

**TOWN OF NORTH HEMPSTEAD
BOARD MEETING**

Special Meeting

AGENDA



January 11, 2024

10:00 AM

RESOLUTIONS:

1. A RESOLUTION AUTHORIZING AMENDMENTS TO THE NON-UNION POLICY MANUAL TO BE EFFECTIVE JANUARY 1, 2024.
2. A PUBLIC WORK SESSION REGARDING THE TOWN OF NORTH HEMPSTEAD 2024 CAPITAL PLAN.

TABLED ITEMS:

Supervisor DeSena offered the following resolution and moved its adoption, which resolution was declared adopted after a poll of the members of this Board:

RESOLUTION NO. 46 - 2024

A RESOLUTION AUTHORIZING AMENDMENTS TO THE NON-UNION POLICY MANUAL TO BE EFFECTIVE JANUARY 1, 2024.

WHEREAS, the Town Board (the “Board”) of the Town of North Hempstead (the “Town”) has heretofore adopted, and amended, the Employment Manual for Non-Union Employees (the “Employment Manual”); and

WHEREAS, the Commissioner of the Department of Human Resources (the “Commissioner”) has requested authorization to amend the Employment Manual in order to reduce the 25 percent employee contribution to medical/dental/vision premiums, increase the amount of the health insurance buyback, and to add a continuing education plan for the partial reimbursement of a work related program, all in accordance with the proposed language set forth in the copy of the Employment Manual annexed hereto as Exhibit A (the “Amendment”); and

WHEREAS, the Board wishes to authorize the Amendment.

NOW, THEREFORE, BE IT

RESOLVED that the Town Board does hereby authorize the Amendment a copy of which shall be on file in the Office of the Town Attorney and the Department of Human Resources.

Dated: Manhasset, New York

January 11, 2024

The vote on the foregoing resolution was recorded as follows:

Ayes: Councilperson Dalimonte, Councilperson Scott, Councilperson Troiano, Supervisor DeSena.

Nays: None.

Absent: Councilperson Adhami, Councilperson Liu, Councilperson Walsh.

cc: Town Attorney HR Comptroller

**Town of North Hempstead Employment
Manual for Non-Union Employees Adopted
01/03/2012- Updated 01/01/2024**



Jennifer DeSena, Town Supervisor
Bob Weitzner, Commissioner of Human Resources

TABLE OF CONTENTS

INTRODUCTION.....	3
WELCOME!	3
CHALLENGE OF PUBLIC SERVICE.....	3
A WORD ABOUT PUBLIC RELATIONS	4
DISCLAIMER.....	4
EMPLOYEE DEFINITIONS.....	4
TOWN IDENTIFICATION BADGE.....	5
CHANGES OF STATUS.....	5
HOURS OF WORK.....	5
REDUCED HOURS	5
OVERTIME	6
BREAKS/LUNCH	6
ATTENDANCE AND PUNCTUALITY	6
PAYROLL AND DIRECT DEPOSIT	6
EXEMPT OFFICE HOURS & COMPENSATION POLICY	7
Attendance and Work Hours.....	7
Overtime	7
Exempt Compensatory Time ("Exempt Comp-time")	7
Exempt Comp/Vacation Sell Back Policy for State of Emergency Declaration Lasting Five or More Days.....	7
GENERAL CONDUCT	8
DRESS CODE	9
NO-SMOKING POLICY	10
CODE OF ETHICS.....	10
EQUAL EMPLOYMENT OPPORTUNITY POLICY (EEO Policy).....	10
EMPLOYMENT OF RELATIVES.....	11
SUBSTANCE ABUSE POLICY	11
DRUG AND ALCOHOL FREE WORKPLACE POLICY	11
LEGAL SERVICE PLAN FOR EXEMPT EMPLOYEES	11
PERSONNEL FILES.....	11
FACILITIES.....	12
EMPLOYEE ATTENDANCE AT OFFSITE ACTIVITIES	12
TOWN PROPERTY	12
USE OF TOWN VEHICLES.....	12
PARKING PERMITS.....	13
COMPUTER AND TELECOMMUNICATION SYSTEMS USAGE POLICY	13
VIRTUAL PRIVATE NETWORK ACCESS POLICY	13
EMERGENCY CLOSINGS	14
EVALUATION.....	14
CONTINUING EDUCATION PLAN.....	14

