:

- Allowing for job restructuring;
- Instituting part-time or modified work schedules;

- Allowing for additional, longer or more flexible breaks to drink water, eat, rest or use the restroom;
- Changing food or drink policies to allow for a water bottle or food;
- Acquiring or modifying equipment, uniforms (including safety apparel) or devices;
- Allowing seating for jobs that require standing or standing in jobs that require sitting;
- Implementing appropriate adjustments to or modifications of examinations or policies;
- Permitting the use of paid leave (whether accrued, short-term disability or another type of employer benefit) or providing unpaid leave, including attending health care-related appointments and recovering from childbirth;
- Assigning an individual to light duty;
- Allowing for telework; and
- Accommodating an individual's inability to perform one or more essential functions of a job by temporarily suspending the requirement that the employee perform one or more essential functions of a job if the inability to perform the essential function is temporary and the employee is expected to be able to perform the function again in the near future.

The Town will engage in an interactive process with individuals who request accommodations and make determinations as to such requests on a case-by-case basis. In some instances, the Town may provide an alternative effective accommodation in lieu of the requested accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the company.

Qualified individuals may be entitled to reasonable accommodations under the PWFA even if they are not experiencing a pregnancy-related disability, as defined under the Americans with Disabilities Act.

The Town will not take retaliatory action against an individual who requests or receives a reasonable accommodation related to pregnancy, childbirth or related conditions in good faith. If an employee or applicant believes that they have been subject to retaliation based on an accommodation or accommodation request, they should contact Town Board.

If necessary to determine whether to grant a reasonable accommodation, the Town may request supporting medical documentation to show the existence of a pregnancy-related condition within the meaning of the PWFA and that the pregnancy-related condition requires a reasonable accommodation. The Town will keep confidential any employee medical information it receives.

For questions or to submit a request for a pregnancy-related accommodation, please contact Town Board.

Discrimination Is Prohibited Policy

The Town is an equal opportunity employer and makes all employment decisions without regard to race, religion, color, sex (including pregnancy, sexual orientation and gender identity), national origin, disability, age, genetic information or any other status protected under applicable federal, state or local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation and training. The Town seeks to comply with all applicable federal, state and local laws related to discrimination and will not tolerate interference with the ability of any of the Town's employees to perform their job duties.

The Town makes employment-related decisions based strictly on an individual's qualifications and ability to perform the job under consideration, the comparative qualifications and abilities of other applicants or employees, and the individual's past performance within the organization.

If any employee believes that an employment decision has been made that does not conform with the Town's commitment to equal opportunity, the employee should promptly bring the matter to the attention of their immediate supervisor, designated manager or the Town Board. The employee's complaint will be promptly, thoroughly and impartially investigated. There will be no retaliation against any employee who files a complaint in good faith, even if the result of the investigation produces insufficient evidence to support the complaint.

Discrimination Is Prohibited Policy (NY)

The Town is an equal opportunity employer and makes all employment decisions without regard to age, religion, race (including traits that are historically associated with race, such as hair texture and protective hairstyles, including braids, locks, and twists), creed, color, national origin, military status, sex (including pregnancy, sexual orientation and gender identity or expression), disability, predisposing genetic characteristics, familial status, marital status, domestic violence victim status, reproductive health or any other status protected under applicable federal, state, or local laws. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation and training. We seek to comply with all applicable federal, state and local laws related to discrimination and will not tolerate the interference with the ability of any of the Town's employees to perform their job duties.

The Town makes decisions concerning employment based strictly on an individual's qualifications and ability to perform the job under consideration, the comparative qualifications and abilities of other applicants or employees, and the individual's past performance within the organization.

Reproductive Health

To comply with state law and avoid discrimination based on an employee's reproductive health, the Town will not:

- Access an employee's personal information regarding the employee's or the employee's dependent's reproductive health decision making, including but not limited to, the decision to use or access a particular drug, device or medical service without the employee's prior informed affirmative written consent;
- Take adverse or retaliatory personnel action against an employee with respect to compensation, terms, conditions, or privileges of employment because of (or on the basis of) the employee's or dependent's reproductive health decision making, including, but not limited to, a decision to use or access a particular drug, device or medical service; or
- Require an employee to sign a waiver or other document which purports to deny an employee the right to make their own reproductive health care decisions, including use of a particular drug, device, or medical service.

Reporting Discrimination

If an employee believes that an employment decision has been made that does not conform with management's commitment to equal opportunity, the employee should promptly bring the matter to the attention of their immediate supervisor, designated manager or Town Board. The employee's complaint will be promptly, thoroughly and impartially investigated. There will be no retaliation against any employee who

files a complaint in good faith, even if the result of the investigation produces insufficient evidence to support the complaint.

Reproductive Health Decisions (NY)

New York state law prohibits discrimination and retaliation in employment based on an employee's or their dependent's reproductive health decision making, including, but not limited to, the decision to use or access a particular drug, device or medical service.

It is an unlawful employment decision for the Town to access an employee's personal information regarding the employee's or their dependent's reproductive health decisions without the employee's prior informed affirmative written consent or to require an employee to sign a waiver or other document that purports to deny an employee the right to make their own reproductive health decisions.

The Town will not discriminate or retaliate against employees who exercise their rights under this policy. Employees who believe a violation of this policy has occurred should report their concern to Town Board. The Town will investigate and take appropriate remedial action as needed. Employees may also file a private legal action and seek remedies to the extent available under applicable law. Available remedies include back pay, benefits, reasonable attorneys' fees and costs, injunctive relief, reinstatement and liquidated damages.

Employer-sponsored Meetings Discussing Religious or Political Matters

The Town values a diverse and inclusive workplace where employees feel respected and free from undue influence. This policy outlines guidelines regarding employer-sponsored meetings that involve discussions of religious or political matters to ensure a professional, respectful, and inclusive environment.

Employer-sponsored meetings and events are intended to focus on work-related topics, professional development or company business. Discussions involving religious or political matters are generally discouraged to maintain a neutral and inclusive environment. The Town will not discharge, discipline, penalize or otherwise discriminate against employees who refuse to attend meetings or listen to communications in which the primary purpose is to communicate the Town's opinions on religious or political matters.

For purposes of this policy, "political matters" means matters relating to elections for political office, political parties, proposals to change legislation, proposals to change regulation, and the decision to join or support any political party or political, civic, community, fraternal or labor organization. "Religious matters" means matters relating to religious belief, affiliation and practice, and the decision to join or support any religious organization or association.

Employees with questions about this policy or who wish to report concerns are encouraged to contact the Town Board.

Harassment Training

The Town is committed to maintaining a work environment that is free from harassment and discrimination. As part of this commitment, the Town require all employees to participate in regular harassment prevention training. This policy outlines the training requirements and expectations for all employees and supervisors.

This policy applies to all employees, including full-time, part-time, seasonal and temporary employees as well as interns.

The Town requires all new employee to undergo harassment training, which includes training on discrimination and sexual harassment, within the first 90 days of their employment with the Town and at least once every year thereafter.

In addition, all employees hired as or promoted to a supervisor or management position must undergo at least two hours of sexual harassment training within the first six months of assuming a new supervisory or management position. All supervisors and managers must complete at least two hours of interactive discrimination and harassment training at least once every year.

Harassment training may be delivered in person, via a live webinar or through an interactive online course. All training must be documented and completed using approved materials that meet applicable legal standards. Upon completion of training, employees may be required to acknowledge their understanding and receipt of the training. Training completion records will be maintained by the Town Board.

Any employee who fails to comply with this policy may be subject to disciplinary action, up to and including termination of employment.

Religious Accommodation

The Town is committed to fostering an inclusive workplace that respects the diverse religious beliefs and practices of all employees. To this end, the Town complies with all applicable federal, state and local laws that prohibit discrimination based on religion. The Town will reasonably accommodate an employee's sincerely held religious beliefs and practices if the accommodations would resolve a conflict between the employee's religious belief or practice and a work requirement unless doing so would create an undue hardship on the Town. Employees are entitled to request reasonable accommodations for religious beliefs, practices or observances. Examples of reasonable accommodations include, but are not limited to, flexible scheduling, voluntary shift substitutions, breaks for prayer, dress code modifications or time off for religious holidays.

Employees who need an accommodation because of their religious beliefs or practices should notify their manager or the Town Board as soon as possible. Requests may be made verbally or in writing, but the Town encourages employees to provide written notice of the need for a religious accommodation. The request should include a description of the proposed accommodation, the reason the accommodation is needed and how the accommodation will resolve the conflict between the employee's religious beliefs or practices and their work requirements. Upon receiving a request, the Town Board and the employee will engage in an interactive dialogue to understand the nature of the accommodation requested and explore possible solutions. Accommodations will be granted unless they impose an undue hardship on the Town. An undue hardship refers to substantially increased costs in relation to the conduct of the Town's particular business.

All information related to religious accommodation requests will be treated confidentially and shared only on a need-to-know basis. The Town will not discriminate or retaliate against an employee who requests a religious accommodation or leave for religious reasons under this policy.

For questions or to submit a request for a religious accommodation, please contact the Town Board.

Supervisors' Responsibilities

Supervisors play a critical role in supporting the Town's mission, fostering a positive work environment and ensuring compliance with the Town's policies and applicable federal, state and local laws and regulations. This policy outlines the roles, responsibilities and expectations of all supervisors within the Town. This policy applies to all employees in supervisory roles, including team leads, managers and department heads.

The responsibilities of supervisors include understanding and fairly administering the Town's policies, establishing clear work standards and expectations and providing an inclusive environment that fosters open communication regarding work-related issues. Supervisors are expected to oversee their employees' performance by managing and evaluating work, providing regular feedback, encouraging teamwork and collaboration, recognizing satisfactory work product, addressing unsatisfactory performance and providing opportunities for professional growth and development. All supervisors must conduct performance evaluations in a timely and constructive manner, identify and address performance issues and support employee development and training opportunities. Supervisors are also expected to maintain open, honest and respectful communication with employees; ensure employees are informed about policies, procedures and organizational updates; and facilitate regular team meetings and one-on-one check-ins.

The Town expects supervisors to model ethical behavior and integrity. Supervisors should avoid favoritism or engaging in behavior that may be perceived as harassing or discriminatory. Supervisors may not require employees to work on their personal or nonprofessional affairs or to perform personal services, except where inherent in the nature of the position and defined in the position description.

Supervisors are encouraged to address work-related concerns and complaints informally with those involved as early as possible. When supervisors learn of employee concerns or complaints, they should attempt to address them in a respectful, responsive and timely manner. Retaliation against anyone for raising a complaint or participating in the Town's complaint resolution procedure, whether as a witness or otherwise, is strictly prohibited.

If a supervisor is informed of an allegation that an employee violated the Town's policies against sexual harassment, sexual misconduct or discrimination or harassment based on a protected status, the supervisor must promptly notify the Town Board. This obligation to notify applies even if the employee does not report to that supervisor. Additionally, if a supervisor is informed of any allegations that violate other policies not involving protected status, the supervisor should also report them to the Town Board.

Supervisors will be held accountable to fulfill these responsibilities. Failure to meet expectations may result in corrective action, up to and including reassignment or termination.

Workplace Harassment Policy

The Town is committed to maintaining a work environment that is free from discrimination, harassment and retaliation for participating in any protected activity covered by this policy. In keeping with this commitment, the Town has adopted a "zero tolerance" policy regarding workplace harassment, sexual harassment and discrimination. This policy applies to all Town applicants and employees and extends to conduct that takes place in any work-related setting, including events away from Town's premises, such as during business trips or employer-sponsored events.

Sexual Harassment

The Town strictly prohibits and will not tolerate harassment on the basis of an individual's sex or gender (including gender identity, sexual orientation, status as a transgender or transsexual individual, and pregnancy, childbirth and related medical conditions). Sexual harassment is prohibited by federal, state and local laws. Sexual harassment means any harassment based on an individual's sex or gender. It includes conduct of a sexualized nature (such as and is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature), as well as conduct that is not sexual in nature (such as offensive remarks about an individual's sex or gender), when such conduct:

1. Explicitly or implicitly affects a term or condition of an employee's employment;
2. Is used as the basis for employment decisions affecting the employee; or
3. Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or offensive working environment.

Sexually harassing conduct may include, but is not limited to:

- **Verbal:** Sexual innuendos, suggestive comments, insults, humor and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- **Nonverbal:** Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- **Visual:** Posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- **Physical:** Touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act, or actual assault.
- **Textual/Electronic:** "Sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyberstalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/online posting, blogs, instant messages and social network websites like Facebook and Twitter).

This list is illustrative and not exhaustive. The Town will not tolerate any form of sexual harassment.

Other Forms of Harassment

The Town also prohibits and will not tolerate any other form of workplace harassment. Harassment is prohibited by federal, state and local laws and is defined as unwelcome conduct that is based on an individual's actual or perceived race (including traits commonly associated with race such as name, cultural dress, accent or manner of speech, and physical characteristics including appearance standards), color, religion, sex (including gender identity, sexual orientation, and pregnancy, childbirth and related medical conditions), national origin, age (40 or older), disability, genetic information, or any other characteristic protected under applicable federal, state or local law. Harassment becomes unlawful where:

1. Enduring the offensive conduct becomes a condition of continued employment; or
2. The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile or abusive.

Harassing conduct may include, but is not limited to:

- **Verbal:** Epithets, derogatory statements, jokes or slurs.

- **Nonverbal:** Displaying offensive posters, cartoons or drawings or making derogatory gestures.
- **Physical:** Assault or inappropriate physical touch or contact.
- **Textual/Electronic:** The use of offensive or derogatory language, harassment, cyberstalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/online posting, blogs instant messages and social network websites like Facebook and X (formerly Twitter)).

Discrimination

Discrimination in the workplace is the differential treatment of an employee based on generalizations about a group to which the employee belongs or is perceived to belong, rather than on personal merit. There are many groups against whom generalizations can be made and against whom discrimination can be practiced. Generalizations and discrimination based on the following characteristics are prohibited: physical or mental disability, ancestry (including race or color), national or ethnic origin, religion, age, gender (including pregnancy), sexual orientation, marital status, medical condition, veteran status, citizenship status, family status, physical characteristics (i.e., physical size or weight), source of income, and political beliefs or any other characteristic protected by law. This list is non-exhaustive. Discrimination may also include the failure to reasonably accommodate an employee whose needs are based on any of the above characteristics.

