



VILLAGE OF DOBBS FERRY BOARD OF TRUSTEES AGENDA

MEETING DATE: APRIL 26, 2022
AGENDA ITEM SECTION: DISCUSSION AND RESOLUTION ITEMS
AGENDA ITEM NO. : 6
AGENDA ITEM: <u>DISCUSSION:</u> DISCUSSION OF EMPLOYEE PERSONNEL REGULATIONS MANUAL
ITEM BACKUP DOCUMENTATION: <ol style="list-style-type: none">1. MEMORANDUM FROM MELISSA FERRARO/VILLAGE ADMINISTRATOR TO MAYOR ROSSILLO AND THE BOARD OF TRUSTEES2. PUBLIC SECTOR HR CONSULTANTS LLC PROPOSAL FOR EMPLOYEE HANDBOOK FOR THE VILLAGE OF DOBBS FERRY



**VILLAGE OF DOBBS FERRY
OFFICE OF THE VILLAGE ADMINISTRATOR**

112 Main Street
Dobbs Ferry, New York 10522

To: Mayor Rossillo & Board of Trustees
From: Melissa Ferraro, Village Administrator
Re: Employee Handbook

The Village of Dobbs Ferry currently maintains Personnel Regulations that have not been updated since 2016. Many items within the Regulations are out of date, obsolete or need to be changed. Because the Village does not have a full-time Human Resources Director, we are in need of a formalized guideline for making personnel decisions that is in compliance with Government Regulations and encompasses all Village policies and work rules.

After discussions with other municipalities, I have reached out to Public Sector HR Consultants, LLC, for information regarding the creation of a new Employee Handbook for the Village. Having a clear, concise handbook for staff to rely on for information will help avoid confusion, create consistency and establish a sense of fair treatment in the workplace. This will contribute to the overall success of the Village in delivering services to the public effectively and efficiently.

Public Sector HR has provided a proposal for an Employee Handbook at a cost of \$6,250 plus travel expenses related to site visits, as attached.

I ask that this item be placed on the 4/26/22 Board of Trustees agenda for consideration.



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Human Resource Solutions Made Simple

VILLAGE OF DOBBS FERRY

Proposal for EMPLOYEE HANDBOOK

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VILLAGE OF DOBBS FERRY EMPLOYEE HANDBOOK PROPOSAL

WHY AN EMPLOYEE HANDBOOK?

A well-written Employee Handbook will help ensure compliance with government regulations, establish better communication with employees, and gain consistency in the application of work rules.

COMPLIANCE WITH GOVERNMENT REGULATIONS

Many municipalities do not have the financial resources or the need for a full-time HR Director. As a result, personnel decisions are often made without professional guidance and without consideration for the long-term effects. This can create confusion among employees, inconsistencies in policy application, and, in many cases, violations of state and federal regulations which can result in lawsuits and fines.

The Employee Handbook developed and implemented by Public Sector HR Consultants LLC (PSHRC) incorporates information, policies and procedures pertaining to the following state and federal regulations (partial list):

- The Americans with Disabilities Act
- Discrimination
- Harassment and Fair Treatment
- Sexual Harassment
- Drug-Free Workplace
- Drug & Alcohol Testing
- Smoking in the Workplace
- Workplace Violence Prevention
- Civil Service System
- Disciplinary Action (Section 75)
- Code of Ethics
- Wage & Hour Standards
- Family and Medical Leave Act
- Workers' Compensation
- Safety & Health and Hazardous Materials
- Fair Labor Standards Act

COMMUNICATION WITH EMPLOYEES

It is important that each employee understands the Village's policies and procedures as they pertain to employee benefits and work rules. A well-written employee handbook explains the benefits, including eligibility requirements, filing procedures, notification requirements, restrictions, scheduling procedures, etc. Work rules are addressed in the next section.

The Employee Handbook developed and implemented by PSHRC incorporates information, policies and procedures pertaining to the following employee benefits (partial list):

- Holidays
- Vacation Leave
- Personal Leave
- Sick Leave
- Family & Medical Leave
- Jury Duty Leave
- Medical Insurance
- Employee Assistance Program
- Workers' Compensation
- Disability Insurance
- Meal & Rest Periods
- Payroll Policies

CONSISTENT APPLICATION OF WORK RULES

The consistent application of work rules helps establish a sense of fair treatment in the workplace and will contribute to the overall success of the Village in delivering services to the public effectively and efficiently.