EMPLOYEE BENEFITS	14
DEFINITIONS	14
VACATION	14
BEREAVEMENT LEAVE.....	15
SICK LEAVE.....	15
Payments for Unused Sick Leave.....	16
Payment Upon Separation.....	16
Supplemental Sick Leave	17
Family Illness	17
CATASTROPHIC LEAVE BANK	17
PERSONAL LEAVE	17
CHILD CARE LEAVE	18
JURY DUTY/WITNESS LEAVE.....	18
MILITARY LEAVE	18
LEAVE FOR CERTAIN VOLUNTEER AND/OR VETERAN ACTIVITIES	19
LEAVE FOR BREAST CANCER SCREENING	19
LEAVE FOR PROSTATE CANCER SCREENING.....	19
LEAVE FOR BONE MARROW DONATIONS.....	19
LEAVE FOR COVID-19 ANTIBODY TESTING AND PLASMA DONATION.....	19
EXPRESSING BREAST MILK IN THE WORK PLACE	19
OTHER LEAVES OF ABSENCE.....	20
RETIREMENT AND NOTICE OF ACCUMULATED LEAVE TIME	20
RETIREMENT PLANS.....	20
TIME REPORTING	20
HOLIDAYS.....	20
MEDICAL BENEFITS	21
Medical/Dental/Optical Benefits.....	21
Medical Coverage	21
Dental and Vision Coverage	23
Benefits Continuation.....	23
Declination of Coverage	23
Domestic Partner Coverage	23
Retirement and Deferred Compensation Plans.....	23
Disability Coverage.....	23
CONCLUSION	24
ACKNOWLEDGEMENT FORM.....	

INTRODUCTION

The provisions of this Manual apply to those regular full-time, less than full-time, and regular part-time employees of the Town of North Hempstead and the Solid Waste Management Authority (SWMA), referred to as ("the Town"), who are not covered by the Town's Collective Bargaining Agreement with the Civil Service Employees Association ("CSEA"). Other Town employees, including but not limited to those positions designated as seasonal or temporary, are not subject to the provisions of this Manual. You should ask your supervisor or your Department Head if you are unsure whether the provisions of this Manual apply to you.

WELCOME!

We would like to take this opportunity to welcome you to the Town of North Hempstead. We are glad to have you with us. It is our hope that you will find real satisfaction in your job and that we will have a long and pleasant association.

The basic purpose of your job, and of the Town government, is to provide service to people, people just like ourselves, who depend on their local government to provide those services that they are unable to provide for themselves.

The Town's only product is service. People and their needs are the entire reason for local government to exist. Service is what we, as Town employees, provide to meet the needs of the people, the taxpayers of the Town.

This Manual is designed to acquaint you with the personnel policies and practices of the Town and to help you understand your benefits and responsibilities as an employee. If you have any questions, which are not explained in the Manual, please see your supervisor or Department Head.

We suggest that you read the contents thoroughly and that you keep this Manual for future reference.

If you have any questions regarding these materials, feel free to contact your supervisor, or the HR Department.

CHALLENGE OF PUBLIC SERVICE

Public service can offer a very challenging and satisfying career. Not only will you be dealing with people, but you will also be helping people by providing for their basic needs of everyday life. Most of the battles that this nation is waging against our social and urban ills are taking place at the local government level. You are in effect, at the front line of our nation's efforts to achieve a better society.

When the going gets tough, you must keep this in mind. Public service is more than just a job; it is an honored and respected profession on which our nation and our free society depend first and foremost importantly for survival. When the history of our times is written, it will be the local

public servant who will be credited with many of our successes. The responsibilities of our profession are heavy ones, indeed.

A WORD ABOUT PUBLIC RELATIONS

Town government in North Hempstead exists to serve its residents. Few, if any, private corporations are subject to as much public examination as the municipal corporation, the Town government. Therefore, good public relations are an important aspect of your job responsibilities. Good public relations consist of dealing intelligently, courteously, fairly and promptly with all inquiries from residents. The resident should be treated, as you would expect to be treated if your places were reversed. Never forget that when you work for the Town, you are working for, and being paid by, the people of the Town of North Hempstead.