Reporting Harassment or Discrimination

Any employee who believes they have been subjected to, or witnesses, harassing or discriminatory conduct is encouraged to notify their supervisor, a member of their supervisory chain or the Town Board.

The Town Board has the authority to receive and investigate complaints of discrimination, harassment, sexual harassment and retaliation. The Town will promptly and thoroughly investigate all claims of discrimination, harassment and sexual harassment and take prompt corrective action, if appropriate. Employees should report incidents of inappropriate behavior, discrimination, harassment or sexual harassment as soon as possible after the occurrence. Employees who believe they have been harassed, regardless of whether the offensive act was committed by a manager, co-worker, vendor, visitor or client, should promptly notify their immediate supervisor, designated manager or the Town Board. If the employee's immediate supervisor is involved in the incident, the employee should report the incident to the Joe Alati. The Town takes claims of harassment seriously, no matter how trivial a claim may appear. All complaints of discrimination, harassment, sexual harassment or other inappropriate sexual conduct will be promptly, thoroughly and impartially investigated by the Town.

Supervisors and managers have an obligation to report allegations of harassment and discrimination from subordinate employees and any incidents of harassing or discriminatory conduct that they witness to the Town Board so that an investigation can be made and appropriate corrective action can be taken.

Employees may submit complaints to the Town Board either verbally or in writing.

Investigations

The Town Board will promptly, thoroughly and impartially investigate any allegations of discrimination, harassment, sexual harassment or retaliation. The identity of any individual who submits a complaint, the witness who provides information regarding a complaint and the target of the complaint will be kept confidential to the extent possible consistent with a thorough and impartial investigation. Further, any

information gathered as part of an investigation will be kept confidential to the extent possible consistent with a thorough and impartial investigation.

All employees are expected to cooperate fully with any ongoing investigation regarding a harassment incident. Employees who believe they have been unjustly charged with harassment can defend themselves verbally or in writing at any stage of the investigation.

To protect the privacy of persons involved, confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under the circumstances. Investigations may include interviews with the parties involved, and, where necessary, individuals who may have observed the alleged conduct or who may have relevant knowledge.

If it is determined that inappropriate conduct has occurred, the Town will act promptly to eliminate the offending conduct, and take such action as is appropriate under the circumstances. Such action may range from counseling to termination of employment and may include such other forms of disciplinary action (such as, for example, suspension), as the Town deems appropriate under the circumstances and in accordance with applicable law. Employees who are found to have violated any provision of this policy will be subject to appropriate corrective and/or disciplinary measures, up to and including termination of employment.

Prohibition on Retaliation

The Town strictly prohibits retaliation against any employee or applicant who, in good faith, reports discrimination or harassment, provides information related to such complaints or cooperates in related investigations. Employees found to have engaged in retaliatory conduct or behavior will be subject to timely and appropriate corrective and/or disciplinary action, up to and including termination of employment.

If an employee believes that they or someone else has been subjected to conduct that violates the Town's retaliation policy, they should report it immediately to their supervisor, a member of their supervisory chain or the Town Board.

Workplace Harassment Policy (NY)

The Town is committed to providing a work environment that provides employees equality, respect and dignity. In keeping with this commitment, the Town has adopted a policy of "zero tolerance" with regard to employee harassment. Harassment is defined under federal law as unwelcome conduct that is based on age, religion, race, creed, color, national origin, military status, sex (including pregnancy, sexual orientation, and gender identity), disability, predisposing genetic characteristics, familial status, marital status, domestic violence victim status or any other characteristics protected under state, federal or local laws.

Harassment becomes unlawful where: (1) enduring the offensive conduct becomes a condition of continued employment; or (2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile or abusive.

This policy applies to all aspects of your employment. Harassment of any other person, including, without limitation, fellow employees, contractors, visitors, clients or customers, whether at work or outside of work, is grounds for immediate termination. The Town will make every reasonable effort to ensure that its entire community is familiar with this policy and that all employees are aware that every complaint received will

be promptly, thoroughly and impartially investigated, and resolved appropriately. The Town will not tolerate retaliation against anyone who complains of harassment or who participates in an investigation.

Sexual Harassment

The Town is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of the Town's commitment to a discrimination-free work environment. Sexual harassment is against the law and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with the Town. Employees can also file a complaint with a government agency or in court under federal, state or local anti-discrimination laws.

Policy

1. This policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with the Town. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension or termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information or otherwise assists in any investigation of a sexual harassment complaint. The Town will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of the Town who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees (someone who is [or is employed by] a contractor, subcontractor, vendor, consultant or anyone providing services in the workplace) working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager or the Town Board. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful and may subject the Town to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. The Town will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. The Town will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. The Town will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Town Board.

8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an off-site work location) and be provided to employees upon hiring.

What Is "Sexual Harassment"?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Understanding gender diversity is essential to recognizing sexual harassment because discrimination based on sex stereotypes, gender expression and perceived identity are all forms of sexual harassment. The gender spectrum is nuanced, but the three most common ways people identify are cisgender, transgender, and non-binary. A cisgender person is someone whose gender aligns with the sex they were assigned at birth. Generally, this gender will align with the binary of male or female. A transgender person is someone whose gender is different than the sex they were assigned at birth. A non-binary person does not identify exclusively as a man or a woman. They might identify as both, somewhere in between, or completely outside the gender binary. Some may identify as transgender, but not all do. Respecting an individual's gender identity is a necessary first step in establishing a safe workplace.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment does not need to be severe or pervasive to be illegal. It can be any harassing behavior that rises above petty slights or trivial inconveniences. Every instance of harassment is unique to those experiencing it, and there is no single boundary between petty slights and harassing behavior. However, the Human Rights Law specifies that whether harassing conduct is considered petty or trivial is to be viewed from the standpoint of a reasonable victim of discrimination with the same protected characteristics. Generally, any behavior in which an employee or covered individual is treated worse because of their gender (perceived or actual), sexual orientation, or gender expression is considered a violation of the Town's policy.

Sexual harassment includes unwelcome conduct that is either of a sexual nature or that is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of

employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of Sexual Harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited. **This list is just a sample of behaviors and should not be considered exhaustive.** Any employee who believes they have experienced sexual harassment, even if it does not appear on this list, should feel encouraged to report it:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual comments, advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
 - Repeated requests for dates or romantic gestures, including gift-giving.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience that create a hostile work environment. This is not limited to interactions in person. Remarks made over virtual platforms and in messaging apps when employees are working remotely can create a similarly hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
 - Remarks regarding an employee's gender expression, such as wearing a garment typically associated with a different gender identity; or
 - Asking employees to take on traditionally gendered roles, such as asking a woman to serve meeting refreshments when it is not part of, or appropriate to, her job duties.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
 - This also extends to the virtual or remote workspace and can include having such materials visible in the background of one's home during a virtual meeting.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling and name-calling.
 - Intentional misuse of an individual's preferred pronouns.
 - Creating different expectations for individuals based on their perceived identities:
 - Dress codes that place more emphasis on women's attire;
 - Leaving parents/caregivers out of meetings.

Who Can Be a Target of Sexual Harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. Harassment does not have to be between members of the opposite sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where Can Sexual Harassment Occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Sexual harassment can occur when employees are working remotely from home as well. Any behaviors outlined above that leave an employee feeling uncomfortable, humiliated, or unable to meet their job requirements constitute harassment even if the employee or covered individual is at home when the harassment occurs. Harassment can happen on virtual meeting platforms, in messaging apps, and after working hours between personal cell phones.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Examples of retaliation may include, but are not limited to:

- Demotion, termination, denying accommodations, reduced hours, or the assignment of less desirable shifts;
- Publicly releasing personnel files;
- Refusing to provide a reference or providing an unwarranted negative reference;
- Labeling an employee as “difficult” and excluding them from projects to avoid “drama”;
- Undermining an individual’s immigration status; or
- Reducing work responsibilities, passing over for a promotion, or moving an individual’s desk to a less desirable office location.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- Made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- Testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- Opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- Reported that another employee has been sexually harassed; or

- Encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The Town cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the Town Board. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the Town Board.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Town Board.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Bystander Intervention

Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is required to report it. There are five standard methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help.

1. A bystander can interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior;
2. A bystander who feels unsafe interrupting on their own can ask a third party to help intervene in the harassment;
3. A bystander can record or take notes on the harassment incident to benefit a future investigation;
4. A bystander might check in with the person who has been harassed after the incident, see how they are feeling and let them know the behavior was not ok; and

5. If a bystander feels safe, they can confront the harassers and name the behavior as inappropriate. When confronting harassment, physically assaulting an individual is never an appropriate response.

Though not exhaustive, and dependent on the circumstances, the guidelines above can serve as a brief guide of how to react when witnessing harassment in the workplace. Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is required to report it.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The Town will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the Town Board will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If a complaint is made verbally, encourage the individual to complete a complaint form in writing. If he or she refuses, the Town will prepare a complaint form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, the Town will take steps to obtain and preserve them.
- The Town will request and review all relevant documents, including all electronic communications.
- The Town will interview all parties involved, including any relevant witnesses;
- The Town will create a written documentation of the investigation (such as a letter, memo or email), which will contain the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- The Town will keep the written documentation and associated documents in a secure and confidential location.

- The Town will promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- The Town will inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by the Town but is also prohibited by state, federal and, where applicable, local law.

Aside from the internal process at the Town, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Town does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Call the DHR sexual harassment hotline at **1(800) HARASS3** for more information about filing a sexual harassment complaint. This hotline can also provide you with a referral to a volunteer attorney

experienced in sexual harassment matters who can provide you with limited free assistance and counsel over the phone.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Pay Practices and Working Hours

Attendance and Punctuality Policy

Absenteeism and tardiness place a burden on both the Town and staff. The Town expects that every employee will be regular and punctual in attendance. This means employees must be present at their designated work area and ready to work at their designated start time each day.

The Town recognizes that illness or other circumstances beyond an employee's control may cause the employee to be absent from work from time to time. However, frequent absenteeism or tardiness may result in disciplinary action, up to and including discharge. Excessive absenteeism or frequent tardiness puts an unnecessary strain on co-workers and can have a negative impact on the success of the Town.

Employees who are unable to work due to illness or an accident must promptly notify their supervisor. Whenever an employee knows in advance that they are going to be absent, the employee should notify their immediate supervisor as far in advance of the absence as possible. If the employee's absence is unexpected, the employee should contact their immediate supervisor as soon as possible, but in no event later than one hour before the employee is due at work. Leaving a message with another staff member or on voicemail does not constitute an acceptable notification of absence under this policy. If an employee does not report to work and the Town is not notified of the employee's status, it will be assumed after three consecutive days of absence that the employee has voluntarily resigned and the Town will initiate the termination process.

When an employee must be absent during the workday, the employee must schedule their absence to have the smallest impact possible on the Town's business operations. If an employee becomes ill at work or must leave the office for some other reason before the end of the workday, the employee must inform their supervisor of the situation before leaving.

The Town may apply unused vacation, sick time or other paid time off for an unauthorized absence, when permitted under applicable federal, state or local law.

Direct Deposit Policy

The Town offers direct deposit as an option for employees to receive their pay. This secure method allows employees to have their pay directly deposited into their bank account, reducing the need for paper checks and enhancing payment convenience. Employees interested in setting up direct deposit should contact the Town Clerk.

Discussion of Wages (NY)

The Town does not prohibit employees from inquiring about, discussing or disclosing their wages or those of another employee. However, this policy does not require an employee to disclose their wages. The Town will not discharge or otherwise discriminate against any employee because they have inquired about, discussed or disclosed their wages or those of another employee.

This policy does not apply when an employee—who has access to other employees' wage information as part of such employee's essential job functions—discloses other employees' wages to individuals who do

not otherwise have access to such information unless the disclosure is in response to a complaint or charge, or in furtherance of an investigation, proceeding, hearing or action under applicable law, including an investigation conducted by the Town.

Holiday Pay Policy

The Town observes 12 paid holidays each year, which are approved by the Town Board during the annual Organizational Meeting. Department-specific holiday schedules are also determined and approved during this meeting.

Floating Holidays

In addition to the scheduled holidays, the Town provides 2 floating holidays per year, which are also determined at the annual Organizational Meeting by the Town Board.

Eligibility

Full-time employees become eligible for paid holidays after completing 30 days of continuous, full-time employment with the Town.

Holiday Pay

Holiday pay is calculated based on the number of hours an employee is regularly scheduled to work, at their straight-time hourly rate. However, if an employee is on administrative leave without pay due to a positive alcohol and/or drug test as outlined in the CDL Drug and Alcohol Testing Policy, they will not be eligible for holiday pay.

Holiday During Vacations

If an eligible employee is on vacation during a paid holiday, they will still receive pay for the holiday at their straight-time hourly rate. Additionally, the vacation day will not be deducted for the holiday.

Floating Holidays Upon Termination

Floating holidays are not paid out upon the termination of employment.

Religious Accommodations

Employees seeking time off or any other type of accommodation based on sincerely held religious beliefs should direct their request to their Department Head. The Town is committed to providing reasonable accommodations in accordance with applicable laws.

Hours of Work Policy

The workweek is generally from Monday to Sunday, All business hours are established by department heads. Hours can be confirmed with direct supervisor. Hours differ by department and job responsibilities , with a 30-minute lunch break. Employees will follow the established schedule, unless an alternative arrangement has been requested by an employee and approved by the Town, including the use of a flexible work schedule. For more information regarding a flexible work schedule, please review the “Flex

Time” policy.

Hours of Work Policy (NY)

All business hours are established by department heads. Hours can be confirmed with direct supervisor. Hours differ by department and job responsibilities , with normal operating hours from Monday to Sunday. Time for meals will be provided as follows:

- Employees who work a shift of more than six hours that extends over 11:00 a.m. until 2:00 p.m. may take a 30-minute meal break during that time period.
- Employees whose shift starts before 11:00 a.m. and continues until after 7:00 p.m. may take an additional meal period of 20 minutes between 5:00 p.m. and 7:00 p.m.
- Employees who work a shift of more than six hours starting between 1:00 p.m. and 6:00 a.m. may take a 45-minute meal break midway between the beginning and end of their shift.

Inclement Weather Policy

Severe weather conditions, particularly during the winter months, are a natural part of the season. While driving may occasionally be challenging, it is typically not impossible. Employees are encouraged to use caution and ensure they are prepared for adverse weather conditions.

