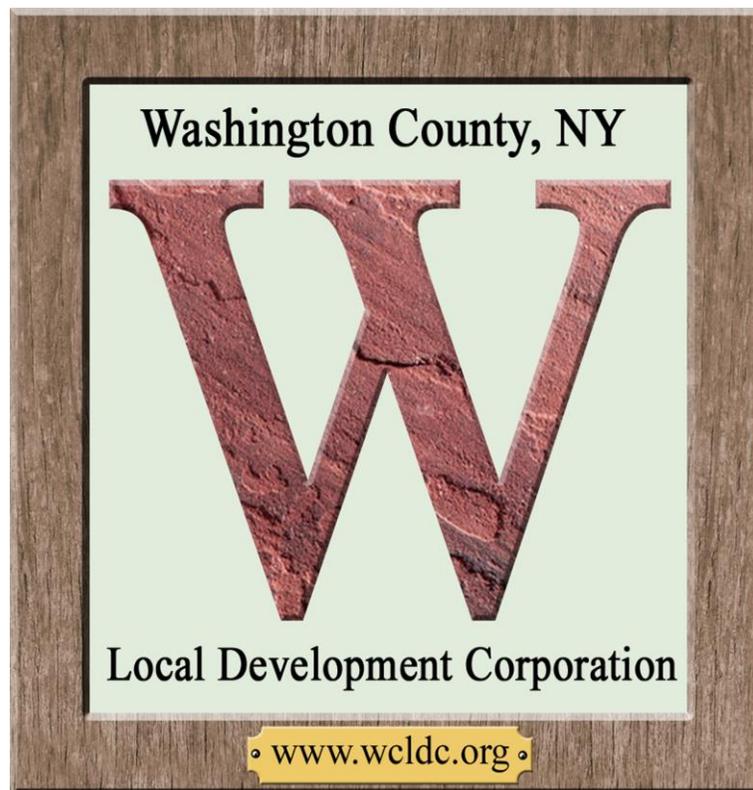


Washington County Local Development Corporation

Human Resources Policy and Procedure Manual



Personnel Policy Manual

Washington County Local Development Corporation is a Non-Profit organization serving Washington County. LDC is designed to be the central Community Action Agency to improve the development of human resources in the County. We seek to increase the participation of County residents in all processes of community life - economic, social, and political and to change institutions in becoming more responsive to the needs of low income residents. We strive to see a more equitable distribution of the community's opportunities and resources.

Washington County Local Development Corporation has developed this Human Resources manual to assist employees in clearly understanding our expectations, their responsibilities, and the other advantages of being in our employ. They reflect our desire to provide employees with sound employment practices and a healthy work environment.

We value our employees and have developed policies in order to assist them in their personal and professional life. We are committed to providing the resources, support and reinforcement necessary for successful job performance. In order to meet the goals of the LDC and the various services provided, we expect our employees to care about and value their work, to be reliable, to respect all customers and co-workers and to come willing to work as part of a team.

This Human Resources Policy & Procedure Manual is not a contract of employment and Washington County Local Development Corporation reserves the right to modify this manual with approval by the Washington County LDC Board of Directors.

Non-Discrimination

It is our policy to fill vacancies with the best-qualified candidate. We do not discriminate in hiring or employment procedures against any applicant because of race, sex, creed, color, disability or national origin.

Employee Status

Your employment with Washington County Local Development Corporation is a voluntary one and is subject to termination by you or LDC at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of LDC, Inc. employees.

These personnel policies are not intended to be a contract of employment or a legal document.

Employee Status - Exempt, Salaried/Non-Exempt and Non-Exempt

In accordance with the Fair Labor Standards Act Washington County Local Development Corporation

Exempt positions:

Executive Director/President

Office Coordinator

Non-Exempt positions:

Empire Zone Coordinator

Economic Development Assistant

Clerical Assistant

Reporting of Employee Work Time

The work week at Washington County LDC begins at 12:01 am Thursday and ends at 12 midnight Wednesday with a two week pay period schedule.

Time sheets must be submitted on the Wednesday ending each pay period and must report time worked as follows:

Non-exempt employee's vacation, sick and personal leave as identified in this personnel manual will be recorded in 60 minute (1 hour) increments only, and pre-approved overtime should be recorded and will be paid in 30-minute increments.

All non-exempt employees, without exception, must abide by the following:

- All additional hours beyond regularly scheduled hours, must be approved in advance. Wages, including applicable overtime, for non exempt personnel shall be paid for all hours recorded on the time clock in 15 minute segments less unpaid meal periods.
- Tardiness, which is not reported before the start of duty, will not be excused or covered by benefit time unless there is an unusual or emergency circumstance, which did not allow for notification. Employees are not to flex their work schedule in order to accommodate late punches without authorization.
- Employees who are late on a regular basis will be counseled and, if the conduct continues, will be disciplined in accordance with County policy. In addition, if an employee has no compensatory, vacation or personal time to apply against late punch in the morning or early punch in the evening he or she will be docked (taken off the payroll) for the time not worked.
- Unexcused tardiness will be subject to progressive discipline up to and including termination.

- Falsification of information or destruction of time cards or clock is a violation of County rules and will be the subject of disciplinary action up to and including termination.

Exempt employee's vacation, sick and personal leave will not be recorded in 60-minute (1 hour) increments but should be reported in full day increments only. Pay will be based on salary rather than an hourly rate. Overtime hours are not applicable.

Salaried/Non-Exempt employee's vacation, sick and personal leave will be recorded in full day increments only. Pay will be based on salary rather than an hourly rate. Pre-approved overtime should be recorded and paid in 30-minute increments when applicable.

Financial Compensation

Financial compensation will be paid bi-weekly. The pay period will end on a Wednesday, with completed time sheets due to the fiscal office by the end of the Wednesday workday.

Paychecks will be distributed to staff by the Executive Director or designee. Paychecks will be mailed upon written request to the employee's supervisor and fiscal department. There will be no advances or loans on any employee's salary or financial compensation.

No annual increment of pay shall be automatic nor granted without the written recommendation of the Executive Director, and in the event one or more annual increments are not granted, they may accrue until the number of annual increments permitted are exhausted. No employee shall be eligible for more than one step increase each fiscal year.

Overtime and Flex Time

All overtime must be at the request of the LDC and have prior written approval of the immediate supervisor or in their absence the Executive Director or Officer of the Corporation. Failure to get authorization could result in the implementation of progressive disciplinary action, including possible immediate termination.

In compliance with the Fair Labor Standards Act, all non-exempt employees will receive compensation at the rate of time and a half for all hours worked over a 40-hour week, which have been authorized in writing in advance.

Washington County LDC allows flextime to non-exempt employees in lieu of pay for authorized and supervised overtime, in accordance with the Fair Labor Standards Act.

The scheduling of flextime must be approved by the Executive Director in writing, and must be taken within the same 35-hour week that the time is accrued. Any deviation from this must be put in writing and approved by the Executive Director.