DISCLAIMER

This Manual is meant to serve as a guide only, and is not intended to be a contract of employment for any purpose or any duration and does not grant or create any rights. The Town has the right to add to, change, or eliminate the policies contained in this Manual from time to time, as it deems appropriate, in the sole discretion of the Town.

Unless otherwise provided by law or in a separate written contract, all employees and positions are terminable at will. Nothing contained in this Manual shall in any way restrict or alter the Town's right to discipline or terminate any employee, which rights shall be governed solely by the civil service law, state and federal law to the extent each is applicable. This Manual may be changed at any time or discontinued in use at the sole discretion of the Town. In the event of any question concerning employee rights or benefits, the employee should submit such questions in writing to his or her supervisor for review by the Town Board as may be appropriate.

EMPLOYEE DEFINITIONS

For purposes of this Manual, the following definitions have been established in order to standardize terminology and provide common understanding in our references to employees:

Regular Full-Time Employees:

Those employees who work a minimum of thirty-five (35) hours weekly and who maintain continuous regular employment status. Regular full-time employees are eligible for Town benefits.

Less Than Full-Time Employees:

Those employees who work less than thirty-five (35) hours weekly, but not less than twenty (20) hours, and who maintain continuous regular part-time employee status. Less than full-time employees are entitled to pro-rated leave and benefits.

Regular Part-time Employees:

Those employees who work nineteen and three-quarters (19.75) hours or less per week. Regular part-time employees are not eligible for paid leave and/or Town benefits of any kind unless otherwise noted.

Non-Exempt Employees:

Employees who are not exempt from the provisions of the Fair Labor Standards Act. Specifically, clerical positions, part-time staff and other employees whose duties are not supervisory in nature are "non-exempt."

Exempt Employees:

Exempt employees are those executive, administrative and professional employees who do not receive overtime payments provided they meet the Fair Labor Standards Act's requirements. Specifically, supervisory and management personnel are generally classified as "exempt."

TOWN IDENTIFICATION BADGE

All employees are required to have a Town Identification Badge with them and displayed when possible and upon request. New employees must have their photo taken for a Town Identification Badge. This can be done at the HR Department in Town Hall; 220 Plandome Road, Manhasset. You must have your photo taken as soon as practicable as you must have proper Town identification with you when you represent the Town in the performance of your job duties and to swipe the time clock. Please contact the HR Department for more information on Town identification badges.

CHANGES OF STATUS

You must keep the HR Department advised of any changes of name, address, telephone numbers, marital status, emergency contact information, or change in dependents, so that benefits, personnel and payroll records may be kept up-to-date. Failure to do so could result in the loss of such benefits.

HOURS OF WORK

The standard work week is from Monday to Friday, 9:00 a.m. to 5:00 p.m., with a mandatory one hour lunch break, but some employees may be required to work an alternative schedule, weekends and/or during other times of the day. Please refer to the individual rules for your Department with respect to the regular work day in your Department. Part-time hourly employees work the schedule designated by their supervisor.

Your work schedule may be modified at the discretion of the Town. Please refer to the individual rules for your department for more information about hours of work.

It is required that you be at the Town, ready to work, at the required time.

REDUCED HOURS

An employee may request a reduced hours schedule or no pay leave from the Town for a period not more than 180 days. Such requests must be made in writing and may be granted at the

discretion of the Town. No pay leave shall run concurrent with any unpaid leave otherwise required by law.

Medical benefits shall continue during such leave upon payment of the employee's regular contribution. Leave time shall accumulate at a pro rata rate for reduced hours leave, and shall not accumulate during no pay leave.

OVERTIME

Those employees who are classified as non-exempt under the Fair Labor Standards Act and therefore eligible for overtime shall be compensated at time and one-half their regular hourly rate for all hours worked above forty (40) hours per week.

Employees may not make their own determination to work through lunch, breaks, arrive early or extend their day without prior written permission from their Department Head. Only pre-approved overtime work will be eligible for compensation.