NOTICES OF OFFICE CLOSINGS

The Town aims to maintain regular business operations even during inclement weather. However, in cases of severe storms or extreme weather conditions, adjustments may be necessary. Any changes to the regular schedule will be made by the Town Supervisor and communicated promptly to all employees through one or more of the following methods:

- Announcements on local radio and television stations
- Notifications by phone, email, or text message

In all cases, the safety and well-being of employees remain the top priority, and decisions regarding office closings will be made with this in mind.

ABSENCES DUE TO POOR WEATHER

In the event that employees are unable to report to work due to severe weather conditions and the Town remains open, the following guidelines will apply:

- Employees are expected to use vacation time or take unpaid time off for any missed work due to weather conditions, unless specific state or federal wage and hour laws require otherwise.
- If an employee cannot safely travel to work due to weather, they must notify their supervisor as soon as possible.

- Supervisors are encouraged to work with employees facing weather-related challenges to accommodate alternative arrangements if necessary, such as remote work, if feasible.

Employees should use discretion and prioritize safety when deciding whether to report to work during hazardous weather conditions.

Overtime Hours Policy

Our organization occasionally requires employees to work beyond standard hours to meet the public's needs. This policy outlines premium pay eligibility, compensatory time, and related guidelines.

Overtime Rates

1. Eligibility for Overtime Pay:

- Full-time hourly employees are entitled to 1½ times their normal hourly rate for:
 - Hours worked beyond their standard workday.
 - Hours worked on Town Board-designated paid closure dates.
- All premium pay must be pre-approved by the Town Supervisor, Highway Superintendent, Town Clerk, or Town Justices, as applicable.

2. Exclusions:

- Employees who use sick time or vacation time during the workday are not eligible for premium pay on that day.

Compensatory Time (In Lieu of Premium Pay)

1. Accrual of Compensatory Time:

- Employees may choose compensatory time (instead of premium pay) with prior approval from their department head.
- Employees earn 1½ hours of compensatory time for every hour worked beyond their standard workday or 40 hours in a week.

2. Usage of Compensatory Time:

- Compensatory time must be used during the employee's regularly scheduled working hours, with prior approval from the department head.
- Employees may accumulate up to 40 hours of compensatory time per calendar year.
- All compensatory time must be used before the end of the calendar year. Unused compensatory time will not be paid out upon termination, resignation, or retirement.

3. Excess Accrual:

- Accumulation beyond 40 hours requires written permission from the Town Supervisor or Highway Superintendent.

Authorization

- All premium pay and compensatory time must be authorized in advance by the department head.
Violations
- Failure to adhere to this policy will result in disciplinary action, up to and including termination of employment.

Payroll Practices Policy

Employees are paid **bi-weekly on Fridays** . If payday falls on a recognized holiday, employees will typically receive their pay on the business day preceding the holiday. This ensures that employees are compensated without delay or disruption due to the holiday schedule.

Employees should review their paychecks for accuracy. If an employee discovers an issue, report it to Town Board immediately.

Salary Deductions and Withholding Policy

The Town is required to make certain deductions from employees' pay each pay period. The Town will withhold the following from an employee's paycheck:

Taxes

Federal, state and local taxes, as required by law, as well as the required FICA (Social Security and Medicare) payments.

Insurance

Employee contribution to health insurance or other insurance premiums for themselves and any eligible family members or to other contributory benefit programs.

Other Deductions

Deductions required under law or by court order for wage garnishments.

Additionally, the Town may make deductions for exempt employees for full-day absences for reasons other than sickness or disability and certain disciplinary suspensions. Employees may also authorize certain voluntary deductions from their paychecks where permissible under applicable law.

Other Deductions

Other deductions which you authorize, including According to law and individual elections .

All salary deductions are itemized and presented to employees with their paychecks. The Town will not make deductions or withholdings from employee wages that are prohibited by federal, state or local law. Employees should review their paychecks regularly for potential errors and immediately report any discrepancies to Town Board. If employees have any questions about deductions or withholdings from their paycheck, they should contact Town Board.

Tracking Time

Accurate timekeeping is essential for all non-exempt employees. Non-exempt employees are required to record their hours worked and any absences on a timesheet each week. The timesheet must be signed by the employee and the Department Head and submitted to the Town Clerk no later than Monday morning of the week of payday .

Employees must record their time accurately and promptly. To ensure precise tracking, employees should enter their time into the time system as close as possible to the actual start or end of their workday. Non-exempt employees may not work overtime unless authorized in advance by their Department Head and are prohibited from entering their time more than five minutes before their authorized start time or after their designated end time.

TIMEKEEPING RESPONSIBILITIES

- No time card punching for others: Under no circumstances should an employee punch the time card for another employee. If an employee forgets to punch in or out, they should notify their Department Head , who will make the necessary corrections. If an employee accidentally punches another employee's card, this should also be immediately reported to the Department Head for adjustment.
- Reporting Absences: In the event of illness or other absence, employees must notify their Department Head as early as possible, preferably before the start of the workday, to ensure proper scheduling and coverage.

EXEMPT EMPLOYEES

Exempt employees, while not subject to hourly timekeeping requirements, are still responsible for submitting hours worked to the Town Clerk on a biweekly basis. This submission ensures that time records are maintained consistently across the organization.

This comprehensive approach to working hours and timekeeping ensures clarity, transparency, and compliance with labor laws while supporting the diverse needs of our workforce. The Town of Mendon values the well-being of its employees and strives to foster a workplace environment that promotes fairness and respect for all.

Employee Benefits

Health Insurance

The Town offers a comprehensive **health insurance program** to assist employees with the costs of medical care.

Eligibility

- **Full-time employees** are eligible to join the group health insurance plan immediately upon hire . Enrollment in the health plan automatically includes participation in the pre-tax premium plan . Employee contributions to the plan are determined annually at the Organizational Meeting. ● **Part-time employees** may participate in the group health insurance plan at their own expense.
- The Town may make an annual deposit into a Health Reimbursement Account (HRA) for each full-time employee. The deposit amount is determined at the Organizational Meeting, and employees hired after July 1st will receive half of the stated amount.

Opting Out of Health Insurance

- **Full-time employees** may choose to opt out of the Town's health insurance plan if they are covered by another plan (e.g., through a spouse or significant other's employer). Employees who opt out are entitled to an annual benefit, determined by the Town Board at the Organizational Meeting.
- The benefit is paid monthly in arrears and included in the employee's earnings statement, subject to taxes. It will also be deducted for NYS Retirement System reporting purposes.

Cost

The Town contributes a portion of the health insurance premium , with the remainder paid by the employee via pre-tax payroll deductions . When an employee becomes eligible for coverage, they will receive detailed materials outlining the insurance benefits, including information on deductibles , co-payments , and other relevant details.

As part of the benefits review process, the Town periodically evaluates the cost of health insurance , and the ratio of employer/employee contributions may change.

Retirees

- **Eligibility** : Full-time employees who retire under the New York State Employees' Retirement System (NYSERS) rules, with at least 20 years of service with the Town, and who were covered by the Town's health insurance immediately prior to retirement (or eligible to be covered), will be eligible for a single policy of their choice at 90% Town expense .
 - Coverage for immediate family members will be at the retiree's expense.
 - Retirees can choose to receive coverage either immediately upon retirement or at a later date, at their option.

- **Medicare Coverage** : Once retirees reach age 65, the Town will pay the full cost of a Medicare Supplement Program policy, provided by the Town, until the retiree's death or another source of coverage is obtained.
- For retirees who started employment with the Town after January 1, 2000, the Town will pay 75% of the cost of the Medicare Supplement Program.
- Retirees may choose to have the equivalent amount paid directly to a program of their choosing.
- **Prorated Coverage** : Retirees with 10 or more years of service who meet the above requirements will be eligible for prorated coverage. The Town's contribution will be based on the number of years of service, calculated as a percentage of 20 years of service.

Health Insurance Coverage at Termination

- Health insurance premiums will be paid through the last day of the month in which the employee's termination occurs.
- Employees may be eligible for COBRA continuation of health benefits, which allows for the temporary continuation of coverage after employment ends. For more information on COBRA, employees should refer to the official COBRA notice or contact the Benefits Coordinator .

This is an overview of the Health Insurance Plan . A more detailed explanation of the plan, including Summary Plan Descriptions , plan documents , and insurance policies , is available from the Benefits Coordinator. In the event of any discrepancy between this policy and the official plan documents, the official documents will govern. The Town of Mendon and, if applicable, benefit plan administrators, reserve the discretion to administer, interpret, amend, or terminate the plan at any time for any reason.

Health Savings Account (HSA)

The Health Savings Account (HSA) is available to employees of the Town who participate in our High Deductible Health Plan (HDHP) . The HSA offers several key tax advantages:

- Tax-free deposits : Contributions to the HSA are made on a tax-free basis.
- Tax-free growth : Interest earned on the HSA balance is also tax-free.
- Tax-free withdrawals : Funds can be withdrawn tax-free when used to pay for qualified medical, dental, and vision expenses.

It is important to note that the HSA is not an employer-sponsored benefit plan . It is a savings account managed by an approved trustee or custodian. While the Town may allow pre-tax salary reduction contributions to the HSA, it does not have control over the funds deposited. The HSA is intended solely for qualified medical expenses as defined in IRS Code Section 223(d)(2) .

Establishing the HSA

Opening an HSA is similar to opening an individual retirement account (IRA) . The Town does not manage the HSA, but employees can set up an account at most financial institutions , credit unions , banks , or insurance companies . The HSA should only be used to pay for or reimburse qualified medical expenses incurred after the account is established.

Employees are responsible for managing their own HSA, including making decisions about investing HSA funds and adhering to the rules set by the HSA trustee/custodian and the IRS. Once the Town's contributions have been deposited into the HSA, employees have full control over the funds, including the ability to request distributions or transfer the funds to another HSA provider, as allowed by law.

Eligibility

Full-time employees who participate in the HDHP are eligible for an HSA immediately upon hire , provided that the employee:

1. Cannot be claimed as a dependent on someone else's tax return.
2. Is not entitled to Medicare benefits .
3. Has no other health coverage outside of the Town's HDHP, except for certain types of permitted coverage as specified by the IRS (e.g., dental, vision).

Employees will not be eligible for an HSA if they are covered under a spouse's or domestic partner's non-HDHP plan or participate in the Town's Flexible Spending Account (FSA) .

Contributions

- The Town may provide an employer contribution to the HSA for eligible participants, with the amount determined annually at the Organizational Meeting .
- Employees can also contribute to their HSA, up to the annual federal contribution limits set by the IRS.
- All contributions, whether from the Town or the employee, are the property of the employee . Any funds not withdrawn during the year carry over into the next year.
- If an employee loses eligibility to contribute to the HSA (e.g., due to changing health plans or leaving employment), they can no longer contribute to the account, but the funds remain available for use on qualified medical expenses for the employee, their spouse, or tax dependents.

While the Town intends to continue the HSA program indefinitely, it reserves the right to amend or terminate the HDHP and/or suspend HSA contributions at any time for any reason. Additionally, future changes in state or federal tax laws may necessitate modifications to the program.

Enrollment

Participation in the HSA is voluntary . To enroll, employees should contact the Benefits Coordinator for the required forms. Employees may terminate participation at any time by notifying the Town.

Withdrawals

Distributions from the HSA will be tax-free when used for qualified medical expenses incurred for the employee or their legal spouse or tax dependents, as outlined in Code Section 213(d) .

- Non-qualified withdrawals (e.g., for non-medical reasons) will be subject to income tax and an additional 20% excise tax . However, the excise tax does not apply if the distribution occurs after the employee's death , disability , or upon reaching the age of 65 .

HSA funds can also be used to pay for certain insurance premiums, such as those for COBRA , USERRA , qualified long-term care insurance , or health insurance for those over 65 (excluding Medicare supplemental policies).

More detailed information about HSA withdrawals and eligibility is available in IRS Publication 969 , which provides comprehensive guidance on Health Savings Accounts and other Tax-Favored Health Plans .

For more information about HSAs, including eligibility, contribution limits, and other rules, please consult IRS Publication 969 or speak with the Benefits Coordinator .

Dental Insurance

The Town recognizes the importance of regular dental care for overall health and well-being. To support our employees' health needs, we offer a Dental Insurance Program designed to provide comprehensive preventive and remedial dental care.

Eligibility

- Full-time employees are eligible to join our group dental insurance plan immediately upon hire .
- Part-time employees may also participate in the group dental insurance plan, but at their own expense.

Benefits

The dental insurance plan is structured to promote both preventive and remedial dental care . Covered services, such as check-ups, cleanings, and procedures, are outlined in the plan booklets provided by the insurance carrier. A copy of this booklet is available from the Benefits Coordinator for detailed information about the specific coverage, including applicable co-pays, limits, and exclusions.

Cost

- For full-time employees , the Town will assist with the cost of dental insurance by covering a portion of the premium. The employee's contribution will be determined during the annual Organizational Meeting .
- As part of our ongoing benefits review , the cost-sharing structure of dental insurance is periodically assessed. The ratio of the employer's and employee's contribution may be subject to change based on the evaluation.

Dental Insurance Coverage at Termination

- Premiums for dental insurance will be covered through the last day of the month in which employment is terminated.
- Employees who are enrolled in the dental insurance plan may have the option to continue benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA) . Detailed information regarding COBRA continuation coverage will be provided in the official COBRA notice .

This document serves as a brief introduction to the Dental Insurance Plan. A more comprehensive explanation of the plan, including coverage details and eligibility, can be found in the Summary Plan description and the official plan documents provided by the insurance carrier. In the event of any discrepancies between this policy and the official plan documents, the official plan documents will govern.

Flexible Spending Account (FSA)

Employees of the Town may participate in our Flexible Spending Account (FSA) , which offers a tax-advantageous way to pay for qualified medical, dental, and vision expenses. By contributing to an FSA, employees can set aside a portion of their salary before taxes, reducing their taxable income while covering essential healthcare costs.

Eligibility

- Full-time employees and part-time salaried employees are eligible to participate in the FSA plan immediately upon hire .

Benefits

An FSA allows employees to use pre-tax dollars to pay for out-of-pocket medical, dental, and vision expenses. Here's how it works:

- Employees designate a specific amount of their salary to be contributed to the FSA for the upcoming plan year. This amount is deducted pre-tax from each paycheck, lowering taxable income and reducing the amount of taxes employees owe.
- The designated funds are then available for reimbursement of eligible expenses, including dental and vision care, as well as medical treatments not covered by insurance.
- Employees can plan their contributions based on expected healthcare costs, helping to manage expenses effectively.