Flextime is awarded in equitable time periods and only for activities directly related to Washington County LDC programs.

Compensatory/Call-In Time

- Call in time shall be calculated from the time the employee "clocks in" at the work site until the employee "clocks out".
- In the event an employee is called in during scheduled benefit time off, actual time worked shall be used to calculate use of benefit time (the Executive Director shall grant compensatory benefit time equivalent to the time worked.)
- Call in must be made by the Executive Director or other supervisor so authorized by the Executive Director.

On occasion it may be to the benefit of the Corporation and the employee to earn compensated time-in-lieu of pay. Compensated time will be calculated by the following method: any thirty-five (35) hour employee will earn one hour of compensated time for each hour worked. The only exception to this is if an employee earns and uses compensated time within the same pay period, then compensated time will be calculated at straight time. Pay periods start on a Thursday and end on Wednesday at midnight. The maximum amount of compensated time that an employee can accrue is twenty-four (24) hours.

Employee Conduct/Expectations

Criminal Records

We do not consider a criminal record automatic or conclusive indication of a person's character and will consider each case and individual separately and in terms of the job he/she is asked to perform except where mandated by law.

Employee Conduct

Each employee is expected to conduct himself/herself at all times in a manner befitting his/her status as an employee. Employees are considered representatives of the corporation and its philosophy. It is our expectation that an employee's words and actions will reflect this at all times.

Profane and inappropriate language will not be tolerated during interactions and/or activities, with county constituents or co-workers.

Failure to interact courteously and tactfully with administration, managers, co-workers and/or vendors to the point that morale suffers may be grounds for termination.

Sexual harassment and acts that create a hostile work environment are a violation of both New York State and Federal laws and stands in direct opposition to the LDC's policy. All employees must avoid offensive or inappropriate behavior at work and are responsible for assuring that the work place is free from harassment at all times.

Any information, which has been received by an employee on a confidential basis, must be maintained in confidence.

An employee wishing to take part in any public demonstration must do so on his/her own time and in his/her capacity as a private citizen, not as an employee of the corporation.

An employee may not speak to the press as an official spokesperson of Washington County LDC without prior clearance from the Executive Director. All inquiries from the press should be referred to the Executive Director.

Any deviation from this policy will be considered a serious infraction and may result in immediate termination.

Ethical Conduct

As with any employee, much of the material with which we work is confidential in nature. Disclosure of confidential information or material through carelessness or deliberate action can result in disciplinary proceedings. Employees should consider that certain types of secondary employment could create conflicts with their position with Washington County. Employees shall not directly or indirectly, solicit any gifts; accept or receive any gift having a value of seventy-five dollars or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be expected to influence the employee, in the performance of his or her official duties or was intended as a reward for any official action on his or her part.

Employee Safety

It is the policy of Washington County LDC to provide a safe and healthy work environment for all employees and complies with all OSHA and Workplace Safety Guidelines. Specific policies and procedures are located in the program's policy and procedure manual. It is considered to be a personal job responsibility of each and

every employee to be aware of their surroundings, and work to maintain the safest possible environment at all times.

All building safety or environmental concerns will be immediately reported to the employee's Supervisor, and subsequently to the Executive Director or designee. It is the corporation's policy to resolve these issues as soon as possible. Therefore, any such concerns must be reported and addressed internally, prior to involving any outside department. Departments located in "County" facilities - employees must notify their Executive Director to handle.

Repeated failure to adhere with safety policies and guidelines may have a negative effect on employee performance appraisals.

No part of this policy should be construed to diminish in any way, the rights or protections granted employees under OSHA, or related Acts or Regulations.

Violence in the Workplace

Prohibited activities:

The following are some of the activities prohibited by this policy. This list is meant as a guide and is not exhaustive. Any conduct which is reported as violent or potentially violent shall be investigated.

- Threats: direct or indirect communications to another by conduct, writing, etc. which may be perceived as intent to cause harm to another's health, safety, or property.
- Physical attacks: a person using physical force to harm or injure another, whether or not the attack results in bodily injury.
- Frequent use of abusive language.
- Belligerent actions or activity toward others.
- Intimidation or harassment of others.
- Theft or sabotage of County and/or corporation property.
- Physical confrontations.
- Property destruction.
- Use of a weapon.

Executive Director's Responsibilities:

- Monitor the work environment on a daily basis for signs of inappropriate behavior.
- Counsel employees on types of prohibited behavior.
- Take steps to appropriately intervene where prohibited acts are observed. Document and report any incidents when they are observed /reported so they can be appropriately investigated.

- Take immediate action to limit contact between individuals when misconduct is observed or reported.
- Report instances of workplace violence and the results of investigations thereof to the Safety Officer and County Administrator or personnel Officer via the standard incident report form.

Employee's Responsibilities:

- Refrain from engaging in or the encouragement of acts that could be perceived as threatening or violent.
- Report any threats of violence to a supervisor via the standard incident report form. If the Executive Director is involved in the threat, report it to the next level of management.
- Encourage individuals who confide that he or she is a victim to report the incident to the executive Director.

In those situations where potential criminal activities exist, referral to the appropriate law enforcement agency will be made. Referral and acceptance by law enforcement and the prosecution of criminal charges will not relieve the Executive Director of responsibility of adherence to this policy. Criminal investigations will, however, take precedence over corporation investigations. In suitable circumstances, the criminal investigation may substitute for the Department Head's investigation.

It is the responsibility of the Executive Director and Personnel Officer to conduct a follow-up inquiry to ensure the behavior has not resumed and the victim has not suffered any retaliation by the aggressor or others.

Partisan Political Activity

Employment in the Washington County LDC may not be offered as a consideration or reward for the support or defeat of any political party or candidate for public office, nor may any person, in their capacity as an employee, engage in partisan political activity.

Any violation of this policy will result in immediate discipline including suspension and/or termination.

Acceptance of Gifts and Gratuities

Washington County LDC staff is prohibited from accepting gifts, money or gratuities:

- From any person or agency performing services under contract, or
- From persons or family members who are otherwise in a position to benefit from the actions of any employee or board member. "Family" is defined as the spouse of an employee or one not further removed by blood than uncle or aunt of the employee or the employee's spouse.

Any violation of this policy may result in immediate suspension and/or a recommendation for termination.

Telephone calls/Visitors

Courteous telephone handling and pleasant manners are among the basic fundamentals of sound public relations. For all non-job related phone calls the employee must use a pay telephone.

An employee may have visitors during their break times but visits during work hours are discouraged. If an employee does have a visitor during work hours the visit should be of absolute necessity and brief.

Personal Belongings

Each employee is provided a work area. Subject to the Executive Director's approval and space restrictions, employees may bring items such as pictures, knick-knacks, flowers, etc. However, the corporation assumes no responsibility for these items and will not replace them if broken or stolen.

End of the work day/closing the office building

At the end of each work day, all electrical equipment should be turned off and all doors locked. Papers of confidential nature involving Corporation business should be placed in a desk or file and properly secured.