Further, successful disciplinary action is based on three basic factors: (1) there must be a mutual understanding of the work rules by the employee and the supervisor; (2) there must be uniform and consistent application of the work rules; and, (3) the discipline must be corrective and progressive with uniform and consistent penalties. Understandably, a well written Employee Handbook is essential in successful disciplinary action.

The Employee Handbook developed and implemented by PSHRC incorporates information, policies and procedures pertaining to the following work rules (partial list):

- General Rules of Conduct
- Personal Appearance
- Use of Equipment & Supplies
- Use and Care of Vehicles
- Time Records
- Time & Attendance
- Sick Leave Abuse
- Notification of Absences
- Meal & Rest Periods
- Unauthorized Work

LEGAL DEFENSE

A well-written Employee Handbook can be of great assistance in defending legal actions based on the employment relationship. For example, in Sexual Harassment cases, the Employee Handbook may be able to prove that the Village took proactive and preventative action against sexual harassment in the workplace.

SCOPE OF SERVICES

EMPLOYEE HANDBOOK – PSHRC will develop and implement an **Employee Handbook** for the Village of Dobbs Ferry. The specific professional services to be provided by PSHRC will include:

1. Review current employee benefits, personnel policies, procedures and established practices, and collective bargaining agreements.
2. Attend one meeting on-site at the Client's location to interview designated Village personnel to review current policies and procedures and established past practices, and to ascertain needs and make recommendations for additions and modifications to such policies, procedures and practices.
3. Produce an executive draft of Employee Handbook for review by appropriate Village representatives. This draft will include content as represented above, customized to the Village's specific circumstances.
4. Produce one master copy of the finalized Employee Handbook. Bulk printing of the Employee Handbook is not included in this proposal.

5. Provide unlimited telephone / e-mail support with respect to implementation, application and questions on the Employee Handbook, for a period of one year from the signing of the Employee Handbook Agreement.
6. Provide updates when requested by the Village or when a compliance change occurs, at no additional cost, for a period of one year from the signing of the Employee Handbook Agreement.

FEE FOR PROFESSIONAL SERVICES

The fee for the development and implementation of an Employee Handbook for the Village of Dobbs Ferry will be \$6,250.

Additionally, the Village of Dobbs Ferry will be responsible for reimbursing PSHRC for travel expenses (limited to mileage and tolls) directly related to providing services detailed in this proposal. The mileage rate that will be charged shall be the IRS mileage rate in effect at the time of travel.

Employee Handbook

Sample Table of Contents

100	INTRODUCTION	_____
101	Welcome Message	_____
102	Our Heritage	_____
103	Definitions	_____
104	The Purpose of this Employee Handbook	_____
200	EMPLOYEE CLASSIFICATIONS	_____
201	Full-Time Employees	_____
202	Part-Time Employees	_____
203	Temporary Employees	_____
204	Seasonal Employees	_____
205	FLSA Exempt Employees	_____
206	FLSA Non-Exempt Employees	_____
300	THE CIVIL SERVICE SYSTEM	_____
301	The Unclassified and Classified Services	_____
302	Civil Service Appointments	_____
303	Examinations and Promotions	_____
304	Veteran's Credits	_____
400	EMPLOYMENT MATTERS	_____
401	Oath of Office	_____
402	Procedure for Filling Vacancies	_____
403	Probationary Period	_____
404	Performance Appraisal	_____
405	Corrective Action and Discipline	_____
406	Civil Service Law Section 75	_____
407	Code of Ethics	_____
408	Personnel File	_____
409	Separation of Employment	_____
500	OPERATIONAL POLICIES	_____
501	Departmental Hours	_____
502	Emergency Situations	_____
503	Meal and Rest Breaks	_____

504 Time Records _____
505 Bonding _____
506 Expense Reimbursement _____
507 Vehicle Usage _____
508 Driver's License _____
509 Supplies, Tools and Equipment, and Fuel Usage _____
510 Telephone / Cell Phone Usage _____
511 Computer Systems and Internet/On-Line Service _____
512 Social Media _____
513 Personal Appearance _____
514 Solicitations/Distributions _____
515 Visitors _____
516 Purchasing / Credit Cards _____
517 Maintenance of Work Area _____
518 Personal Property _____
519 Village Property _____
520 Unauthorized Work _____
521 Outside Employment _____

600 **ABSENCE POLICIES** _____
601 Attendance _____
602 Jury Duty Leave _____
603 Bereavement Leave _____
604 Military Leave and Military Leave of Absence _____
605 Leave for Cancer Screening _____
606 Family and Medical Leave Policy _____