Enrollment

- Employees must designate their annual contribution amount and select the deduction per pay period during the open enrollment period prior to the start of the plan year.
- New employees may participate in the FSA for the current plan year if they enroll within 30 days of their hire date .
- It's important for employees to carefully budget their expected medical, dental, and vision expenses, as any unused funds by the end of the plan year may be forfeited , in accordance with federal law. (For details on the Grace Period or Carryover , refer to the Summary Plan Description .)

Account Maximums

- The maximum amount employees may defer to their FSA each year is determined by the IRS and may change annually. The current limits are available during open enrollment or upon request.

Grace Period and Run-Out Period or Carryover

- Additional details on any Grace Period , Run-Out Period , or Carryover options can be found in the FSA Summary Plan Description .

Changes in FSA Election

Employees may not modify their FSA elections until the next plan year, unless one of the following qualifying events occurs:

- Changes in the employee's employment status or that of their spouse .
- Changes in family status , such as marriage, divorce, or the birth/adoption of a child.

Reimbursement

- The FSA plan's claims administration is handled by an outside company . Employees can submit eligible expenses for reimbursement through this third-party administrator.
- The reimbursement is tax-free when used for qualified medical, dental, and vision expenses as defined in the plan.

FSA Eligibility at Termination

- If an employee's employment ends, they may be eligible to continue their medical FSA benefits under COBRA . For details, refer to the official COBRA notice .
- If the employee chooses COBRA continuation, they may continue receiving reimbursements for eligible expenses incurred after termination, as long as they continue making contributions to the plan, plus a small administrative fee.

Deferred Compensation Plan

- All employees, full-time and part-time, are eligible to participate in the New York State Deferred Compensation Plan . This plan is described in full in the official plan documents available from the Benefits Coordinator.

Retirement

- The Town covers the cost of membership in the New York State Employees' Retirement System (NYSERS) , except for the amount an employee is required to contribute by law. Membership is mandatory for full-time employees (working 35 or more hours per week) and optional for part-time employees.
- Employees hired on or after July 1, 2013 , and earning \$75,000 or more annually , have the option to enroll in either NYERS or the Voluntary Defined Contribution (VDC) plan. Please see the Benefits Coordinator for further details.

Important Notes

This document provides a brief overview of the Flexible Spending Account (FSA) . For a more comprehensive explanation of the plan's rules, benefits, and limitations, please consult the Summary Plan Description and the official plan documents . In case of any discrepancies between this summary and the official plan documents, the official plan documents will take precedence. For further information or questions, please contact the Benefits Coordinator .

COBRA Policy

Under a federal law referred to as “COBRA” (which stands for the Consolidated Omnibus Budget Reconciliation Act), employers with 20 or more employees must provide eligible employees, spouses and dependent children who lose their health benefits with the right to continue group health coverage for limited periods of time under certain circumstances.

Health Insurance

Health insurance premiums will be covered through the last day of the month in which the employee’s termination occurs. Employees who have health insurance through the Town may be eligible to continue coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) . For further details, refer to the official COBRA notice.

Dental Insurance

Similar to health insurance, premiums for dental insurance will be paid through the last day of the month in which employment ends. Employees may continue dental benefits through COBRA as per the applicable laws. Please refer to the COBRA notice for more

Flexible Spending Accounts (FSA)

Employees may have the option to continue their participation in the Medical Flexible Spending Account (FSA) after termination, in accordance with COBRA regulations. If the employee opts for COBRA continuation, they will be eligible for reimbursement of eligible medical expenses incurred after employment ends, provided they continue to make contributions to the plan and cover a small administrative charge. Please refer to the COBRA notice for full details.

Note that additional state law continuation of coverage provisions may apply to insured benefits. For more information, employees are encouraged to review the Town’s Summary Plan Description or contact Town Board.

Short-Term Disability Insurance (NY)

A loss of income due to disability can significantly impact an individual’s financial security and well-being. To provide essential support during such times, the Town offers Short-Term Disability Insurance to eligible employees. This program helps employees replace lost income in the event they are unable to work due to an off-the-job injury, illness, or pregnancy.

Eligibility

All full-time employees of the Town are eligible for Short-Term Disability Insurance if they are unable to work due to a non-job-related disability and meet the eligibility criteria set forth by the New York State Disability Benefits Law . Employees on disability leave will not accrue sick leave credits during the disability period.

Benefits

- Benefit Start Date : Benefits begin on the eighth calendar day of the disability.
- Duration : Benefits can continue for up to 26 weeks, providing support during the recovery process.

- **Benefit Amount** : Disability benefits are calculated at 50% of the employee's average weekly wage (based on the last eight weeks of employment), up to a maximum weekly benefit of \$170.00 .

Cost

The Town covers the full cost of Short-Term Disability Insurance for all eligible employees, ensuring that employees do not need to contribute toward the premium.

Leave Entitlement

Employees eligible for Short-Term Disability Insurance may also take Disability Leave , which runs concurrently with any available Family and Medical Leave . For more details, refer to the Disability Leave Policy .

Employee's Responsibility

Employees must notify the Benefits Coordinator as soon as possible if they expect to be on a medical leave for more than seven calendar days to ensure proper processing of their disability benefits.

Workers' Compensation Insurance

The Town provides Workers' Compensation Insurance to protect all employees in the event they are injured or become disabled due to an occupational injury or illness while on the job. This coverage ensures that employees are supported and compensated for medical expenses and loss of wages related to work-related incidents.

Benefits

- **Medical Expenses** : Medical costs resulting from on-the-job injuries or occupational illnesses are covered under the Town's Workers' Compensation Insurance policy.
- **Lost Wages** : Employees may receive compensation for lost wages based on a formula using their average weekly wage . Benefits for lost wages begin after the seventh day of disability. If the disability extends beyond two weeks , compensation is provided for the first week as well.
- **Sick Leave Accumulation** : If eligible, an employee's sick leave continues to accumulate while they are on Workers' Compensation Leave .

Eligibility

Employees are eligible for Workers' Compensation benefits in the case of injuries or illnesses that occur while performing job-related duties. Medical expenses are covered starting from the first day of disability, while benefits for lost earnings begin on the seventh day of the disability.

Leave Entitlement

Employees on Workers' Compensation Leave are also eligible for Disability Leave , which runs concurrently with any available Family and Medical Leave . Refer to the Disability Leave Policy for more information on how these leaves interact.

Cost

The Town fully covers the premium for the Workers' Compensation Insurance policy. Employees do not incur any direct costs for this coverage.

Reporting Accidents

To ensure timely processing and prevent complications, any accident or injury, even if it seems minor, must be reported to the Department Head within 24 hours. Prompt medical treatment is essential for recovery and ensuring eligibility for benefits. Failure to seek timely medical care may result in delays in treatment and could jeopardize an employee's eligibility for Workers' Compensation benefits.

Professional Development Policy

The Town is committed to fostering the professional growth and expertise of its employees. We recognize that active engagement in business and technical organizations, as well as ongoing access to educational resources, plays a vital role in maintaining high standards of service and performance.

MEMBERSHIPS

- Support for Professional Memberships :
 - The Town may cover the cost of membership in a business or technical organization when such membership directly benefits an employee's role or responsibilities within the Town.
 - Requests for membership support must be submitted to the employee's Department Head for approval, demonstrating how the membership aligns with the Town's goals or enhances job performance.

TRADE PUBLICATIONS

- Access to Industry Knowledge :
 - A selection of trade journals and publications is available to employees to support professional development.
 - Employees are encouraged to regularly review these materials to stay informed of trends, updates, and innovations relevant to their field.
 - Suggestions for additional trade publications that may benefit Town operations can be submitted to Department Heads for consideration.

MEETINGS AND SEMINARS

- Participation in Professional Events :
 - When employees are asked by the Town to attend meetings, seminars, or workshops, the associated costs will generally be covered, including:
 - Registration fees.
 - Meals.
 - Travel expenses (e.g., mileage, transportation, lodging).

- Employee-Initiated Attendance :
 - Employees interested in attending professional development events not specifically requested by the Town must seek prior approval from their Department Head.
 - Depending on the event's relevance to the employee's role and the Town's objectives, full or partial reimbursement of costs may be considered.

ADDITIONAL NOTES

- Employees who attend seminars, conferences, or workshops are encouraged to share key takeaways or resources with their colleagues to maximize the value of these opportunities.
- The Town views professional development as a shared responsibility and encourages employees to take initiative in identifying opportunities for growth that align with their roles and the Town's mission.

This policy reflects the Town's dedication to supporting employees in their pursuit of continuous learning and excellence in public service.

Clothing Reimbursement Policy

The Town recognizes that appropriate attire reflects professionalism and ensures safety and functionality in the workplace. This policy outlines the guidelines and procedures for clothing and footwear reimbursement for eligible employees.

GENERAL GUIDELINES

- Annual Reimbursement :
 - The Town provides an annual clothing reimbursement to designated full-time employees.
 - Eligibility is determined based on job title , with reimbursement amounts approved annually by the Town Board.
- Approved Use :
 - Reimbursement funds must be spent on Town-approved apparel consistent with the Town's clothing standards.
 - All purchases are subject to approval by the employee's Department Head.
- Pro-Rated Reimbursement :
 - Employees hired after January 1 will receive a pro-rated reimbursement based on their start date.
- Submission Requirements :
 - Employees must submit a receipt showing the purchase amount and a detailed description of the items purchased.
- Laundry Service Option :

- Eligible employees may opt to participate in a laundry service provided by the Highway Department, if available.
- Participation in the laundry service is in lieu of receiving the clothing reimbursement.

WORK SHOES POLICY

- **Steel-Toed Footwear Requirement :**

- Full-time employees, as determined by their job titles, are required to wear steel-toed boots or shoes for safety.

- **Reimbursement :**

- Employees will be reimbursed up to an amount approved annually by the Town Board for the purchase of steel-toed footwear.

- **Submission Requirements :**

- A receipt showing the purchase amount and a detailed description of the shoes or boots must be provided.
- The submission must also include the ANSI certification tag verifying compliance with safety standards.

ADDITIONAL INFORMATION

- **Reimbursement Process :**

- Supervisors will provide employees with detailed instructions on how to submit reimbursement requests.

- **Professional Standards :**

- Employees are expected to maintain their work attire in good condition and adhere to the Town's clothing standards to ensure a professional appearance at all times.

This policy demonstrates the Town's commitment to employee safety, professionalism, and support.
January

Time Off and Leave

Bereavement Leave Policy

The Town acknowledges the emotional and logistical challenges that come with the loss of a loved one. To support employees during these difficult times, the Town provides bereavement leave for those who experience a death in their immediate family. This time off allows employees to manage arrangements and attend the funeral without the additional concern of lost income.

Compensation

- **Leave Duration** : Full-time employees are eligible for up to five (5) days of paid bereavement leave following the death of an immediate family member.
- **Pay Rate** : Bereavement leave is compensated at the employee's regular rate of pay .

Immediate Family Definition

For the purposes of this policy, immediate family includes:

- Spouse
- Parents (biological and adoptive)
- Children (biological, stepchildren, and legally adopted)
- Siblings (brothers and sisters)
- Grandparents
- Aunts and uncles
- Parents-in-law and stepparents-in-law
- Sons-in-law and daughters-in-law
- Stepparents
- Other close relatives residing in the same household or considered to be family at the discretion of the Town Supervisor and/or Highway Superintendent.

The Town reserves the right to extend this benefit to other individuals who may not fall under the categories listed above but are considered close family members .

This policy ensures that employees have the necessary time to grieve, attend services, and fulfill familial duties. Employees should notify their supervisor as soon as possible in the event of a bereavement. For additional details or questions regarding this policy, employees may reach out to the Benefits Coordinator or Supervisor .

Break Time for Nursing Mothers Policy

The Town of Mendon is committed to supporting nursing mothers. Employees who need to express breast milk are provided with reasonable break time for this purpose for up to three years after the birth of a child . Meal periods may also be used for this purpose. A nearby private, non-bathroom area will be made available for employees to express breast milk in comfort and privacy. The Town ensures that no employee will be penalized or retaliated against for choosing to express breast milk.

Employees in need of a private space should speak with their Department Head for further details and to make necessary arrangements. We are committed to supporting all employees in balancing their professional responsibilities and personal needs.

Family and Medical Leave Policy

The Town allows eligible employees to take unpaid, job-protected leave under the federal Family and Medical Leave Act (FMLA). Where state or local laws intersect with leave under this policy, the Town will comply with the law that is most favorable to the employee. Employees can contact the Town Board if they have questions regarding leave under this policy.

Eligibility

To be eligible for FMLA leave, an employee must have been employed by the Town for at least 12 months, worked at least 1,250 hours in the last 12 months and be employed at a worksite that has more than 50 or more employees within 75 miles. To qualify for leave under this policy, an employee does not need to work for the Town for 12 consecutive months.

Leave Entitlement

Eligible employees may take up to a total of 12 weeks of FMLA leave within a 12-month period. The 12-month period may be defined as a calendar or fiscal year, measured from an employee's anniversary date of hire or date an employee's first FMLA leave begins, or be determined by a "rolling" method that is measured backward from the date an employee uses any FMLA leave. Please contact Town Board for more information about how the 12-month period is calculated for FMLA leave.

Employees may use FMLA leave for any of the following reasons:

- The birth of an employee's child and to care for that child (leave must be completed within one year of the child's birth);
- The placement of a child with the employee for adoption or foster care and to care for the newly placed child (leave must be completed within one year of the child's placement);
- To care for the employee's spouse, child or parent with a serious health condition;
- To care for the employee's own serious health condition that makes them unable to perform the essential functions of their position;
- A qualifying exigency that arises because the employee's spouse, child or parent is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.

Employees may take up to 26 weeks of unpaid FMLA leave during a single 12-month period to care for a spouse, child, parent or next of kin who is a covered service member and who has a serious injury or illness related to active duty service. This leave is known as military caregiver leave. The single 12-month period for military caregiver leave begins on the first day the employee uses leave for this reason and ends

12 months later, regardless of the 12-month period the Town establishes for other FMLA leave reasons. Eligible employees are limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reasons during the single 12-month period. For example, eligible employees may use up to 12 of the 26 weeks for an FMLA-qualifying reason other than military caregiver leave or may use up to 26 weeks of military caregiver leave.