Closing the office building due to unusual circumstances will be done at the discretion of the Chairman of the Board of Supervisors. Employees who feel they should leave must use comp time, personal time, vacation time or make up the time during the following three weeks.

Employees have the option of staying to the end of their normal workday. Employees who must stay, due to the nature of their job responsibilities will be paid at their regular rate. When an employee cannot get to work due to conditions in his or her area and the building is open, the employee has the option of using comp, personal, vacation time or unpaid leave.

Conflict of Interest and Nepotism

Conflict of Interest Policy for Directors, Officers, Senior Management, and other staff as Determined by the Executive Director in coordination with the Board of Directors.

SECTION 1 - Policy

The members of the Board of Directors ("Directors" or "Board Members"), Officers, Senior Management, and certain other staff with authority over financial and procurement matters of Washington County LDC owe a fiduciary duty to LDC. To act in good faith and in a manner they reasonably believe to be in LDC's best interests. This duty of loyalty requires such individuals to exercise independent judgment on behalf of LDC placing LDC's best interests ahead of personal interests.

To ensure that the LDC's best interests are being served, related party transactions shall be the subject of full disclosure by Directors, Officers, Senior Management and other staff as determined by the Executive Director and review by independent Directors (for transactions of Board members and the Executive Director) or the Executive Director (for transactions of all other staff). Therefore, if a related-party transaction involving a Board member is determined to be a financial conflict of interest, either the transaction will not be conducted or the Board member will be required to abstain.

For these purposes, the term "related-party transactions" means, in general, transactions between Washington County LDC and (1) an individual Director, Officer, or staff member, or (2) a close relative of such person; or (3) an organization in which such person, or one of his/her close relatives, is an employee or partner or holds a significant leadership or management position, or in which such persons, alone or collectively, hold over ten percent of the total ownership interest or Board of Directors seats. The term "Officer" means both volunteer Officers and senior paid management personnel. The term "close relative" means a spouse, parent, child, grandchild, sibling, or spouse of any such individual. "Related party transactions" also mean transactions between Washington County LDC and any other party where any of the individuals described in (1) through (3) above receive a financial benefit in connection with such transaction.

Section 2 - Procedures

Sub-Section 2.1 - Disclosure of Related Party Transactions

Prior to being elected or appointed, and each January thereafter, each Board member (prospective Board member) shall disclose to the Executive Director or his/her designee any related party transactions with the LDC of which that individual has knowledge; The Executive Director shall disclose to the Board of Directors any

related party transactions. Upon first being hired, or if already employed by the LDC on a date determined by the Executive Director, each paid Officer, senior management staff, and such other staff as the Executive Director shall determine, shall disclose any related party transactions to the Executive Director. Thereafter, disclosures shall be updated annually, and at other times as changed circumstances in a particular case may warrant. For this purpose the LDC shall use a disclosure form consistent with the general definitions above and responsive to the various tax, regulatory and auditing requirements to which the LDC is subject, as attached at Exhibit A.

Sub-Section 2.2 - Board Committee Review - Transactions of Directors and Executive Director

The terms of all related party transactions of Directors and the Executive Director shall be reviewed by a committee of Directors composed entirely of individuals who have no involvement with any related party transactions involving the LDC ("Independent Directors"), to be appointed by the Chairperson of the LDC Board of Directors, with the approval of the Board of Directors. The Board committee, with the advice of legal counsel as necessary, shall determine whether a related party transaction is a prohibited financial conflict of interest. If the Board committee determines that the related party transaction is not a prohibited financial conflict of interest, and then it shall determine whether, all factors considered, a given transaction is fair and reasonable to, and is in the best interest of the LDC. For this purpose, a "transaction" may include an ongoing business relationship subject to stated terms. In making this determination, the committee shall review, where appropriate, information concerning comparable transactions entered into by other parties and organizations.

Sub-Section 2.3 - Board Consideration /Approval - Transactions of Directors and Executive Director

The review committee shall report its determinations and recommendations as to the related party transactions and financial conflicts of interest of Directors and the Executive Director to the full Board of Directors. At a meeting of the Board of Directors, a Director may state his or her views, and shall respond to questions, as to any transaction in which he or she may be interested, but only Executive Officers shall be present for and participate in deliberations or voting as to any related party transactions. The Executive Officers shall determine, by majority vote, if there is a financial conflict of interest. If the Officers determine that a transaction involving a Board member constitutes a financial conflict of interest, then the Board shall vote either not to enter into the transaction or to require the resignation of the interested Director. If the Independent Directors determine that the transaction is a related party transaction, but not a financial conflict of interest, or if the

transaction concerns the Executive Director, rather than a Board member, then they shall further determine whether, all factors considered, a given transaction is fair and reasonable to, and is in the best interests of the LDC. Approval of a related party transaction shall require a majority vote of the Board of Directors. The basis for any such vote shall be reflected in the minutes of the meeting at which action is taken, and those minutes shall be approved at the next meeting of the Board.

Sub-Section 2.4 – Executive Director Review of Staff and Prospective Board Member Related Party Transactions

For all related party transactions of senior management staff or other staff as the Executive Director determines is appropriate, the Executive Director shall designate a member or members of senior management (not including the interested staff member) to review the transaction and determine, with the advice of counsel as necessary, whether it is fair and reasonable to, and in the best interest of the LDC to enter into or continue the transaction. For this purpose, a “transaction” may include an ongoing business relationship subject to stated terms. In making this determination, the designated staff member or members shall review, where appropriate, information concerning comparable transactions entered into by other parties and organizations. The determination shall be presented to the Executive Director for his/her final determination. In addition, the Executive Director shall designate a member or members of senior management to review related party transactions of prospective Board members and the completed Board questionnaire and determine whether:

1. Such related party transactions would constitute prohibited financial conflicts of interest or otherwise not be in the best interest of the LDC;
2. The individual receiving compensation for providing services to the LDC;
3. Any immediate family member of the individual is employed by the LDC.

If the Executive Director determines that the answer to any of #1 through #3 above is “yes,” then the individual may not serve on the LDC Board. Such decision may be appealed to the Board of Directors or a Board committee as designated by the Board.

Sub-Section 2.5 – Gifts to Directors and Officers

LDC’s Directors, Officers, employees, and their close relatives, are prohibited from soliciting or accepting gifts, money, or gratuities, other than those of nominal value, from:

- (i) Persons receiving benefits or services under any LDC program;
- (ii) Any person or organization performing services for or providing goods to LDC or
- (iii) Persons who are otherwise in a position to benefit from the actions of an LDC employee, Officer or Director.

Washington County Local Development Corporation employees may not:

- Serve on a board or committee if that board or committee has authority to order personnel actions affecting that employee's job.
- Gain employment with Washington County LDC while a member of the individual's immediate family serves on a board or committee that has authority to order personnel action affecting organization employees.