700 **COMPENSATION** _____
701 Wage and Salary _____
702 Overtime / Compensatory Time _____
703 Out-of-Title Pay _____
704 Call-In Pay _____
705 Pay Period and Check Distribution _____
706 Payroll Deductions _____
707 Deferred Compensation Plan _____

800 **EMPLOYEE BENEFITS** _____
801 Holidays _____
802 Vacation Leave _____
803 Sick Leave _____

804 Personal Leave _____
805 Disclosure of Insurance Benefits _____
806 Medical Insurance _____
807 Medical Insurance Buy-out _____
808 Medical Insurance for Retirees _____
809 Dental Plan _____
810 Prescription Drug Plan _____
811 Optical Plan _____
812 Continuation of Health Insurance Benefits (COBRA) _____
813 Section 125 Plan _____
814 Short-Term Disability Benefits _____
815 Workers' Compensation Benefits _____
816 Unemployment Benefits _____
817 Social Security _____
818 The New York State Employees' Retirement System _____
819 Education Assistance _____
820 Employee Assistance Program _____

900 COMPLIANCE POLICIES _____
901 Equal Employment Opportunity _____
902 The Americans with Disabilities Act _____
903 Non-Discrimination and Harassment (Including Sexual Harassment) _____
904 Workplace Violence Prevention _____
905 Drug-Free Workplace _____
906 Controlled Substance and Alcohol Testing _____
907 Smoking _____

1000 SAFETY _____
1001 Workplace Safety _____
1002 Hazard Communication Program _____

1100 COMMUNICATION PROCEDURES _____
1101 Organizational Communications _____
1102 Adverse Communications _____
1103 Suggestions _____
1104 Reporting of Improper Activities _____

1200 DISPUTE RESOLUTION _____
1201 Dispute Resolution Procedure _____

PUBLIC SECTOR HUMAN RESOURCE CONSULTANTS LLC

Sample Client List

As our reputation has grown, so has our list of clients. Here is just a small sample of the hundreds of municipalities that have retained our HR consulting services.

TOWNS

Town of Amenia
Town of Ancram
Town of Batavia
Town of Bethlehem
Town of Blooming Grove
Town of Bolton
Town of Bridgewater
Town of Canandaigua
Town of Carmel
Town of Caroline
Town of Catskill
Town of Champlain
Town of Charlton
Town of Cicero
Town of Clarkstown
Town of Clay
Town of Clifton Park
Town of Coeymans
Town of Collins
Town of Eastchester

Town of Farmington
Town of Greenburgh
Town of Hartwick
Town of Huron
Town of Kent
Town of Lake George
Town of LeRay
Town of Long Lake
Town of Malta
Town of Marcy
Town of Marcellus
Town of Monroe
Town of Mount Pleasant
Town of Newcomb
Town of Niskayuna
Town of North Salem
Town of Oswegatchie
Town of Owego
Town of Patterson
Town of Pawling

Town of Rhinebeck
Town of Rotterdam
Town of Sand Lake
Town of Saratoga
Town of Schroom
Town of Seneca Falls
Town of Sennett
Town of Skaneateles
Town of Southeast
Town of Southport
Town of Ticonderoga
Town of Vestal
Town of Victor
Town of Webb
Town of Webster
Town of Wheatland
Town of Willsboro
Town of Woodbury
Town of Woodstock
Town of Yorktown

CITIES & VILLAGES

City of Auburn
City of Canandaigua
City of Ithaca
City of Kingston
City of Newburgh
City of New Rochelle
City of Peekskill
City of Port Jervis
City of Saratoga Springs
City of Schenectady
City of Utica
City of Watertown
Village of Boonville
Village of Briarcliff Manor

Village of Brockport
Village of Cato
Village of Croton-on-Hudson
Village of Cornwall-on-Hudson
Village of Dobbs Ferry
Village of East Syracuse
Village of Fayetteville
Village of Harriman
Village of Irvington
Village of Lake Success
Village of Lewiston
Village of Massapequa Park
Village of Massena
Village of Monroe

Village of Owego
Village of Pawling
Village of Pleasantville
Village of Saranac Lake
Village of Scotia
Village of Schuylerville
Village of Skaneateles
Village of Sleepy Hollow
Village of Spencerport
Village of Dobbs Ferry
Village of Tupper Lake
Village of Wappingers Falls
Village of Watkins Glen
Village of Woodbury

COUNTIES

Albany County
Allegany County
Broome County
Catteraugus County
Cayuga County
Chemung County
Essex County

Greene County
Hamilton County
Madison County
Oneida County
Onondaga County
Ontario County
Oswego County

Rockland County
Schenectady County
Seneca County
Sullivan County
Washington County
Wayne County
Yates County