Spouses employed by the Town who are eligible for FMLA leave may be limited to a combined total of 12 weeks of leave within any 12-month period if the leave is requested for the following reasons:

- The birth of an employee's child and to care for that child;
- The placement of a child with the employee for adoption or foster care and to care for the newly placed child; and
- To care for the employee's spouse, child or parent with a serious health condition.

Spouses employed by the Town who are eligible for FMLA leave may be limited to a combined total of 26 weeks of leave within a single 12-month period if the leave is requested for military caregiver leave or a combination of military caregiver leave and leave for other FMLA-qualifying reasons.

Providing Notice of Leave

Employees must notify the Town of absences that may be covered by the FMLA. Employees must provide sufficient information regarding the reason for an absence for the Town to know that protection may exist under this policy.

If an employee's need for FMLA leave is foreseeable, the employee must provide the Town with at least 30 days' advance written notice before the leave is to begin based on an expected birth, placement for adoption or foster care, planned medical treatment for a serious health condition of the employee or of a family member, or the planned medical treatment for a serious injury or illness of a covered servicemember. For foreseeable leave due to a qualifying exigency, an employee must provide notice as soon as practicable regardless of how far in advance such leave is foreseeable. If 30 days' notice is not possible, the employee must provide the Town with notice as soon as practicable, meaning within one to two business days of learning of the need for leave. If an employee's need for FMLA leave is not foreseeable, the employee must notify the Town as soon as practicable (within one to two business days of learning of the need for leave) based on the particular facts and circumstances. Failure to provide adequate notice may result in a delay of FMLA-protected leave, depending on the particular facts and circumstances.

When planning medical treatment, the employee must consult with the Town and make a reasonable effort to schedule the treatment so as not to disrupt unduly the Town's operations and best suits the needs of the employee and the organization, subject to the approval of the health care provider.

Whether FMLA leave is continuous or taken intermittently or on a reduced schedule basis, employees only need to provide notice to the Town one time. However, if the dates of an employee's scheduled FMLA leave change or are extended (or were initially unknown), the employee must advise the Town as soon as practicable. In cases where the employee is required to provide at least 30 days' notice of foreseeable FMLA leave and fails to do so, the employee must explain the reasons why advance notice was not practicable upon the Town's request.

Medical Certification Process

Employees requesting leave because of their own or a covered family member's serious health condition may be required to provide the Town with a medical certification issued by a health care provider. The Town may also require that an employee taking leave under this policy because of a qualifying exigency or to care for a covered servicemember with a serious injury or illness be supported by a medical certification.

If medical certification will be required to take FMLA leave, the Town will provide written notice of this requirement each time a certification is required. If an employee is required to provide a medical certification, the employee must provide the Town with the requested certification within 15 calendar days of the request for leave. If an employee submits a medical certification form that is incomplete or insufficient, the Town will advise the employee in writing regarding what additional information is needed and allow the employee seven calendar days to cure any deficiencies. If the employee fails to cure the deficiencies, the Town may deny the employee's FMLA leave request.

The Town, at its expense, may require second or third certifications from health care providers. Additionally, the Town may require subsequent medical recertification. Failure to provide the requested certification within 15 days, when practicable, may delay an employee's FMLA leave.

Military Family Leave Certifications

The Town may require an employee requesting leave military caregiver leave to provide a certification completed by the military member's authorized health care provider. The Town may also require an employee taking FMLA leave for a qualifying military exigency to provide a certification as well as a copy of the military member's active-duty orders or other military documentation to substantiate the need for leave. If an employee is required to provide a certification for military caregiver leave or for a qualifying military exigency, the employee must provide the Town with the requested certification within 15 calendar days of the request for leave.

Reporting While on Leave

The Town may also require employees on FMLA leave to report periodically on their status and intent to return to work if they are taking leave because of their own serious health condition or a covered family member's serious health condition. Additionally, if the dates of an employee's FMLA leave change, are extended or were initially unknown, the employee must provide the Town reasonable notice of the changed circumstances.

Intermittent and Reduced Leave Schedule

If medically necessary, FMLA leave due to a serious health condition may be taken intermittently or on a reduced leave schedule. FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service. Leave for the birth of an employee's child and to care for that child may not be taken intermittently or on a reduced schedule unless the Town agrees. In all cases, the total amount of leave taken in a calendar year should not exceed the employee's total allotment as defined in this policy. Employees taking leave intermittently or on a reduced leave schedule for planned medical treatment must make a reasonable effort to schedule the treatment so as not to disrupt unduly the Town's operations.

If an employee needs intermittent leave or leave on a reduced schedule that is foreseeable based on planned medical treatment for the employee, a family member or a covered service member, the Town may require the employee to transfer temporarily, during the period that the intermittent or reduced leave

schedule is required, to an available alternative position for which the employee qualified and better accommodates recurring periods of leave than the employee's regular employment position. The employee will be entitled to equivalent pay and benefits but will not necessarily be assigned the same duties in the alternative position.

For employees who are classified exempt under the federal Fair Labor Standards Act, the Town can make salary deductions for any hours taken as intermittent or reduced leave during the exempt employee's workweek without impacting the employee's exempt status.

Benefit Continuation During Leave

The Town will maintain an employee's group health insurance coverage during the employee's FMLA leave on the same terms as if the employee had continued to work, if these benefits were provided to the employee before the leave was taken. Employees will be required to pay their regular portion of premiums while on leave. In some instances, the Town may recover premiums it paid to maintain health plan coverage for an employee who fails to return to work from FMLA leave.

Benefits that are accumulated based on hours worked will not accumulate during the period of an employee's FMLA leave.

Returning to Work

When leave is taken for the employee's own serious health condition, the Town may require the employee to present a fitness-for-duty certification immediately upon returning to work, except if the employee is taking intermittent leave.

Employees wishing to return to work before the scheduled expiration of their FMLA leave must notify the Town of the change in circumstances as soon as possible, but no later than two working days before their desired return date. Additionally, if an employee exhausts all leave under this policy and is still unable to return to work, the employee must notify the Town as soon as possible. The employee's situation will be reviewed to determine what rights and protections might exist under other the Town's policies.

Rights Upon Return from Leave

Upon return from FMLA leave, the employee will be returned to the position they held when leave commenced or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. However, an employee on FMLA has no greater right to reinstatement or other benefits and conditions of employment than the employee would have if the employee had been continuously employed during their FMLA leave. Therefore, employees returning from FMLA leave may be affected by a layoff, termination or other job change if the action would have occurred had the employee remained actively at work.

Key employees, defined as salaried and FMLA-eligible employees who are among the highest paid 10% of all employees at a worksite or within 75 miles of that worksite, may not be returned to their former or an equivalent position following FMLA leave if restoration of employment will cause substantial and serious economic injury to the operations of the Town. This determination will be made on a case-by-case basis. At the time a key employee gives notice of the need for FMLA leave or when leave commences, the Town will provide written notice to the employee that they qualify as a key employee and of the potential consequences concerning reinstatement and maintenance of benefits. As soon as the Town determines that the employee's restoration of employment will cause substantial and serious economic injury to the

operations of Town, the Town will notify the employee that it intends to deny reinstatement and of their rights in these instances.

Substitution of Paid Leave for Unpaid Leave

FMLA leave is unpaid. However, employees may choose to substitute (or the Town may require employees to substitute) accrued and unused paid sick, vacation or personal time off for unpaid FMLA leave. If employees choose or are required to substitute accrued paid leave during FMLA leave, the paid leave will run concurrently with FMLA leave. The substitution of paid leave for unpaid FMLA leave does not extend the 12 or 26 weeks (whichever is applicable) of the FMLA leave period. In addition, the substitution of paid leave for unpaid leave will not result in an employee receiving more than 100% of their salary. In some instances, employees may be entitled to paid family leave or sick leave under state and local laws. Contact Town Board for more information.

Employees who are receiving short- or long-term disability or workers' compensation benefits during FMLA leave will not be required to use accrued paid leave during FMLA leave. However, employees may choose to use accrued paid leave to supplement these benefits, if permitted by state law.

Definitions

Child—A biological, adopted or foster child, stepchild, legal ward or a child who is receiving day-to-day care or financial support from the employee and is under the age of 18. "Child" also includes a person 18 years of age or older who is incapable of self-care because of a mental or physical disability. For military family or qualifying exigency leave, the child does not have to be a minor (under the age of 18) and can be of any age.

- **Incapable of self-care**—The child requires active assistance or supervision to provide daily self-care in several "activities of daily living," or "instrumental activities of daily living," including adaptive activities such as caring appropriately for one's grooming and hygiene, bathing, dressing, eating or instrumental activities such as shopping, taking public transportation or maintaining a residence.
- **Physical or mental disability**—A physical or mental impairment that substantially limits one or more major life activity of the individual.

Covered service member—A member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retired list for a serious injury or illness.

Covered veteran—An individual who was a member of the Armed Forces (including the National Guard or Reserves), and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

Next of kin—The nearest blood relative (other than the covered servicemember's spouse, parent, son or daughter) in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as their nearest blood relative for purposes of military caregiver leave under the FMLA.

Parent—A biological, adoptive, step or foster parent or an individual who provides or provided day-to-day care or financial support to the child. "Parent" does not include a parent-in-law under this law.

Qualifying Exigency—includes:

- Short-notice deployment (seven days or less);
- Military events and related activities;
- Childcare and related activities;
- Financial and legal arrangements;
- Counseling;
- Rest and recuperation (up to 15 calendar days);
- Post-deployment activities;
- Parental care; and
- Additional activities agreed to by the Town and the employee.

Serious health condition—Illness, injury, impairment, or physical or mental condition that involves:

- Inpatient care in a hospital, hospice or residential medical care facility;
- A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves: 1) treatment two or more times within 30 days of the first day of incapacity, unless extenuating circumstances exist, by or under the orders of a health care provider; or 2) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a health care provider. The first (or only) visit must occur in person within seven days of the first day of incapacity;
- Any incapacity due to pregnancy or for prenatal care;
- Chronic conditions causing incapacity requiring periodic treatment (at least twice a year) by or under the supervision of a health care provider, which continue over an extended period of time and may cause an episodic rather than a continuing period of incapacity (e.g., asthma, diabetes and epilepsy);
- Permanent or long-term conditions causing incapacity and requiring continuing supervision for which treatment may not be effective (e.g., Alzheimer's, a severe stroke or the terminal stages of a disease); and
- Multiple treatments by or under the supervision of a health care provider either for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy), severe arthritis (physical therapy) or kidney disease (dialysis).

Serious Injury or Illness—can be:

- In the case of a member of the Armed Forces, including a member of the National Guard or Reserves, an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the armed forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating; or
- In the case of a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the armed forces) and that manifested itself before or after the member became a veteran and is:

- A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the armed forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank or rating;
- A physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50% or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for servicemember family leave;
- A physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
- An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Spouse—A husband or wife as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into. This definition also includes an individual in a same-sex or common law marriage that was entered into in a state that recognizes these marriages. An opposite-sex, same-sex or common law marriage that was entered into outside of any state will be recognized if the marriage is valid in the place where it was entered into and the marriage could have been entered into in at least one state.

Paid Family Leave Law Policy (General Employers) (NY)

The Town provides paid family leave benefits to eligible employees in accordance with New York's paid family leave law. Paid family leave coverage has been added as a rider on the Town's disability insurance policy.

Any paid family leave benefit will run concurrently with an employee's available entitlement under the federal Family and Medical Leave Act (FMLA) (if the employee qualifies for both New York paid family leave and federal FMLA leave), unless the Town chooses to permit otherwise. The Town will provide employees with proper notification when an employee's paid family leave is designated as FMLA leave. When paid family leave runs concurrently with an employee's FMLA leave entitlement, the Town may charge an employee's accrued paid leave in accordance with the provisions of the FMLA.

For more information regarding paid family leave, including required forms, please contact the Town Board.

Eligible Employees

An employee who works 20 hours or more per week is eligible for paid family leave benefits if the employee works for the Town for 26 or more consecutive weeks.

A part-time employee (one who works fewer than 20 hours per week) is eligible for paid family leave after they have worked for the Town for 175 days.

Duration and Amount of Benefits

Eligible employees may take up to 12 weeks of paid family leave in a consecutive 52-week period at 67% of their average weekly wage, capped at 67% of the current statewide average weekly wage (SAWW).

When an employee is eligible for paid family leave, there is no waiting period before they may receive benefits.

Paid family leave benefits are taxable non-wage income that employees must include in their gross income. Taxes will not automatically be withheld from paid family leave benefits, although employees can request voluntary tax withholding.

The Town's paid family leave benefits are administered by:

Need

Reasons for Leave

An employee may receive paid family leave benefits for any period of "family leave," defined as:

- Leave to participate in providing care, including physical or psychological care, to a family member with a serious health condition;
- Leave to bond with the employee's child during the first 12 months after the child's birth, or after the placement of the child for adoption or foster care with the employee; or
- Leave taken because of any qualifying exigency as interpreted under the federal Family and Medical Leave Act (FMLA) arising out of the fact that the spouse, domestic partner, child or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the U.S. Armed Forces.

An employee may not take paid family leave for the employee's own disability or serious health condition.

The Town is not required to permit more than one employee to use the same period of paid family leave to care for the same family member. For example, the Town may restrict spouses (who both work for the Town) from taking family leave at the same time to care for their child.

Definitions

"Child" means a biological, adopted, or foster son or daughter, a stepson or stepdaughter, a legal ward, a son or daughter of a domestic partner, or the person to whom the employee stands in loco parentis.

"Family member" means a child, stepchild, sibling, parent, stepparent, parent-in-law, grandparent, grandchild, spouse or domestic partner.

"Parent" means a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition—including transplantation preparation and recovery from surgery related to organ or tissue donation—that involves inpatient care in a hospital, hospice, or residential health care facility, continuing treatment or continuing supervision by a health care provider. "Serious health condition" also means a COVID-19 diagnosis by a health care provider.

"Sibling" means a biological or adopted sibling, a half-sibling or stepsibling.

Benefit Contributions

Paid family leave benefits are funded through employee payroll deductions. The New York Department of Financial Services updates the employee contribution rate annually, by September 1 of each year for the policy year period beginning the following January 1.