It is the policy of this Corporation that employees may be allowed to perform outside employment without prior agency approval, with the following exceptions:

1. Outside employment may at no time create a real or apparent conflict of interest with the corporation, its Mission, or the employee's employment with the corporation.
2. Outside employment may not interfere with the performance of employee's duties and responsibilities; and may not be conducted during regular work hours or on Corporation premises unless a prior written request has been submitted and approved by the Executive Director.

Whistleblower Policy

A Whistleblower as defined by this policy is an employee of Washington County LDC who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; willful violation of confidential matters and paperwork, fraudulent financial reporting.

If an employee has knowledge of or concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas, confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. Washington County LDC will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Executive Director immediately. The right

of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Executive Director who is responsible for investigating and coordinating corrective action.

Employees with any questions regarding this policy should contact the Executive Director.

Employee Noon Day Meal Break

Based on New York State Dept. of Labor Regulations full time employees are assigned, by their supervisor one of the following options:

- One 30-minute noon break (the noon day period is recognized as extending from 11:00am to 2:00pm) and one 15 minute break in the morning; one 15 minute break in the afternoon (15 minute am and pm breaks may not be used to shorten the work day)

Or

- One 60-minute, noon day break (see above for recognized noon day period.)

There are no special arrangements for smoking breaks. The two breaks that are provided may be used for this purpose. Failure or inability to take a break does not entitle the employee to leave work before the normal end of the workday.

Part-Time employees will be assigned an hour lunch break by their supervisor, which will be recognized within the 11:00 am to 2:00pm period of time.

Employees may not work their scheduled lunch break.

Please be sure you report back to work promptly from meal breaks ready to resume work.

Lateness/Illness

It is the responsibility of each employee to arrive at work on time and as scheduled.

If an employee is going to be late for work, or absent due to illness or other causes, it is the employee's responsibility to notify his/her supervisor no later than three hours prior to the start of their workday. Persistent lateness may result in appropriate disciplinary measures; up to termination. If an employee fails to report to work for 2 consecutive days, without notifying their supervisor, the employee will be considered to have resigned from the corporation.

Attendance at Meetings/Workshops/Conferences

The employee's Executive Director may require the employee's attendance at certain meetings, workshops or conferences during the program year. Exceptions may be granted by the Executive Director for good cause. Requests for exemption must be submitted in writing to the Executive Director at least one month in advance.

Associated overtime and flextime will apply in accordance with the Fair Labor Standards Act.

Dress Standards

While the agency respects each employee's right to dress in his/her own style, certain clothing is considered inappropriate for a professional office. No shorts, tank tops, skin tight clothes, mid-drifts, jeans, flip flops, casual sandals, sweat pants, sweat shirts, jogging suits or casual attire. All clothing must be no shorter than 2" - 3" above the knee. Divided skirts are acceptable. It is preferred that your wardrobe choices reflect conservative, professional business attire.

Each employee must maintain personal cleanliness and an appropriate appearance and must be sensitive to the fact that he/she is a role model that represents our corporation.

Smoking

There will be no smoking or use of tobacco products of any kind in County vehicles, offices or customer's places of business. Smoking or tobacco use is only allowed in designated areas at office locations and appropriate designated areas when off-site.

Substance Use/Abuse

Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. All employees are prohibited from being under the influence of alcohol or illegal drugs during work hours. It is our intent and obligation to provide a drug-free, healthful, safe, and secure working environment.

All employees driving County vehicles are subject to random drug and alcohol screenings based on their use of County vehicles and/or the transport of corporation customers.

The sale, possession, manufacture, transfer or purchase of illegal drugs on corporation property or while performing corp. business is strictly prohibited. Such action will be reported to the appropriate law enforcement officials and will be grounds for immediate termination.

All employees must notify the Executive Director of any criminal drug statute conviction.

No prescription drug will be brought on agency property by any person other than the one for whom it is prescribed. Such drugs will be used only in a manner, combination and quantity prescribed and must be stored in a locked or secure location and must be pre-approved by the Executive Director. Executive Director reserves the right to determine if the medication is appropriate for consumption on LDC time.

Any employee whose off-duty abuse of alcohol or illegal or prescription drugs results in excessive absenteeism or tardiness or is the cause of accidents or poor work will be referred to an appropriate treatment facility, and will face termination if the employee rejects the program or fails to provide the Executive Director with timely verification of program participation, until completion.

The LDC recognizes drug dependency as an illness and a major health problem. The LDC also recognizes drug abuse as a potential health, safety and security problem. Employees needing help in dealing with such problems are encouraged to seek assistance. Conscientious efforts to seek help will not jeopardize any employee's job, and will not be noted in any personnel record unless said illness directly constitutes misconduct.

As a condition of employment, employees must abide by the terms of this policy.

Health Requirements

Washington County LDC reserves the right to take into consideration any concerns or limitations noted on medical examinations which may affect the responsibilities or job performance of any employee.

Hiring and Ongoing Employment

Hiring and Orientation

All new employees are hired by the Executive Director. The Executive Director is hired by the LDC Board of Directors. New employees serve a six-month probationary period. The probationary period shall include: presentations and overviews of expected responses, specific training and review by the Executive Director of your ability to easily acclimate to the overall operations of the LDC. At the conclusion of this period, all new employees will receive a performance appraisal from their supervisor.

If the Executive Director recommends continuation of employment, then the employee may continue in their position.

If the Executive Director recommends a continuation of the probationary period from 3 to 6 months, then the employee is appraised again at the conclusion of this period and is either hired or terminated.

If the Executive Director recommends not permanently hiring the employee, the employee is terminated.

All employees promoted to a permanent position will serve a three-month probationary period and will receive a performance appraisal from the Executive Director at the conclusion of this period.

Annual Employee Performance Appraisals

The purpose of employee performance appraisals is to identify strengths and skills and to identify those areas where growth and improvement is needed. These are to be viewed as part of the training/mentoring process and as a tool for professional growth.

Upon employment and when assuming any new position, all employees will be made aware of and receive a copy of both their Job Description and Performance Indicators. Performance Reviews will determine an employee's ability to meet or not meet expectations as defined in their Performance Indicators.

All staff will receive at least one formal performance review a year. The Executive Director is responsible for conducting the performance reviews for LDC staff. The officers will choose two members to conduct the annual performance review of the Executive Director.

The formal process will include both a written report as well as a follow-up conference where the Director and the employee review the report's content.

The written review will include specific recommendations for an employee's growth and goals for the future. During the follow-up conference the employee and supervisor will jointly develop a timetable for these recommendations and goals.

At the conclusion of the conference, both the employee and the supervisor are to sign the written form after the Director has made additional written comments.

If the employee is in disagreement with the review, the employee will sign the form and add a written request for review by the Executive Officers and Director. Administrative and Management staff that receives reviews by the Executive Director may request a review by the Chairperson of the LDC Board Personnel Committee.

In the event that there is an "Acting" Executive Director in place due to the absence of the Executive Director, the Washington County LDC Board's Executive Officers will be responsible for the completion of performance evaluations on the "Acting" Executive Director.