BREAKS/LUNCH

Breaks are permitted if they do not interfere with services to the public. Full-time employees are entitled to two (2) paid breaks of fifteen (15) minutes each, one (1) taken before and one (1) after the lunch period. Be sure to tell your supervisor or a co-worker before taking a break.

Lunch is for one hour. If you request and are permitted to take a longer lunch (which decision shall remain in the discretion of your supervisor) it will increase your work day by any additional time taken over the allotted one hour. Your lunch period may be scheduled by your supervisor to meet the needs of the Town.

Employees may not combine breaks and lunch periods without supervisor approval.

Please refer to the individual rules for your department for more information with respect to breaks and lunch periods.

ATTENDANCE AND PUNCTUALITY

You are expected to arrive on time, ready to work, every day. If you are unable to arrive at work on time, or must be absent for an entire day, you must contact your supervisor as soon as possible before the start of your assigned work shift or work day. You must speak with your supervisor. If you do not speak with your supervisor or a manager, your absence will be considered a "no-call/no-show." Leaving a message with the receptionist or a co-worker or, a call from a relative or other third party is not considered valid notification, except in an extreme medical emergency. Non-exempt employees may be docked for time not worked and excessive absenteeism or tardiness will result in discipline that may include termination. The standard of what is excessive is determined by the needs of your particular department and by your supervisor.

Please refer to the individual rules for your department for more information about attendance and punctuality.

PAYROLL AND DIRECT DEPOSIT

Payroll is processed by the Comptroller's Office. Salary payments are presently scheduled on a bi-weekly basis. The Town currently offers payroll direct deposit. You may obtain a direct

deposit form from the Payroll Department in the Comptroller's office, or by calling 516-869-7727. Enrollment forms are also available on the Town's intranet at the following address: <http://intranet/Depts/FinanceHR/docs/Payroll/Form-DirectDepositForm.pdf>.

EXEMPT OFFICE HOURS & COMPENSATION POLICY

Attendance and Work Hours

It is the policy of the Town to require regular and timely attendance. It is imperative that you report to work ready, willing and able to perform your duties at your designated starting time. Regular and dependable attendance is integral to the effective, efficient and successful operation of the Town.

The regular work week for most exempt full-time employees is 40 hours from 9:00 A.M. to 5:00 P.M., with a one hour unpaid meal period, normally taken between 12:00 and 2:00 P.M.

The normal week is divided into five days, Monday through Friday, with exempt employees regularly scheduled to work 8 hours per day.

Daily and weekly work schedules may be changed from time to time at the discretion of the Town to meet the varying conditions of our business.

Overtime

Employees who are exempt under the FLSA are not eligible for overtime pay or other compensation for "overtime hours" worked, except as may be provided in accordance with the Town's Exempt Compensatory Time ("Exempt Comp-time") policy set forth below. Please see the HR Commissioner if you are unsure whether you are a FLSA-exempt employee.

Exempt Compensatory Time ("Exempt Comp-time")

Exempt Comp-time may provide up to one (1) hour of credit for each hour worked in excess of your regular work day and is only available to FLSA-exempt employees. Eligibility for Exempt Comp-time is at the discretion of the Commissioner/Department Head and pre-approval is required.

Requests for usage of Comp-time hours must be made **in writing** stating the specific hours and/or days sought as Comp-time. **ONLY approved Comp-time requests, submitted prior to usage, are authorized to be taken as Comp-time.**

The Comp-time policy does **NOT** apply and will not be approved in instances where an employee chooses to arrive at work earlier or stay later for personal reasons or to work through one's lunch hour. Abuse of Comp-time may disqualify an employee from being eligible for

future Comp-time accruals. Accrued comp-time is non-vesting and not payable under any circumstance, including upon termination, death, employment separation or retirement. Any unused accrued comp-time hours expire at the end of each calendar year, except those hours accrued after October 1 in a given year. Comp-time accrued after October 1 will be carried over into the next year. However, that carried over Comp-time must be used prior to December 31 of that year.