Contributions will be deducted from employees' wages on an after-tax basis. The Town will report employee contributions on IRS Form W-2.

Waiver of Paid Family Leave

If an employee is not eligible for paid family leave because they will not work 26 consecutive weeks (for employees who work 20 or more hours per week) or 175 days in a 52-week period (for employees who work fewer than 20 hours per week), they can file a waiver that relieves them of making family leave benefits contributions. Contact the Town Board for more information regarding waiving paid family leave.

Employees who choose to file a waiver are exempt from making paid family leave contributions. If employment circumstances change so that the employee would be eligible for paid family leave, the waiver will be automatically deemed revoked within eight weeks of the change. Employees who are not eligible for paid family leave that choose not to file a waiver will be obligated to make paid family leave contributions.

Limitations on Benefits

No employee is entitled to family leave benefits for more than 12 weeks during a period of 52 consecutive calendar weeks.

Also, an employee is not able to receive both state disability benefits and paid family leave benefits at the same time. If an employee is eligible for both types of benefits, the employee may be able to receive benefits under each program during consecutive periods of time (not at the same time). For example, an eligible employee may opt to receive disability and family leave benefits during the post-partum period but may not receive both benefits at the same time. No employee is entitled to more than 26 weeks of combined disability and family leave benefits during a 52-consecutive calendar week period. However, an employee may be able to supplement partial disability benefits (under workers' compensation, volunteer firefighters' benefit law or volunteer ambulance workers' benefits) with paid family leave benefits, up to the family leave benefit maximum, when combined with the partial disability benefit.

Intermittent Leave

Paid family leave benefits may be received on an intermittent basis (less than a full workweek), in increments of one full day (that is, one-fifth of the weekly benefit).

Employees taking paid family leave in weekly increments are eligible for the maximum number of leave in any 52 consecutive week period. Employees can also take paid family leave in daily increments. The maximum number of leave days an employee can take is based on the average number of days the employee works per week. For example, if an employee works an average of three days per week, the employee can take a maximum of 36 days of paid family leave.

Providing Notice and Taking Paid Family Leave

When the need for family leave is foreseeable (for example, for the birth or placement of a child or for planned medical treatment), an employee may be required to provide the Town with 30 days' advance

notice of the intention to take family leave. If the need for leave is not foreseeable, the employee must provide notice as soon as practicable. In addition, an employee must notify the Town of the specific qualifying event (type of family leave use) and the anticipated timing and duration of the leave. Employees must advise the Town as soon as practicable if the dates of a scheduled family leave change or are extended.

An employee who uses paid family leave on an intermittent basis is required to provide the Town with notice as soon as practicable before each day of intermittent leave.

An employee taking paid family leave should do the following:

- Notify the Town. When an employee wants to take paid family leave, the employee must notify the Town at least 30 days before their leave will start if it is foreseeable. Otherwise, the employee should notify the Town as soon as possible.
- Obtain required forms. An employee should contact the Town, the Town's insurance carrier, or visit PaidFamilyLeave.ny.gov to obtain the required forms.
- Complete and attach. The Request For Paid Family Leave (Form PFL-1) has sections that need to be completed by the employee and by the Town. The employee should fill out their section, make a copy and give the form to the Town to fill out Part B. The Town will return Form PFL-1 to the employee within three business days. If there is a delay, the employee does not have to wait to proceed. The employee should send the Form PFL-1 that the employee has filled out, along with the rest of their request package, directly to the Town's insurance carrier.
- Obtain and attach supporting documentation. The specific documentation or additional forms required for each type of leave are described on the request for paid family leave and at PaidFamilyLeave.ny.gov/Apply. Certification may be required (see the section below for additional details).
- Submit the request forms and supporting documentation. An employee must submit their completed request package to the Town's insurance carrier within 30 days after the start of their leave to avoid losing benefits. In most cases, the insurance carrier will pay or deny benefits within 18 calendar days of receiving the employee's completed request or their first day of leave, whichever is later.

For more information, including required forms, please contact the Town Board.

Certification

An employee may be required to provide medical certification completed by a health care provider to support the need for family leave. In all instances where certification is required, it is the employee's responsibility to provide a complete and sufficient certification. A failure to do so may result in the denial of family leave.

When leave is taken because of the serious health condition of a family member, the employee may be required to obtain a medical certification from a health care provider that sets forth the following information:

- Name, address, telephone number, email address (if available), license number and state of license of the health care provider, and the type of medical practice/specialization;
- Approximate date on which the serious health condition commenced, and its probable duration;
- Certification regarding the patient's health condition for which paid family leave is requested (the certification must be sufficient to support the need for leave); and

- An estimate of the frequency and duration of the leave required to care for the family member, including whether the need for care is continuing or on an intermittent basis.

When leave is taken to bond with a child due to birth, adoption or foster care placement, an employee may be required to provide proof of eligibility. This might include, for example, a birth certificate, a court document indicating that an adoption is in process or is being finalized, or a letter of placement issued by the county or city department of social services or local volunteer agency. Documentation may differ depending on, for example, an employee's relationship to the child.

The first time an employee requests leave because of a qualifying exigency arising out of the covered active duty or call to covered active duty status (or notification of an impending call or order to covered active duty) of a military member, an employee may be required to provide a copy of the military member's active duty orders or other documentation issued by the military which indicates that the military member is on covered active duty or call to covered active duty status, and the dates of the military member's covered active duty service.

Additional details may apply. Contact the Town Board for more information regarding certification.

Benefits During Leave

The Town will maintain an employee's group health plan benefits for the duration of paid family leave as if the employee had continued to work. The employee must continue to make any normal contributions to the cost of the health insurance premiums. Failure to make timely premium payments may result in termination of the employee's health coverage. Additionally, an employee will not lose any benefits accrued during employment prior to taking family leave.

The Town may offer an employee who has accrued and unused vacation or other paid time off to use their accrued and available vacation, or other paid time off, to receive a full salary while on family leave (in lieu of the paid family leave benefit). If an employee chooses to use available paid leave, the Town may seek reimbursement of the balance covered by paid family leave benefits.

Return From Leave

An employee who takes paid family leave for a permitted reason will be reinstated to their original position upon return to work, or to a comparable position with equal pay, benefits and other terms and conditions of employment.

Retaliation Prohibited

The Town will not discharge, fail to reinstate or in any other manner discriminate against an employee who takes or attempts to take paid family leave.

Jury Duty Policy

The Town recognizes that jury duty is an essential civic responsibility and strives to support employees who are required to participate in this process. Similarly, employees who are subpoenaed to appear in court for various reasons are provided with leave provisions.

Jury Duty Pay

- **Compensation** : Employees called to serve on a jury will continue to receive their regularly scheduled wages for the entire duration of their jury duty.
- **Remuneration** : Any payment received from the court for jury service (excluding mileage and parking fee reimbursements) must be endorsed to the Town.
- **Retention of Benefits** : Employees will continue to receive their regular benefits and wages while serving on jury duty.

Documentation

- Employees must submit a Jury Duty Attendance Certificate to their supervisor. This certificate must indicate the dates served and can be obtained from the court once the jury duty is completed.
- The Town requires this documentation to ensure accurate record-keeping and verify the dates of absence.

Time Away from Work

- Employees are expected to return to work if they are excused from jury duty during their normal working hours. This ensures minimal disruption to the operations of the Town and fairness to all employees.
- In the event of a lengthy jury duty service, employees should keep their supervisor informed about their expected return to work.

Court Attendance

- **Subpoenaed Employees** : Employees subpoenaed to attend court as a witness in a criminal proceeding or as a victim of a crime will be granted unpaid leave for the duration of their court attendance.
- **Use of Paid Time Off** : If preferred, employees may use vacation or personal leave days to cover time away from work due to court attendance. This leave is available at the employee's discretion, subject to approval.

Military Service Leave Policy

The Town recognizes and honors the commitment of employees who serve in any branch of the military or other uniformed services of the United States. We are dedicated to supporting employees who are called to serve and ensuring their employment rights are protected under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) , as well as relevant state military leave laws.

Leave and Reemployment

- **Leave Entitlement** : Employees who are called to serve on active or reserve military duty will be granted a leave of absence for the duration of their service, up to the maximum period required by law.
- **Reemployment Rights** : The Town is fully committed to preserving the job rights of employees who take military leave. Upon completion of their military service, employees will be reinstated to their position or a position of similar status and pay, in accordance with USERRA and applicable state regulations.

Compensation

- **Payment During Military Leave** : After three months of employment, employees on military leave will be paid the difference between their regular weekly compensation (base rate) and the military pay they receive for the duration of the leave.
- **Unpaid Military Leave** : Employees may choose to apply accrued vacation benefits to cover their absence, if desired.

Health Care Continuation

- **Less Than 31 Days** : Employees on military leave for less than 31 days are entitled to continue their group health plan coverage under the same conditions as if they had remained employed.
- **More Than 30 Days** : For military leaves lasting more than 30 days , employees may choose to continue their health care coverage through COBRA, in accordance with USERRA. For detailed information on how health care continuation applies to military leave, employees should contact the Benefits Coordinator .

Spousal Leave

- **Eligibility** : In accordance with New York State law , spouses of military personnel (U.S. armed forces, National Guard, or reserves) who are deployed to a combat area during a period of military conflict are entitled to up to 10 days of unpaid leave . The spouse must work an average of at least 20 hours per week to qualify for this leave. The leave must be taken while the military personnel is on leave from their deployment.

Notification of Supervisor

- Employees are expected to inform their supervisor as far in advance as possible regarding their need for military or spousal leave. Military orders or documentation must be submitted to the Benefits Coordinator to ensure proper processing of the leave request.

Other Leaves

- Military leave may run concurrently with Family and Medical Leave (FMLA) where applicable. The Town remains committed to supporting its employees who serve in the military and ensures that their rights are protected, including their employment, compensation, and benefits during their time away for service. Employees should reach out to the Benefits Coordinator for additional information or assistance regarding military leave and benefits.

Paid Prenatal Personal Leave (NY)

The Town provides employees with 20 hours of paid prenatal personal leave during any 52-week period. Employees may use paid prenatal personal leave for health care services received by the employee during their pregnancy or related to their pregnancy, including physical examinations, medical procedures, monitoring and testing, and discussions with a health care provider related to the pregnancy. Only employees directly receiving prenatal health care may use this leave. Spouses, partners or other support persons cannot use paid prenatal personal leave to attend prenatal appointments with a pregnant person. Paid prenatal personal leave may be taken in hourly increments. The Town will pay employees their regular rate of pay or the applicable minimum wage, whichever is greater, for the use of paid prenatal personal leave.

Paid prenatal personal leave is separate from any existing paid leave benefits the Town provides employees or paid leave required under federal, state or local law. The Town will not require an employee to choose one leave type over another or require an employee to exhaust one type of leave before using paid prenatal personal leave. Employees requesting leave under this policy must comply with the Town's existing notice and request procedures for time off.

In general, employees taking leave under this policy will not be required to provide verification of their need for paid prenatal personal leave. Additionally, the Town will not require employees to disclose confidential information about their health conditions as a condition of requesting paid prenatal personal leave. However, the Town will keep an employee's health information confidential in accordance with federal, state and local law.

Upon separation from employment, the Town does not pay employees for their unused paid prenatal personal leave.

Volunteer Emergency Responder Leave Policy (NY)

The Town acknowledges the vital role that volunteer firefighters and ambulance personnel play in ensuring the safety and well-being of our community. This policy outlines the Town's support for employees who serve in these capacities during emergencies.

ELIGIBILITY

- Who Qualifies :
 - Employees actively serving as volunteer firefighters or ambulance personnel.
 - Eligibility applies when a State or local state of emergency is officially declared by:
 - The Governor, or
 - A local government executive, such as a city mayor or town supervisor.
- Conditions for Leave :
 - The employee's volunteer duties must directly relate to addressing or resolving the declared emergency.
 - Leave under this policy is unpaid unless otherwise required by law.

NOTIFICATION REQUIREMENTS

- Employee Responsibility :
 - Employees must inform their Department Head immediately upon becoming aware of the need for leave. Timely communication ensures the Town can manage staffing and workload effectively.
- Documentation :
 - The Town reserves the right to request written verification from the head of the employee's volunteer fire department or ambulance service.

- The documentation must certify the period(s) of time the employee actively participated in responding to the declared emergency.

GENERAL GUIDELINES

- The Town values its employees' contributions to emergency services and appreciates their dedication to public safety.
- This policy complies with all applicable state and federal laws and is intended to balance the needs of the community with the operational requirements of the Town.
- Supervisors are encouraged to work collaboratively with employees who request leave under this policy to minimize disruptions to Town operations while supporting their volunteer commitments.

This policy reflects the Town's commitment to supporting its employees who serve the community in emergency response roles.

Religious Observance Policy

The Town respects the individual religious beliefs and practices of all employees. To this end, the Town complies with all applicable federal, state and local laws that prohibit discrimination based on religion. Additionally, the Town will reasonably accommodate an employee's sincerely held religious beliefs and practices unless doing so would create an undue hardship on the Town.

An employee whose religious beliefs and practices conflict with their job duties, schedule or any Town policy on dress or appearance and who seeks religious accommodation must notify the Town that an adjustment is needed. The employee can do this by submitting a written request to Town Board. The employee's request should include the specific Town policy or practice that conflicts with the employee's religious beliefs and practices and identify the accommodation being requested. After receiving the employee's request, the Town will engage in an interactive dialogue with the employee to discuss potential accommodations that could resolve the conflict between the employee's religious beliefs and practices and the work requirement. If needed, Town Board will meet with the employee concerning their request. The employee's request will be evaluated to determine whether a conflict exists and whether an accommodation is available that is reasonable and would not create an undue hardship on the Town. Examples of adjustments to accommodate an employee's religious beliefs or practices include flexible or alternative scheduling, voluntary shift substitutions, job reassignment or lateral transfers, or exceptions to dress or grooming requirements. The Town is not required to provide the specific accommodation requested by the employee and can provide an alternative accommodation.

Additionally, the Town provides one day of paid leave annually to employees who, for religious reasons, must be away from the office on days of normal operation. Employees must follow the Town's notice requirements when requesting time off. Beyond this, the Town will work with individual employees to provide reasonable accommodations that allow for personal religious practices and do not create an undue hardship on the Town.

The Town will not discriminate or retaliate against an employee who requests a religious accommodation or leave for religious reasons under this policy.