In addition, the "Acting" Executive Director will be responsible for completion of performance appraisals for the Administrative Assistant and Senior Fiscal Officer. The "Acting" Executive Director will discuss these evaluations with the Executive Officers prior to scheduling meetings with these individuals.

Upon return of the Executive Director or the hiring of a new Executive Director, performance appraisals will be completed per the Personnel Manual by the Executive Officers.

Anniversary Date

The term "year" is based on the date of hire of the individual, not the calendar year. This anniversary date is used to calculate all benefits. If the employee leaves corporation service and then returns, their new anniversary date, for benefit purposes, will be the date of their return and all benefits will be figured using the return date; no credit will be given for past service.

The date on which full time employment starts will be the date used to figure all fringe benefits. No credit for part time service will be given unless the part time employee is currently receiving benefits. Then their anniversary date will be the start of their part time employment but their benefit level will be in the same proportion as the ratio of the number of years of service to employee worked to the number of years of service in the schedule.

Promotions

Every effort is made to fill vacancies within the corporation by existing staff. Vacant positions will be advertised throughout the LDC by written announcements. Personnel records will be reviewed and interviews conducted to determine if the employee has the qualifications to fill vacant positions.

Salary Increments

An increase in salary or one-time merit awards may be given to an employee based on merit and recommendation by the Executive Director depending on available funding and satisfactory performance appraisals. Your position is contingent upon NYS and/or Washington County funding.

Severance Pay

Employees who are terminated due to lack of funding or completion of a special grant award and have been employed with the LDC more than two years as a full-time, permanent employee and have worked at least 1500 hours each year are eligible for five (5) days severance pay commencing the next working day after notice of termination. Temporary Full Time and Part Time employees are not eligible for severance pay.

Employees who resign or are terminated due to poor job performance or misconduct are not eligible for severance pay.

Discipline

Disciplinary action may be taken with an employee when a breach in LDC policy or procedure occurs or any act of misconduct. Discipline may include but is not limited to warnings, suspensions including suspensions without pay or discharge.

Employees being interviewed by the Executive Director regarding disciplinary action have the legal right to request Personnel representative present.

Progressive Discipline

Employees are expected to assume the responsibility of meeting the standards of performance and conduct required for specific job duties. The probationary period following an employee's appointment provides an opportunity to learn the job duties with the assistance of your supervisor. Periodic evaluation should further the employee and his or her supervisor in determining the areas in which an employee's work performance requires improvement. In the event that these measures do not correct in competency or misconduct, disciplinary action may result. For employees who have attained status, an employee will be informed in advance of his or her shortcomings and be given an opportunity to bring his or her performance up to standard. The Manual of Procedure in Disciplinary Actions created by the New York State Civil Service Commission will be used to administer disciplinary proceedings under Civil Service Law Section 75 if applicable. The appropriate labor/management contract will govern members of a collective bargaining unit.

Probation

When an employee's performance is considered unsatisfactory by a supervisor and there is sufficient documentation to support this judgment, the employee may be disciplined and/or requests the Executive Director that the employee be put on probationary status.

- The probation period will be determined by the Executive Director but will not exceed six months.
- The employee during the probationary period will receive a minimum of one performance appraisals by their supervisor.
- Continued unsatisfactory performance will be grounds for termination.
- The Executive Director reserves the right to not extend employment past probationary period should it be decided the candidate is not able to conduct themselves professionally, able to professionally assist constituents, or unable to meet corporation standards of performance.

Transfers

There will be no immediate change in the salary rate of an employee who is transferred unless the old salary is below the minimum for the new position. When an employee is transferred to a position in a class having a higher salary range than the class from which he or she was transferred, the change will be called a promotion and the provisions governing promotions shall apply. When an employee is transferred to a position which has a lower rate, the change will be called a demotion and the provisions governing demotions shall apply.

Voluntary Change in Title in Same Grade

When an employee voluntarily changes job titles that are in the same grade on the salary schedule, he or she is eligible to retain the same salary step that he or she currently is placed in (B.O.S. Res. #346 of 11/15/96).

Demotions

When an employee is demoted to a lower grade position, he/ she will be paid at a rate within the approved range for the lower grade position or for the new grade in which the position has been placed. The rate of pay shall be set by the Board of Supervisors.

Grounds for Immediate Suspension and/or Termination

The following circumstances, but not limited to, will be grounds for immediate suspension and/or termination of employment with Washington County LDC. This list should not be considered exclusive. Other situations which could lead to disciplinary action are discussed elsewhere in this handbook:

- Non-professional involvement of an employee with a customer of

Washington County Local Development Corporation

- Weapons at work
- Substance use/abuse while on duty
- Serious safety violation
- Stealing
- Fighting while on duty
- Lying or giving any false or misleading information in the performance of their official duty.
- Falsification of an employment application or other materials submitted to the Corporation for employment or promotional purposes.

Executive Director is responsible for discharging staff personnel.

The LDC's staff is subject to suspension and/or termination by the Executive Director. The LDC Board of Directors is responsible for suspending and/or terminating the Executive Director. This decision would require a unanimous vote.

County standards of behavior and performance:

The orderly and efficient operation of County business and its diverse services requires that all employees observe certain minimum standards of behavior and performance. We believe that you'll find these standards easy to follow. However, failure to do so would result in unsatisfactory work performance and it is likely to result in disciplinary action being taken pursuant to Civil Service Law Section 75 or the appropriate labor agreement, up to and including dismissal. Please note that certain types of behavior may result in immediate termination.

Some unacceptable behaviors are listed below.

- Threatening a co-worker, supervisor or program participant
- Fighting, provoking a fight or disorderly conduct of any kind.
- Abusive, threatening or discourteous treatment of any fellow employee or member of the public; or any other conduct that doesn't warrant public trust.
- Insubordination or failure to follow the reasonable direction or order of a supervisor
- Tampering with, destruction or theft of property, tools or equipment belonging to either the County or to any other employee or person.
- Falsification of or making any material change in any County record, or any letter or document submitted to the County.
- Unauthorized use and/or removal of County property, record, or any other materials from County premises.
- Unauthorized possession of firearms, weapons, or explosives either on employee's person or on County premises.

- The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on County property
- Illegal gambling on County premises.
- Use of County materials, tools or equipment without permission.
- Unreasonable number of absences, failure to report absences, or any unauthorized absence.
- Sleeping during working hours.
- Failure to report any personal injury to the supervisor.
- Smoking in prohibited areas.
- Foul language, profanity, swearing and sexually explicit language to any fellow employee or member of the public.
- Sexual Harassment
- Violation or disregard of any County Policy

Exit Interview Policy

Upon notice of leaving employment for whatever reason, except discharge, the employee's direct supervisor (person who would do report of personnel change) shall distribute the interview forms and make a notation of the date of distribution.