Exempt Comp-time/Vacation Sell Back Policy for State of Emergency Declaration Lasting Five or More Days

All Full-time exempt employees who do not fall under FLSA, during a declared State of Emergency lasting at least five (5) days, shall have their Exempt Comp-time converted into vacation time at a 2 for 1 ratio. (Example- 10 hours of Exempt Comp-time is converted into 5 hours of vacation time)

Any employee who receives such vacation time may elect to sell back up to five (5) days, or roll over the amount into the following year. This is in addition to the existing five (5) day vacation sell back policy.

The eighty (80) day limit will be waived during this period. However, the eighty (80) day rule will be back in effect the following year.

Employees must get the approval of their Department Head who will verify the hours and attest that the hours were worked during the emergency period.

GENERAL CONDUCT

You are expected to maintain a high level of professionalism at all times. The following is a partial list of the kind of conduct that can lead to discipline or termination:

1. Willful destruction or defacement of Town property or property of any other employee.
2. Taking Town property, records, employee lists or private information from the workplace without permission.
3. Insubordination.
4. Use of abusive, threatening or obscene language to Town employees or members of the public.
5. Obscene material kept in an employee's possession or on Town property.
6. Disorderly conduct of any kind in work areas, offices, or on Town property, such as fighting, wrestling, running, roughhousing, or any other activity dangerous to life, limb, or property.
7. Willfully violating or disregarding safety rules.
8. Gambling or promoting lotteries, etc., on Town premises.
9. Performing personal business during working hours and/or on Town premises such as selling or peddling articles.
10. Performing personal business and making personal telephone calls during working hours. While we realize that some personal calls can only be made during business hours, you should keep the number and duration of these calls to a minimum. If you must make a long distance call, you must either use your personal cell phone, request

the telephone operator to bill your home phone for the call, or directly reimburse the Town for the cost the phone service billed to the Town.

11. Violation of cleanliness and good housekeeping rules at drinking fountains, in washrooms, and elsewhere on premises, including such actions as spitting, disposition of refuse, papers, etc.
12. Loafing, wasting time, lounging, or sleeping on the job, or visiting other departments without permission.
13. Failing to punch, or deliberately falsifying, time records.
14. Violating any Town rule or policy, or allowing a visitor to violate any Town rule or policy.
15. Possession of a gun, other weapon or contraband.
16. Violating the Town's policies against discrimination or harassment.
17. Failing to perform your duties in a satisfactory manner.
18. Possessing, being under the influence of, distributing, selling or using alcohol or any form of narcotic or controlled substance (unless prescribed by a physician) while on Town property during regular business hours.
19. Covering up mistakes or faulty work.
20. Any other act detrimental to the interests of the Town, its employees or members of the public.

Courtesy and respect must be given to the public and co-workers at all times. Employees are to avoid interfering with or disturbing other employees while they are working by unnecessary conversation, etc., during the workday, whether these employees are assigned to that department or in another department.

Your assigned Department may have its own rules relating to prohibited conduct. You are required to abide by any individual rules for your Department in addition to the rules listed herein.

DRESS CODE

As a seat of local government, town buildings are open and visible to the general public. Therefore, it is important that all of us working here present ourselves to the public with the most appropriate behavior and appearance.

A neat, well-groomed appearance is required of Town employees. It is expected that all employees will exercise good judgment and dress appropriately for their job responsibilities. The following factors should be taken into consideration when determining appropriate dress:

- The nature of their work
- The nature of their public contact, if any
- The prevailing dress practices of other workers in similar jobs

If you have a question as to what is considered appropriate attire for a particular work situation, you should ask your immediate supervisor for guidance. Any employees who come to work dressed in a manner that is considered inappropriate by their immediate supervisor or

Department Head may be sent home to change or until further scheduled for work. During this absence, any accrued leave time available to the employee is required to be used and/or lost time shall be deducted from their salary.

Given the varied nature of our individual roles and responsibilities, including the extent of outside interactions within the community, Department Heads may elect, at their discretion, to impose specific departmental dress code requirements, including uniforms and safety equipment, as they feel would be considered customary or appropriate to a given situation, or in accordance with departmental safety or operational concerns.

Casual Dress

We recognize that casual business dress can often have a positive effect by creating a more relaxed work environment. However, please note that casual clothing must still be appropriate attire for office environment, particularly one in the public eye.