Sick Leave

Employees who are absent due to illness or injury may be eligible for paid leave through the Town's Sick Days Plan . They may also qualify for disability insurance or Workers' Compensation benefits, if applicable.

Sick Day Eligibility

Full-time employees are eligible for sick days, which are calculated based on the calendar year . Sick days are awarded according to the following schedule:

- Upon hiring employees receive 3 days
- After 1 year of continuous employment: an additional 2 days, for a total of 5 days
- After 3 years of continuous employment: an additional 3 days, for a total of 8 days
- After 4 years : One additional day per year, up to a maximum of 20 days per year

Sick days will be tracked in eligible hours . To convert one day into hours, use the average number of hours worked in a day during the work week. When taking sick time, the number of hours used will correspond to the number of hours the employee would have worked on that particular day.

Use of Sick Days

Sick days can be used for the employee's own illness or injury, or for the illness or injury of a spouse , child , parent , or dependent . Sick leave can also be used for preplanned medical or dental appointments for the employee or their immediate family members.

Sick time may be taken in full-day or half-day increments with Department Head approval .

Sick Day Pay

Sick day pay is calculated based on the number of hours the employee is regularly scheduled to work , paid at their straight-time hourly rate .

Employee's Responsibility

- Employees who are going to be late or absent must personally call the Department Head . If the office is closed, employees may leave a message.
- Employees who are absent for three consecutive days without notifying their Department Head will be considered to have voluntarily resigned from their position.

Sick Leave During Disability or Leave of Absence

Sick leave credits will not accrue during a period of disability or leave of absence, except in cases of Worker's Compensation , where sick leave continues to accrue.

Overtime Eligibility After Sick Leave

Employees returning from sick leave must work one full day before becoming eligible for overtime .

Carryover of Sick Days

Sick days can accumulate up to a maximum of 200 days . The Town has arranged with the New York State and Local Retirement System to apply Subdivision U) of §41 of the Retirement and Social Security Law . This allows employees in Tiers 1 through 5 to apply up to 165 unused sick days toward additional service credits at retirement.

For Tier 6 members (employees hired on or after April 1, 2012), up to 100 unused sick days can be credited at retirement.

These accumulated days provide financial protection for employees in case of illness or injury, helping to cover lost earnings during absences.

Pay in Lieu of Sick Days

Employees cannot receive pay in lieu of using sick days .

Sick Pay at Termination

Unused sick days will not be paid out upon termination of employment.

Personal Days (NY)

Employees who need time off for personal matters, illness, or injury may be eligible for paid leave through the Town's Personal Day Plan .

Personal Day Eligibility

Full-time employees are eligible for two personal days annually . These personal days are calculated on a calendar year basis.

Use of Personal Days

Personal days can be used for any personal matter, including personal appointments, family matters, or unexpected situations that require the employee's attention. Personal days will be tracked in eligible hours . To convert one day into hours, use the average number of hours worked in a day over the course of the work week. When determining personal time used, the hours used will correspond to the hours the employee would have worked on that particular day.

Employee's Responsibility

- Employees who are going to be late or absent must personally contact the Department Head . If the office is closed, employees may leave a message.
- Employees who are absent for three consecutive days without contacting their Department Head will be considered to have voluntarily resigned from their position.

Carryover of Personal Days

Personal days cannot be carried over from one year to the next. All unused personal days will expire at the end of the calendar year.

Personal Days at Termination

Unused personal days will not be paid out upon termination of employment.

Vacation Policy

The Town provides eligible employees with paid vacation leave to promote rest, relaxation, and well-being.

Eligibility

Vacation accrual is based on the calendar year . Full-time employees become eligible for paid vacation according to the following schedule:

- Hire Date: 1/1–3/31 : 9 days of vacation after 60 days of employment
- Hire Date: 4/1–6/30 : 6 days of vacation after 60 days of employment
- Hire Date: 7/1–9/30 : 3 days of vacation after 60 days of employment
- Hire Date: 10/1–12/31 : No vacation days during the first year

On January 1st following the employee's hire date, they will be eligible for 10 working days of vacation. After that, employees will accrue one additional vacation day per year up to a maximum of 25 working days .

Vacation time is tracked in eligible hours . To convert one day into hours, use the average number of hours worked in a day in a work week. When determining vacation time used, the hours must correspond to the hours the employee would have worked on the specific day.

Scheduling

The Town aims to accommodate vacation requests. However, due to operational requirements, coordination between departments is necessary. Vacation time may be taken hourly increments with the approval of the Department Head .

- All vacation requests are subject to Department Head approval .
- If an employee changes their vacation request later in the year, they must obtain new approval based on workload and existing vacation schedules.
- Highway Department personnel entitled to 10 or more vacation days must take at least one consecutive week of vacation, typically determined by the Highway Superintendent . A consecutive week may include a holiday within it.

Holiday During Vacation If an employee is on vacation when a paid holiday occurs, they will receive holiday pay at their straight-time hourly rate without being charged for the vacation day.

Deferral of Vacation Time

Vacation time must be taken during the calendar year . Unused vacation time cannot be carried over into the following year, unless an employee is out on job-protected leave of absence through the fourth quarter of the year and is not able to use vacation time, up to 60 hours may be carried over to the new year.

Vacation Pay

Vacation pay is based on the number of hours the employee is regularly scheduled to work, paid at their straight-time hourly rate .

Excess Leave and Unpaid Vacation

- Any vacation taken beyond the employee's allotment will be unpaid and must be approved in advance by the Department Head.
- All available vacation time must be used before requesting any unpaid leave .

Pay in Lieu of Vacation

Employees are not permitted to receive pay in lieu of vacation . Time off must be taken rather than compensated financially.

Vacation Pay at Termination

- Employees who voluntarily resign, giving at least two weeks' notice , will be paid for any eligible, unused vacation time .
- Employees who resign without the required notice, or employees who are terminated by the Town, will not be paid for unused vacation time.

Voting Policy

The Town strongly supports the civic duty of voting and believes all employees should have the opportunity to exercise their right to vote in local, state, and federal elections.

Time Away from Work

- Paid Time Off : Employees who do not have sufficient time to vote outside of their regular working hours are entitled to take paid time off, up to two hours , to vote. This time off will be granted either at the beginning or the end of the employee's shift, as needed.
- Election Time Restrictions : Time off will not be granted if the polls are open for at least four consecutive hours before or after the employee's work shift.
- Return to Work : Employees must return to work immediately after voting if their shift has not ended.

Advance Notice

- Request Process : Employees must submit a written request for time off to vote at least two workdays in advance . Requests should be directed to the employee's Department Head for approval.

The Town encourages employees to participate in the democratic process and ensures they have the necessary time to cast their vote without impacting their pay or work responsibilities.

Blood and Bone Marrow Donor Leave Policy (NY)

The Town provides eligible employees with leave to donate blood and bone marrow.

Blood Donation Leave

The Town provides eligible employees either:

- Up to three hours of unpaid leave during an employee's regular work schedule in any 12-month period to donate blood away from the Town's premises; or
- Paid leave to donate blood during an employee's regular work schedule at least twice each year without using any accumulated vacation, personal sick or other already existing leave time at a convenient time and place set by the Town, which may include a blood drive at the employee's place of employment.

Under this policy, a "convenient time and place set by the Town" means a time that will not require an employee to attend outside their normal work hours or to travel to a location that is not a reasonable travel distance for employees.

Bone Marrow Leave

The total length of an employee's bone marrow donation leave is determined by the employee's physician, but it may not exceed 24 work hours for each bone marrow donation unless the Town agrees otherwise. The Town does not limit how frequently an employee may take bone marrow donation leave. Leave under this policy includes time for recovery and follow-up medical care related to bone marrow donation.

Eligibility

To be eligible for blood and bone marrow donation leave, employees must work an average of 20 or more hours per week.

Notice

Blood Donation Leave

The Town may require employees to provide three working days advance notice for off-premises blood donation and two days advance notice for blood donation at a convenient time and place set by the Town.

The Town may require up to 10 working days' notice under the following conditions:

- The employee taking blood donation leave works in a job position that is essential to the Town's operation or necessary to comply with legal requirements; and
- Three days' notice is insufficient time for the Town to fill the employee's position for the donation period.

If an employee needs to donate blood for their own surgery or the surgery of a family member in an emergency, the Town will accommodate a shorter notice period than required under this policy.

Bone Marrow Leave

The Town may require employees to provide notice at least 24 hours before a scheduled bone marrow donation or as soon as possible after receiving a request for an unscheduled bone marrow donation.

Documentation

Blood Donation Leave

For any employee taking leave to donate blood off-premises, the Town may require the employee to provide proof of blood donation. Proof may include a notice of blood donation or good faith effort at blood donation from a blood bank or some other proof sufficient for this purpose.

Bone Marrow Leave

The Town may require an employee taking bone donor leave to provide physician verification of the purpose and length of each bone marrow donation leave requested by the employee.

Personal Leave of Absence

The Town recognizes that there may be occasions when employees require time away from work for personal reasons not covered by other leave policies. To support such circumstances, a personal leave of absence without pay may be considered, subject to operational needs and the Town's commitment to serving the public effectively.

ELIGIBILITY

Employees are eligible to request a personal leave of absence after completing at least one year of continuous service with the Town.

PURPOSE

A personal leave of absence is intended to address compelling personal circumstances that are not covered by any other leave policy or federal or state-mandated leaves, such as those provided under the Family and Medical Leave Act (FMLA).

PROCEDURE FOR REQUESTS

1. Submission of Request :

- Employees must submit a written request for a personal leave of absence to their Department Head as far in advance as possible. The request should clearly outline the reason for the leave and the anticipated duration.

2. Review and Approval Process :

- The Department Head will forward the request to the Town Board for review.
- The Town Board will evaluate the request, taking into consideration the Town's staffing needs, operational priorities, and the impact on public service.
- Employees will be informed in writing of the Town Board's decision.

3. Exhaustion of Accrued Leave :

- Eligible but unused vacation and personal time must be exhausted before a personal leave of absence will be granted.

BENEFIT STATUS WHILE ON LEAVE

- Suspension of Benefits :

- During an approved personal leave of absence, all benefits, including employer contributions to health insurance, will be temporarily suspended.

- No service credit will be accrued for vacation or other paid time off while on leave.

- Continuation of Health Insurance :

- Employees may be eligible to continue health insurance coverage at their own expense under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Employees should contact the Benefits Coordinator for details on coverage and premium payment requirements.

REINSTATEMENT

- Return to Work :

- The Town will make reasonable efforts to reinstate an employee returning from an approved personal leave to their previous position or a comparable one with equivalent pay, benefits, and responsibilities.

- No Guarantee of Reinstatement :

- Due to staffing needs and operational demands, the Town cannot guarantee that the employee's original position, or any other position, will be available upon their return from leave.

ADDITIONAL NOTES

- The Town retains the discretion to deny a request for personal leave if granting it would adversely impact public service or operational needs.

- Employees are encouraged to plan their personal leave thoughtfully to minimize disruptions to their department and the community they serve.

This policy ensures that personal leave requests are considered with fairness while maintaining the Town's ability to meet its essential obligations to the public.

Workplace Safety

Safety Through Teamwork

The Town is fully committed to creating and maintaining a safe working environment for all employees. Safety is a shared responsibility, requiring vigilance and cooperation from every team member. By fostering a culture of teamwork and accountability, we can ensure that our workplace is as safe and secure as possible.

A SHARED COMMITMENT TO SAFETY

- The Town's Responsibility :
 - Provide and maintain a safe workplace for employees.
 - Enforce safety standards and practices.
 - Act promptly to resolve unsafe conditions.
- Employees' Responsibility :
 - Work in a safe manner consistent with the Town's safety policies.
 - Support efforts to promote a safe environment by staying alert and proactive.

Safety is a team effort , and it requires everyone's active participation.

EVERYONE IS RESPONSIBLE FOR SAFETY

- Reporting Unsafe Conditions :
 - Employees must immediately notify their Department Head of any unsafe conditions or hazards.
 - Appropriate action will be taken promptly to investigate and correct the situation.

ACCIDENT REPORTING

- All workplace injuries, no matter how minor they may seem, must be reported to your Department Head immediately .
- When reporting an injury, provide a clear explanation of how it occurred to assist with necessary follow-up and prevention measures.

EMPLOYEE SAFETY RESPONSIBILITIES

To maintain a safe work environment, every employee is expected to:

1. Understand and Follow Safety Guidelines :
 - Be familiar with and apply all safety measures relevant to your duties.

2. Know Emergency Resources :

- Understand the locations, contents, and proper use of first aid kits and firefighting equipment.

3. Fully Understand Job Duties :

- If uncertain about any aspect of your job or work environment, seek guidance from your Department Head before proceeding.

4. Report Accidents and Near Misses :

- Promptly report any accident or close call to your Department Head, even if no injury or damage occurred.

5. Cooperate with Safety Initiatives :

- Participate in the implementation of improved safety measures and procedures.

6. Report Defective Equipment or Unsafe Conditions :

- Inform your Department Head immediately of any damaged or malfunctioning equipment or other unsafe conditions.

An unsafe worker is a risk to themselves, their coworkers, and the Town's resources. Your commitment to safety helps protect everyone and everything in our workplace.

SAFETY VIOLATIONS

Violating a safety policy or failing to adhere to safety measures is itself an unsafe act. Such violations:

- Will be taken seriously.
- May result in disciplinary action, determined by the severity of the violation.

By embracing safety as a core value and working together, we can maintain a secure and injury-free workplace. Your vigilance and cooperation are essential to the Town's commitment to safety.

Alcohol Consumption

The Town is committed to providing a safe, productive and professional workplace for all employees. Consequently, the Town maintains an alcohol-free workplace. While on the Town's premises and conducting business-related activities, employees are prohibited from using, possessing, distributing, selling or being under the influence of alcohol. The Town does not tolerate employees being under the influence of alcohol while at work. To that end, alcoholic beverages are not to be served in offices or work areas. Additionally, employees must refrain from consuming alcohol during their lunch hour, unless they attend a pre-approved event by the Town.

At times, the Town may sponsor business or social events where alcohol may be served, including Town or department outings, networking or industry events, business-related receptions and happy hours. Alcohol may only be served at Town functions or events with the express permission of the Town's president or executive director. During such events, the Town encourages all employees to maintain a

level of professionalism when in the presence of alcohol and to avoid excessive alcohol consumption. If an employee chooses to consume alcohol at these events, the employee must do so responsibly and in moderation. Generally, employees should limit their intake to two alcoholic beverages at such events. All other Town policies regarding acceptable conduct remain applicable to events on-site or off-site where alcohol may be present.