Every attempt shall be made to interview the employee in person. The interviewer and employee should review the form together and both parties shall sign the form in the space provided. The Executive Director shall review form or delegate review to appropriate deputy. Review should be made at highest level possible of corporation. Review should not be made by a direct supervisor.

If the form is not completed in person and is not returned by the employee, the department head or designee will make an attempt to contact the employee to determine the reason and will note the reason, or the failure to make contact, in the employee's file.

The employee shall have the right to return the form directly to the County Administrator, Personnel Officer or Executive Director at his or her discretion. The exit interview form is to remain as part of the department personnel record.

Grievance Procedure

Any terminated employee will have recourse to a meeting before the Personnel representative and Executive officers of the Washington County. An application for such hearing must be made in writing to the Executive Director within seven days of termination.

Resignation

When an employee has decided to resign his/her employment he/she must prepare a letter of resignation stating the effective date and reason for leaving. A resignation letter must be submitted by the employee to the Executive Director no less than **TWO WEEKS** prior to the effective date. **A MINIMUM OF ONE MONTH'S WRITTEN NOTICE** is required from employees. An exit interview will be arranged with the Executive Director to determine if the employee has any outstanding obligations to the corporation. Any outstanding debts will be paid from the employee's final check for the fiscal year in which he/she is working. In addition, the Executive Director will secure the return of any organizational property. Washington County will supply the employee with information on health insurance options. These may include converting to personal, non-group or COBRA insurance.

Benefits

52 Weeks per Year - 35 Hours per Week

Vacation Time: Employees become eligible to use annual leave after having completed 12 months of employment with Washington County LDC

- Upon completion of 12 months of employment - the employee will have earned 35 hours of vacation time. (5 days)
- Third through fifth year of employment the employee will earn 70 hours of vacation time. (10 days)
- Six to twelve years - the employee will earn 35 additional hours per year. (15 days)
- Over twelve years - the employee will earn an additional 7 hours per year. (1 additional day each year)
- Full-Time permanent employees will accrue vacation time based on the amount of time they have been employed with the agency. If a separation in employment occurs for a period of time not to exceed one (1) year and the individual returns to work as a full-time permanent employee, ONLY, vacation time will be accrued and credited for their full length of service, i.e. previous number of years of employment plus current number of years of employment. Total number of vacation hours accrued cannot exceed 140 hours per year of vacation time (20 days).
- Vacation time must be requested in writing two weeks in advance and approved by the Executive Director. All vacation requests for the calendar year must be submitted no later than November 5 of that year for time through December 31.
- Vacation leave may not be carried into the following year, with the exception of extenuating circumstances. All requests to carry over vacation time must be put in writing and submitted to and approved by the Executive Director. Unused vacation time not approved for carry over will be forfeited. Approved carry over vacation time must be taken within the first two (2) months of the year or will be forfeited.

- Upon termination all accumulated vacation time will be forfeited. Upon resignation accumulated vacation time will be paid not to exceed 140 hours. Time will be prorated as appropriate.

Sick Time: An employee will commence to accrue sick leave at the beginning of the first pay period following his/her employment.

- Sick time will be calculated in the following manner: 7 hours for a 35 hour employee for each full month worked will be credited to an employee on the first day of the following month. For the months of January and July if the employee worked the full month prior (or the months of December and June) an additional 7 hours will be credited for a maximum total of 98 hours for 35 hour a week employees.
- Sick time shall constitute time taken for personal illness, illness in the immediate family and medical and dental appointments.
"Family" is defined as the spouse of an employee or one not further removed by blood than an uncle or aunt of the employee or the employee's spouse.
- A written physician's statement must be submitted to the Executive Director in order to return to work after any sick time taken for 35 consecutive hours (5 working days).
- Unused sick time shall not accumulate to an employee's credit beyond a maximum of 371 hours (53 working days). Upon resignation or termination all accumulated sick time will be forfeited.
- Employees falling below an attendance rate of 93% annually may be subject to progressive disciplinary action including possible termination.
- Any employee who is out ill and has no available sick, personal or vacation time remaining will automatically be considered on an unpaid Family and Medical Leave.
- When special or unusual circumstances regarding other family members exist a written request for sick time must be made to and approved by the Executive Director.

Personal Time:

- 35 hours of personal time per calendar year after 12 months.
- Personal time may be taken for business or personal circumstances, which cannot be completed except during business hours. Personal time cannot be used to extend a holiday or vacation.
- Personal time must be requested in advance, in writing and approved by the employee's supervisor. Supervisors retain the discretion to refuse personal time, based on programmatic needs.
- Personal time may not be used the day prior to, or following, a Holiday or vacation day.
- Personal time cannot be accrued.

Bereavement Time:

- After probationary period, up to 3 work days per year.
- Bereavement time shall constitute time taken for a funeral of a member of the employee's family, as defined under sick time.
- Bereavement time may not be accumulated from year to year.
- Bereavement time must be approved by the Executive Director.
- When special or unusual circumstances regarding family members exist, a written request for bereavement time must be made to and approved by the Executive Director.

Holiday Time: 13 Days

- The following will be paid holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day plus the Friday after, Christmas Day, and an additional day at Christmas/New Years time designated each year by the Executive Director dependent upon the calendar.

Weather Delays and/or Closings

All decisions regarding delays or closings will be made by the Executive Director or designee. Programs located in "County" facilities will follow the county's closing decisions. If there is any deviation from this policy - employees will be notified by their supervisors.

All staff will report to work at their scheduled time. If individual staff members determine that it is unsafe to drive to their work site they must contact their appropriate supervisor and report to work as soon as possible. Any time not worked must be taken as either Personal Time or Vacation Time in increments stated in non-exempt/hourly employment guidelines.

52 Weeks per Year - Less than 32 Hours per Week

Employees working less than 32 hours per week or less than 128 hours per month will receive the following:

Vacation Time - 30 hours of time to be used upon completion of 12 months of employment. (30 hours divided by 5 days = 6 hours/day)

Sick Time - 21 hours of sick time after 6 months.

Personal Time - 7 hours of personal time after 6 months.

Bereavement Time:

- Upon employment, up to 2 work days per year.
- Bereavement time shall constitute time taken for a funeral of a member of the employee's family, as defined under sick time.
- Bereavement time may not be accumulated from year to year.
- Bereavement time must be approved by the employee's supervisor and the Executive Director.
- When special or unusual circumstances regarding family members exist, a written request for bereavement time must be made to the Program Director.

Holiday Time:

- Holiday time will be paid if the holiday falls on one of the employees regularly scheduled workdays.

All stipulations stated in the 52-week employee section also pertain to the 52-weeks but less than 32 hour employees such as requesting time, notification to Supervisor, etc.

Temporary Full Time Employees

Employees that are hired to work 35 hours per week for a specific length of time (not to exceed 12 months/one year) and for a minimum of four (4) consecutive weeks.

Vacation Time:

- No vacation time is accrued.