Based upon current Town standards, the following items are examples of what is considered acceptable casual business attire:

- Blazers, sport jackets
- Chinos, slacks, neat jeans
- Polo shirts with collars
- Cardigans, sweaters
- Sport shirts without ties

NO-SMOKING POLICY

Smoking is prohibited throughout all Town buildings and facilities, and in Town vehicles. Smoking is permitted outside Town buildings during lunch, breaks, and before and after work. Employees who violate these rules may be subject to disciplinary action. Any employee who believes that the smoking policy has been violated should report the violation to the Finance/HR Department.

Employees shall not be retaliated against for exercising their rights to a smoke-free environment. Any employee who believes that s/he has been subject to any retaliation for exercising his/her rights shall file a complaint with the Finance/HR Department. This policy is designed to ensure that all non-smoking employees have the right to work in a healthy, smoke free environment.

CODE OF ETHICS

As a Town employee, you are subject to a Code of Ethics. You should be aware that the Town's Code of Ethics prohibits Town employees from accepting gifts valued at \$75 or more from the public. Additionally, the Code of Ethics includes information concerning conflicts of interest and disclosure of confidential information. The Code has been provided to you as part of the Town's Employee Policy Manual. You must familiarize yourself with it.

EQUAL EMPLOYMENT OPPORTUNITY POLICY (EEO Policy)

The Town of North Hempstead Equal Employment Opportunity Policy is adopted pursuant to Town Code § 23-17.8 in order to ensure that all employees are informed of the Town's policy on discrimination, harassment and retaliation, to assist employees who complain of prohibited

conduct and to maintain in each office a working environment free from discrimination, harassment and retaliation.

The Town's EEO Policy will be provided to you. You must familiarize yourself with it.

EMPLOYMENT OF RELATIVES

It is contrary to this administration's policy to have relatives directly supervising their own relatives. This does not mean, however, that relatives cannot work in the same department or even the same facility. The spirit of the policy is to prevent the appearance of impropriety.

SUBSTANCE ABUSE POLICY

Employees are expected to be in suitable mental and physical condition at work, capable of performing their jobs satisfactorily and behaving properly. The use of alcohol, illegal drugs, or other intoxicants that interfere with such performance, may lead to disciplinary action up to and including termination.

Employees who use, purchase, sell, or possess alcohol, illegal drugs, controlled substances, or associated paraphernalia, while on the job or on Town property may be discharged.

Employees taking over-the counter or prescribed medication and not able to perform their jobs with reasonable accommodation may request a leave of absence. The Town may in its discretion grant or deny such a request. If an employee believes he or she is able to work while taking medication, and an issue concerning the individual's performance arises, it is expected that the employee will explain the use of the medication to the supervisor. The supervisor will then take that fact into consideration in deciding upon the appropriate action.

DRUG AND ALCOHOL FREE WORKPLACE POLICY

The Town of North Hempstead is committed to maintaining a work environment that is free from the effects of drugs and alcohol. The use of illegal drugs or alcohol by Town employees adversely affects the Town's ability to safely deliver services, impairs the efficiency of the Town's workforce, endangers the safety of Town employees and the public, and undermines the public's trust in the Town. The Town therefore adopts this Drug and Alcohol policy in order to establish and maintain a safe, healthy working environment for all Town employees, reduce injuries to persons and property, minimize absenteeism and tardiness, and to provide rehabilitation assistance for Town employees in need.

Town employees are prohibited from using, consuming, unlawfully possessing, selling or distributing alcohol, illegal drugs, or drug paraphernalia, and from being under the influence of or being impaired by alcohol or illegal drugs during on-duty time.

Employees who violate this policy may be subject to discipline, up to and including termination from employment.

LEGAL SERVICES

Attorney's Morici & Morici for union and Exempt Employees will provide telephone advice, consultation and other pre-paid legal services from the National Legal Office. A Simple Will, Living Will, Healthcare Proxy (Directive), Power of Attorney, Simple Reciprocal Will, and a Simple Bill of Sale are free of charge. Other legal matters are subject to discounted hourly rates and minimum fees. MORICI & MORICI LLP: (516)-873-1902

PERSONNEL FILES

You may inspect your personnel file during regular business hours and/or at a time mutually convenient for the Town and the employee. Employees who wish to inspect their file must make a written request to the Finance/HR Department. Confidential information shall be

excluded from the inspection. Inspections must take place in the presence of a designated Town representative.