Violations of this policy may result in disciplinary action, up to and including termination.

The Town reserves the right to conduct alcohol testing if an employee is suspected of being under the influence of alcohol during working hours or if there is an incident involving safety.

Employees who may be struggling with alcohol dependency are encouraged to seek help. The Town may offer support through Employee Assistance Programs and referrals to counseling or rehabilitation services. The Town will keep all requests for assistance confidential.

Drug-free Workspace Policy

The Town takes the problem of illegal drug abuse seriously and is committed to providing a substance abuse-free workplace for its employees. Substance abuse of any kind is inconsistent with the behavior expected of the Town's employees, subjects all employees and visitors to the Town's facilities to unacceptable safety risks and undermines the Town's ability to operate effectively and efficiently.

The Town is committed to providing a safe, productive and professional workplace for all employees. Consequently, the Town maintains a drug-free workplace. While on the Town's premises and conducting business-related activities, employees are prohibited from using, possessing, distributing, selling or being under the influence of illegal drugs or other intoxicating substances. The Town does not tolerate employees being under the influence of illegal drugs or other intoxicating substances while at work.

Employees are prohibited from the following when reporting to work, while on the job, on Town or customer premises or surrounding areas, or in any vehicle used for Town business:

- The unlawful use, possession, transportation, manufacture, sale, dispensation or other distribution of an illegal or controlled substance or drug paraphernalia; or
- Being under the influence of drugs or an intoxicating substance or having a detectable amount of illegal or controlled substance in blood or urine.

Violations of this policy may result in disciplinary action, up to and including termination.

Employees convicted under any criminal drug statute for a violation occurring while on the job, on Town or customer premises, or in any vehicle used for Town business must notify the Town no later than five days after such a conviction. A conviction includes any finding of guilt or plea of no contest and/or imposition of a fine, jail sentence or other penalty. Disciplinary action will be taken for drug-related crimes, regardless of whether they happen during working hours or on an employee's own, in accordance with applicable laws.

The Town reserves the right to conduct drug testing if an employee is suspected of being under the influence of illegal drugs or other intoxicating substances during working hours or if there is an incident involving safety. Drug testing will be carried out in accordance with any applicable federal, state or local laws and regulations.

Employees who may be struggling with drug dependency are encouraged to seek help. The Town may offer support through Employee Assistance Programs and referrals to counseling or rehabilitation services. The Town will keep all requests for assistance confidential.

Drug and Alcohol Testing

Testing is an essential part of this policy and may occur in the following circumstances:

1. Reasonable Cause Testing Employees may be tested if there is documented evidence of potential substance use, such as:

- Performance issues, including frequent absences or tardiness.
- Observable physical signs of impairment.
- Presence of drug/alcohol paraphernalia.

Refusal to consent to testing may result in immediate termination.

2. Post-Accident Testing

Employees will be tested following:

- Preventable on-the-job accidents or injuries.
- Incidents causing damage to Town property or equipment.
- OSHA-recordable injuries or repeated minor injuries due to unsafe acts.

Refusal to consent may result in immediate termination.

3. Random Testing

The Town conducts random testing throughout the year using a third-party administrator. This ensures impartial selection and testing procedures. Employees must comply with testing on the date and time specified. Refusal to comply may result in immediate termination.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Town provides a confidential Employee Assistance Program (EAP) to support employees and their families. The EAP offers resources for addressing personal challenges, including substance abuse. Employees struggling with drugs or alcohol are encouraged to seek help through the EAP for counseling and treatment resources.

VIOLATIONS AND CONSEQUENCES

Violation of this policy will result in disciplinary action, up to and including termination.

ADMINISTRATION

The Town Supervisor is responsible for implementing and managing this policy.

Employees are encouraged to direct questions or concerns about this policy to the Town Supervisor. Your cooperation is essential in maintaining a safe, alcohol- and drug-free workplace.

Smoking Policy

The Town is committed to providing a safe and healthy workplace and promoting the health and well-being of its employees. Therefore, to provide a safe and healthy working environment for all employees, smoking or tobacco use is strictly prohibited in all areas of the Town's premises, including public areas, conference rooms, cafeterias, break areas, patios, stairwells and restrooms, company vehicles or within 20 feet of any building entrance, window or ventilation system. For purposes of this policy, smoking is defined as the use of cigarettes, electronic cigarettes, cigars or pipes of any kind.

Smoking is permitted only in designated outdoor areas. Employees must dispose of any waste in the trash receptacles provided by the Town. Employees smoking in designated outdoor areas should be considerate of their colleagues, customers and members of the public. Additionally, employees who smoke or use tobacco must observe the same guidelines as non-smokers for the frequency and length of break periods.

Smoking Policy (NY)

In order to provide a safe and comfortable working environment for all employees, smoking and vaping are strictly prohibited at all times inside any Town building.

Substance Abuse Policy

The Town recognizes alcohol and drug abuse as potential health, safety and security problems. The Town expects all employees to assist in maintaining a work environment free from the effects of alcohol, illegal drugs or other intoxicating substances. Compliance with this substance abuse policy is made a condition of employment, and violations of the policy may lead to discipline, up to and including discharge.

All employees are prohibited from engaging in the unlawful manufacture, possession, use, distribution or purchase of illicit drugs, alcohol or other intoxicants, as well as the misuse of prescription drugs on the Town's premises or at any time and any place during working hours. While the Town cannot control an employee's behavior off the premises on the employee's own time, the Town encourages employees to behave responsibly and appropriately at all times. All employees are required to report to their jobs in appropriate mental and physical condition, ready to work.

Substance abuse is an illness that can be treated. Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. Employees may ask their immediate supervisor, designated manager or the Town Board for assistance in seeking help to address substance abuse. An employee's immediate supervisor, designated manager or the Town Board can help the employee determine coverage available for such assistance and treatment under the Town's medical insurance plan.

When work performance is impaired, admission to or use of a treatment or other program does not preclude appropriate action by the Town.

Any violator of this substance abuse policy will be subject to disciplinary action up to and including termination of employment.

Workplace Safety and Accident Rules

The Town wants to ensure that all employees remain safe and injury-free at all times. The Town complies with all applicable safety laws and regulations. To ensure that accidents are avoided whenever possible, the Town expects employees to refrain from horseplay, careless behavior and negligent actions in the workplace. It is the Town's policy to maintain a safe and secure working environment for all employees, clients and visitors.

While working, employees must observe safety precautions to ensure their own safety and the safety of others. All work areas must be kept clean and free of clutter and debris. Employees should only use equipment, machinery and tools if they are authorized and properly trained. Where applicable, employees must wear required personal protective equipment, such as gloves, helmets, safety glasses and masks. Any hazards, potentially dangerous conditions and equipment malfunctions must be corrected immediately or reported to a supervisor or the Town Board. All employees are responsible for participating in safety training, following safety instructions, correcting or reporting unsafe behavior and encouraging others to work safely.

If an employee is involved in an accident, the employee must:

- Report the accident to their supervisor or the Town Board immediately;
- Obtain any necessary medical treatment;
- Complete an Accident Report, regardless of the severity of the injury, within 24 hours of the accident or incident; and
- If the employee must seek additional medical treatment, obtain their supervisor's consent before leaving the premises.

If the accident or incident results in a serious injury, employees should also call 911. Additionally, if there are any internal or external investigations related to the accident, employees are required to assist in the investigation. Employees who fail to comply with this procedure may be subject to disciplinary action, up to and including termination.

To help ensure the safety of all employees, first aid kits are available at designated locations. Emergency exits, fire extinguishers and alarm pull stations must be kept clear and accessible at all times. Employees should familiarize themselves with the building's evacuation routes and emergency protocols.

To ensure the health and safety of employees and the security of the Town's equipment and facilities, the Town prohibits the possession, use of illegal drugs or dangerous weapons, or unsponsored use of alcohol on Town property. A license to carry a dangerous weapon on Town property does not supersede Town policy. Any employee who violates this policy will be subject to prompt disciplinary action, up to and including termination.

The Town reserves the right at any time and at its discretion to search all Town-owned, rented or leased vehicles and all vehicles, packages, containers, briefcases, laptop bags, purses, lockers, desks, enclosures and persons entering Town property, to determine whether any weapon has been brought onto the Town's property in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination.

Employees are strictly prohibited from willfully disregarding the Town's safety rules, tampering with safety devices or equipment, failing to report accidents or injuries, working under the influence of illegal drugs or

alcohol and engaging in violent or threatening behavior. Engaging in these behaviors may result in disciplinary action, up to and including termination.

Any violation of this policy may lead to disciplinary action, up to and including termination of employment.

Workplace Violence Prevention

The Town is committed to preventing workplace violence and ensuring a safe workplace for all employees. The Town will not tolerate violence or threats of violence of any form in the workplace, at work-related functions or outside of work if it affects the workplace. This policy applies to Town employees, clients, customers, guests, vendors and persons doing business with the Town.

It is a violation of this policy to engage in any conduct, verbal or physical, that intimidates, endangers or creates the perception of intimidation or intent to harm persons or property. Examples include, but are not limited to, the following:

- Physical assaults or threats of physical assault, whether made in person or by other means (e.g., in writing or by phone, fax or email);
- Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of another individual;
- Possessing, brandishing or using firearms, explosives or weapons, concealed or otherwise, while on the Town's premises or on working time while representing the Town;
- Violating a restraining order, order of protection or other court order;
- Intentionally damaging the Town's property or the property of another employee; or
- Any other conduct or acts that the Town believes represent an imminent or potential danger to safety or security.

Employees should immediately report any potentially dangerous situations to their manager or the Town Board. The Town will protect the identity of the individual making a report to the maximum extent possible, except where there is a legitimate need to know. The Town will promptly and thoroughly investigate any reported occurrences or threats of violence. To maintain workplace safety and the integrity of its investigation, the Town may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation. Violations of this policy will result in disciplinary action, up to and including immediate termination. When such actions involve non-employees, the Town will take action appropriate for the circumstances. When appropriate, the Town will also take any legal actions available and necessary to stop the conduct and protect the Town, its employees and property.

The Town will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities.

If employees have questions about this policy or behaviors that fall under this policy, they should discuss them with their supervisor or the Town Board.

Workplace Searches Policy

To maintain a safe and secure work environment, prevent theft of Town or personal property, and ensure adherence to Town policies, the Town of Mendon reserves the right to conduct searches of any person, vehicle, or object that enters Town property, with or without reasonable suspicion that a policy or legal violation has occurred.

SEARCHES OF PERSONAL ITEMS AND VEHICLES

The Town retains the authority to search the following items, whether on Town property or not:

- Lockers
- Desks, file cabinets, and files
- Briefcases, bags, and toolboxes
- Lunch bags, purses, clothing
- Vehicles parked on Town property, including personal vehicles

The Town may also conduct searches of Town-owned vehicles primarily used by employees, regardless of the vehicle's location. These searches are intended to ensure that no dangerous, stolen, or unauthorized items are present on Town property or in vehicles used for Town business.

SEARCH PROCEDURES

- Town management may conduct these searches as needed. Searches will be carried out in a manner that respects privacy while ensuring safety and compliance with Town policies.
- In certain situations, the Town reserves the right to authorize law enforcement officers to conduct searches on Town property, with or without the presence of the employee involved.

IMPACT OF SEARCHES

- Searches are designed to maintain a safe, respectful, and productive workplace.
- Employees are expected to cooperate with all search requests. Failure to do so may result in disciplinary action. This policy helps ensure that Town property is protected and that employees are working in a secure environment, free from hazards or the risk of theft.

Pandemic Illness Policy

The Town of Mendon is dedicated to maintaining a safe and healthy workplace, particularly in the event of a severe pandemic illness, such as influenza. This policy is designed to protect the health and well-being of employees, customers, visitors, and other individuals while ensuring the continuity of business operations during such an event. All efforts will be made in compliance with applicable federal, state, and local laws and in accordance with guidelines from public health authorities such as the Centers for Disease Control and Prevention (CDC) and other governmental agencies.

INFLUENZA PREVENTION

Employees are encouraged to actively participate in efforts to reduce the transmission of pandemic illnesses in the workplace. Preventative actions include:

- Frequent hand washing with warm, soapy water for at least 20 seconds
- Using hand sanitizer with at least 60% alcohol when soap and water are not available

- Covering mouths and noses with tissues when sneezing or coughing, and disposing of tissues immediately after use
- Avoiding touching the face, particularly the eyes, nose, and mouth These measures are vital in minimizing the spread of illness and ensuring a healthier work environment.

STAYING HOME WHEN ILL

The Town provides full-time employees with paid sick time and other benefits to ensure they can stay home when ill. It is essential that employees do not report to work if they are experiencing symptoms of influenza or other pandemic illnesses. Symptoms may include:

- Fever
- Cough
- Sore throat
- Runny or stuffy nose
- Body aches
- Headache
- Chills
- Diarrhea
- Vomiting
- Fatigue

In accordance with CDC recommendations, employees with influenza-like symptoms should remain at home until at least 24 hours after they are free of fever (100°F / 37.8°C) or signs of a fever without the use of fever-reducing medications. This will help prevent the spread of illness to coworkers.

WORK SCHEDULES AND ATTENDANCE

A severe pandemic illness may lead to increased absenteeism, as employees may be unable to work due to illness, family care obligations, or school closures. During such times, normal attendance and leave policies will apply unless otherwise stated. Employees facing challenges reporting to work should consider taking proactive steps now, such as:

- Arranging for alternative childcare in case of school closures
- Discussing potential temporary work-from-home arrangements with department heads
- Exploring flexible or alternative work schedules if necessary These proactive measures can help ensure that employees remain productive while balancing health and family responsibilities during a pandemic.

CONFIDENTIALITY OF MEDICAL INFORMATION

The Town is committed to protecting the confidentiality of medical information related to an employee's health status, including any voluntary disclosure of illness such as influenza.

- Any medical information received will be treated as confidential and maintained in a private record
- Disclosure of medical information will be on a need-to-know basis and shared only as necessary to prevent or slow the spread of illness at the workplace
- Information will be shared with public health authorities or government officials only if required by law

This ensures the Town can take appropriate steps to manage the health and safety of the workplace while respecting employee privacy.