Sick Time:

- 3 days after 6 months. Sick time shall constitute time taken for personal illness, illness in the immediate family and medical and dental appointments. "Family" is defined as the spouse of an employee or one not further removed by blood than an uncle or aunt of the employee or the employee's spouse.
- A written physician's statement must be submitted to the Human Resources Manager in order to return to work after any sick time taken for 35 consecutive hours (5 working days)
- Unused sick time shall not accumulate to an employee's credit beyond a maximum of 371 hours (53 working days). Upon resignation or termination all accumulated sick time will be forfeited.
- Employees falling below an attendance rate of 93% annually may be subject to progressive disciplinary action.
- Any employee who is out ill and has no available sick time will automatically be considered on an unpaid Family and Medical Leave.
- When special or unusual circumstances regarding other family members exist a written request for sick time must be made to the Program Director.

Personal Time:

- 2 Personal Days after six months
- Personal time may be taken for business or personal circumstances, which cannot be completed except during business hours. Personal time cannot be used to extend a holiday or vacation.
- Personal time must be requested in advance, in writing whenever possible, and approved by the employee's supervisor. The supervisor retains the discretion to refuse personal time, based on programmatic needs.

Bereavement Time:

- After six months, up to 2 days per year.
- Bereavement time shall constitute time taken for a funeral of a member of the employee's family, as defined under sick time.
- Bereavement time may not be accumulated from year to year.
- Bereavement time must be approved by the employee's supervisor.
- When special or unusual circumstances regarding family members exist, a written request for bereavement time must be made to the Program Director.

Holiday Time:

- Holiday time will be based on their normal work schedule.

Temporary Part Time Employees

Who works less than 32 hours per week for a specific length of time not to exceed 12-months/one year. No Benefits Accrue.

Additional Benefits

Washington County LDC carries disability, workers compensation and unemployment insurance on each employee.

Health Insurance - All employees

Individual, Two person and Family plans are available to full-time employees (35 hours per week) and the program will make an annual contribution equal to the cost of an individual rate towards the premium of the selected policy.

Employees will become eligible for health insurance after completion of one months employment.

Part-time employees (less than 32 hours per week), while eligible to participate in the Health Plan, must pay the full premium.

Employees who retire from the agency at age 62 or over after completion of 20 years of service will be eligible to continue Health Insurance coverage under the pre-existing policy when the policy allows. The corporation will pay for individual coverage not to exceed current contribution for single coverage of a current employee only when health insurance policy and corporation budgets allow. If budgets do not allow for agency contribution and the policy allows employees to continue, the employee can pay the premium to continue his/her coverage.

COBRA Policy

Continuing or converting group health insurance coverage. If an employee resigns or is terminated from the program's employ, or if work hours are reduced, and if this even makes an employee or dependents no longer eligible to participate in one of the group health insurance plans, the employee and eligible dependents may have the right to continue to participate for up to eighteen months at the individual's (or dependents') expense. If an individual is determined to be disabled under the Social Security Act at the time termination or reduction in hours occurs, they may be entitled to continuation coverage for up to twenty-nine months.

Eligible dependents may also extend coverage, at their expense, for up to thirty-six months in the group health insurance plans in the event of an employee's death, divorce, legal separation, or enrollment for Medicare benefits, or when a child ceases to be eligible for coverage as a dependent under the terms of the plan. The eighteen-month continuation coverage period provided in the event of termination or reduction in working hours may be extended to thirty-six months for a spouse and dependent children if, within that eighteen month period, the individual dies or becomes divorced or legally separated, or if a child ceases to have dependent status. In addition, if an individual is enrolled in Medicare during the eighteen-month period, a spouse and dependent children may be entitled to extend their continuation period to thirty-six months, starting on the date that the individual becomes eligible for Medicare.

If individual or eligible dependents elect to continue as members of the group health insurance plans, they will be charged the applicable premium charged to the program by the designated carriers. The premium is subject to change if the rates charged to the program increase or decrease. If this election for continuation coverage is made, an individual has the right to convert this coverage to an individual policy with the designated insurance carriers at the end of the continuation period.

Continuation coverage may end, however, if any of the following events occur:

1. Failure to make timely payments of all premiums;

2. Assumption of coverage under another group health plan, which does not exclude or limit coverage due to a preexisting medical condition;
3. The program's termination of its group health plans.

The Executive Director will contact employees concerning these options at the time termination occurs or work hours are reduced. The Personnel Representative will contact qualified beneficiaries in the event of an individual's death or enrollment for Medicare benefits. However, in the event that an employee/individual becomes divorced or legally separated, or a dependent ceases to be eligible for coverage under the group health insurance plans, the employee/individual or dependent are responsible for contacting the Personnel Manager to discuss continuation/conversion rights. Individual and qualified beneficiaries are also responsible for notifying the Personnel Manager within sixty days of qualifying for social security benefits. For further details regarding continuing or converting group health insurance benefits, please contact the Personnel Director.

Pension Plan

Washington County Local Development Corporation participates in SEP plan where a percentage of our employee's compensation is the basis for distribution. No contribution is required by the employee.

Employee Assistance Program (EAP)

The Employee Assistance Program is a benefit offered to assist employees and their immediate families in coping with persistent professional/personal problems or issues. The program provides confidential, short-term counseling and referrals surrounding such issues as workplace difficulties, co-worker conflicts, substance abuse, legal and financial difficulties, marital and family conflict, and emotional problems. The service is voluntary (unless required in writing through a Disciplinary Action Plan) and confidential. Brochures are available. Contact with the program can be made directly by calling 793-9768.

Leave of Absence

Family and Medical Leave

The Washington County Local Development Corporation adheres to the Family and Medical Leave Act of 1993 as amended January 16, 2009. To be eligible for a Family and Medical Leave an employee must have worked for the agency at least 12 months and have worked at least 1250 hours over the previous months (paid and unpaid leave are not included, it must be hours actually worked). If eligible, an employee is entitled to 12 weeks of leave (420) hours during a 12 month period measured forward from the date the first FMLA leave begins.

In the event that an employee is out for an extended period of time (5 days or longer) and has expended any sick, personal or vacation time and meets the conditions for FMLA, the agency will invoke the FMLA. Employees will be notified in writing that the FMLA has been invoked and may be requested to provide a medical certification confirming that they are eligible for a Family and Medical Leave.

It is the program's policy to invoke the Family and Medical Leave Act (FMLA) in the following manner:

- FMLA will run concurrently with NYS Disability and Worker's Compensation. Employees on Disability or Worker's Compensation may choose to use accrued sick or personal time during this period.
- Employees who are eligible for FMLA, and are not on Disability or Worker's Compensation, must use any accrued sick and personal time during the period of leave. This paid portion of the leave will run concurrently with the Family Medical Leave.
- Employees receiving Health Insurance Benefits through the agency may continue their coverage under the same terms, and at the same contribution rate, as any other similarly enrolled employee. This benefit will extend for the duration of the 12- week annual FMLA period. Arrangements for payment must be made with the Fiscal Office prior to beginning the leave.
- Employees receiving Health Insurance Benefits through the agency, who have exhausted their designated 12-week period of annual FMLA leave, and who are continuing with an unpaid leave, will become responsible for the full health insurance premium. Arrangements for payment of the full premium must be made with the Fiscal Office prior to the start of the extended unpaid leave.
- Employees who have received health insurance benefits from the agency during a FMLA leave, and who choose not to return to work for the agency following their leave are subject to repayment of the premiums that the agency paid to maintain their health coverage.
- An employee who has exhausted his/her 12 weeks (420 hours) of FMLA in the designated "12 month period", no longer has FMLA protections of leave or job restoration.
- Employees must contact, and make arrangements to meet with the Human Resources Manager no later than one week prior to his/her expected return.
- A full copy of the Family and Medical Leave Act is available to all employees upon request to the Human Resources Manager.
- No agency policy regarding FMLA is meant to deny, nor shall it deny any employee the rights that he/she may be eligible for under the provisions of Worker's Compensation Law, the Americans with Disabilities Act (ADA) or any other applicable act.

Extended Unpaid Maternity/Paternity Leave

In addition to disability maternity leave an employee may apply for an unpaid maternity/paternity leave of absence to cover a period not exceeding one year. This leave must be requested in writing in advance and have the approval of both the Executive Director and Executive Officers.

Vacation, personal leave and accrued sick leave may be applied during this period if the employee desires.

No sick or annual leave will be earned while an employee is on an unpaid maternity/paternity leave.

To continue health insurance coverage during an unpaid maternity/paternity leave the employee must assume responsibility for the full premium and must make prior arrangements with the Fiscal Office for these payments.

Employees must contact and make arrangements to meet with the Personnel Manager no less than three weeks prior to his/her expected return date.

Health Insurance - Unpaid Leave of Absence

Any employee continuing health insurance coverage during an unpaid leave of absence will be responsible for the full premium payment to be paid to Washington County LDC on the first day of each month.

The first month that a payment is not received within 5 days of the due date a cancellation notification will be sent to the employee. Insurance coverage will be terminated 20 days from failure to receive payment.

Military Leave

An employee, other than a temporary employee, who takes a leave to perform military service will be restored to the same position or a position of like seniority, status, and pay, unless circumstances have changed so as to make it impossible or unreasonable to do so. The employee must receive a certificate of completion of military service, still be qualified to perform the duties of such position and make application for re-employment within 90 days after ending military service. An employee is guaranteed 30 Days of paid military leave (15 days for drills and 15 days for active duty).

Jury Duty

Wages will not be withheld from permanent employees who are called to jury service not exceeding 3 working days. Employees must notify their supervisor prior to the

commencement of serving. Jury duty requiring greater than two (2) weeks duration will be reviewed on an as needed basis.

Disability

Washington County LDC provides full-time employees with disability benefits coverage in accordance with New York State Disability Benefits Law at no cost to the employee. Any employee eligible for disability insurance benefits must use all his or her sick leave accumulation prior to accepting disability payment or drawing upon disability. Anyone applying for disability should request a Disability Claim Form from the Personnel Manager. By law the maximum disability payment period is 26 weeks (including the time that sick days are used) **which begins at the time of disability and runs concurrently with any leave time used**. An employee, while off the payroll (i.e. not utilizing sick or other leave time) and on disability, will neither receive nor accrue fringe benefits until the employee returns to work. While an employee is on disability the agency will maintain their current benefit level of health insurance coverage for a maximum period of six months (**which commences on the date of disability**). The employee will be responsible to pay any employee contribution directly to the agency or their coverage will be terminated.

Workers' Compensation

Benefits are available if any employee is disabled because of accidental injury which is a direct result of your job. Any injury, major or minor, arising out of and in the course of employment should be reported immediately to the employee's supervisor who will submit a notice of injury to the HR Manager. Do not pay any medical or hospital bills in connection with your injury. Only New York State physicians are rated and authorized by the NYS Workers' Compensation Board to attend in compensation cases, except in emergency or referrals. No compensation is payable for the first seven days of your disability unless disability exceeds 14 days. In the latter event, you are entitled to payment for the first seven days as well. Once an employee is drawing Workers' Compensation payments, has exhausted all their leave time and is off the payroll, the Agency will maintain their current health insurance benefit level for a maximum period of one year. The employee will be responsible to pay any employee contribution directly to the Agency.

Leave for Breast Cancer Screening

An employee shall be entitled to absent him or herself and shall be deemed to have a leave of absence from his or her duties or service for a sufficient period of time, not to exceed three hours on an annual basis, to undertake a screening for breast cancer. The entire period of the leave of absence granted pursuant to this section shall be excused leave and shall not be charged against any other leave the employee is otherwise entitled to, however the leave must be formalized with a Time-Off Request

form submitted to the employee's supervisor. The employee's supervisor may request supporting documentation.

Leave for Prostate Cancer Screening

An employee is entitled to absent himself and shall be deemed to have a leave of absence from his duties or service for a sufficient period of time, not to exceed four hours on an annual basis, to undertake a screening for prostate cancer. The entire period of the leave of absence granted pursuant to this section shall be excused leave and shall not be charged against any other leave the employee is otherwise entitled to, however the leave must be formalized with a Time-Off Request form submitted to the employee's supervisor. The employee's supervisor may request supporting documentation.

Leave for Blood Donation

Two hours of leave of absence will be granted in any twelve month period to an employee who seeks to donate blood. Employee, in regards to blood donation, is defined as someone who works 20 or more hours per week who seeks to donate blood. The leave of absence may not exceed three hours, unless otherwise agreed to by the Agency. Employee's supervisor may request supporting documentation.

Nursing Mothers

Employees who are nursing mothers will be provided reasonable unpaid break time, or may use paid break time or meal time each day to allow them to express breast milk for nursing children up to the age of three following the child's birth.

Human Resources Policy and Procedure Manual Acknowledgment Form
Employee Copy

I HAVE READ AND UNDERSTAND THIS REVISED VERSION OF THE WASHINGTON COUNTY LOCAL DEVELOPMENT CORPORATION'S HUMAN RESOURCES POLICY AND PROCEDURE MANUAL WHICH SUPERSEDES ALL PRIOR VERSIONS ISSUED BY THIS AGENCY. I UNDERSTAND THAT THIS MANUAL IS EFFECTIVE AS OF _____.

Signature

Date

Human Resources Policy and Procedure Manual Acknowledgment Form
Employer Copy

I HAVE READ AND UNDERSTAND THIS REVISED VERSION OF THE WASHINGTON COUNTY ECONOMIC OPPORTUNITY COUNCIL, INC. HUMAN RESOURCES POLICY AND PROCEDURE MANUAL WHICH SUPERSEDES ALL PRIOR VERSIONS ISSUED BY THIS AGENCY. I UNDERSTAND THAT THIS MANUAL IS EFFECTIVE AS OF _____.

Signature

Date