Personnel files are to be treated as containing confidential information. They shall be filed separately from other business files and secured to prevent unauthorized usage.

FACILITIES

Cleanliness is the responsibility of all employees. Please use the proper receptacles for trash, lunch bags, cups, and other waste items.

Workstations and work areas are often shared by more than one employee. As a common rule, every workstation should be kept neat, the top of the desk should be clear of all papers, and all electric office equipment should be turned off upon leaving. The last employee to leave his/her work area is responsible for turning off the lights.

Beverages are allowed at workstations. Eating snacks, such as bagels, muffins, and chips is permissible, but containers of food, especially items that have strong aromas, may not be consumed in the office.

EMPLOYEE ATTENDANCE AT OFFSITE ACTIVITIES

The Town may reimburse you for authorized and reasonable expenses incurred to attend work-related conferences, meetings, and other events, including registration fees, travel and meals and lodging. Anticipated expenses must be pre-approved in writing by your Department Head before any such expenses are incurred. Reimbursement may be contingent upon the approval and certification of your Department Head and/or the Town Comptroller.

You may be reimbursed for reasonable pre-approved use of your own automobile for authorized Town business at the prevailing IRS rate. Reimbursement may be contingent upon the approval and certification of your Department Head and/or the Town Comptroller.

Receipts for all expenses are required to be itemized and attached to a Town expense voucher.

TOWN PROPERTY

Town property, such as any Town-issued cell phone, radio, pager or other Town equipment or property may not generally be used for personal purposes. You must exercise reasonable care at all times when using Town property. The Town may require employees who fail to use reasonable care with respect to Town property to pay the cost of replacing or repairing such property.

Upon separation from service for any reason, suspension, or during an extended leave, you must return to the Town any keys you may have for any Town vehicles or other Town property; and any Town-issued cell phone, radio, pager or other Town equipment or property.

USE OF TOWN VEHICLES

Town of North Hempstead vehicles may be provided to certain eligible employees to use for Town-related business. Town vehicles are permitted to be used only for Town-related business and cannot be used for personal use, personal errands, or any other activities unrelated to Town business. A person who is not a Town employee may not be a passenger in a Town vehicle unless that person is accompanying a Town employee on Town-related business. Non-

Town employees are prohibited from driving Town vehicles. Smoking in any Town vehicle is prohibited.

Any Town employee driving a Town vehicle must have a valid and active drivers license, and/or a valid and active Commercial Driver's License ("CDL") where required by law. Any person riding within a Town vehicle must abide by applicable New York State law, including the use of hands-free devices while talking on cell phones. Text messaging and related uses of handheld electronic devices are strictly prohibited.

All drivers must obey parking restrictions. Town vehicles are not exempt from parking restrictions. Violation of such parking restrictions sets a poor example for the public and makes it more difficult for Town parking code enforcement personnel to enforce parking restrictions.

If any employee detects a problem with a Town vehicle, the employee must report the problem to his/her supervisor as soon as is practicable. In addition, if any employee believes a Town vehicle is in need of repair and/or maintenance, the employee must fill out a lock out slip identifying the issue and notify his/her supervisor.

Payment of any and all tickets (including red light camera), traffic violations or other citations as a result of a driver's action are the responsibility of the individual employee driving the Town vehicle. Any employee who receives a ticket, traffic violation or other citation must report it to the Town upon receipt.

Any accident involving a Town vehicle, no matter how minor, must be immediately reported by the employee driving the vehicle to his/her supervisor.

PARKING PERMITS

If your regular work location is either Town Hall I or Town Hall II, you may receive one Town Hall parking permit for your exclusive use only. You must return this parking permit to the Town upon separation from service. Parking permits may be obtained at Administrative Services located at Town Hall; 220 Plandome Road, Manhasset.

COMPUTER AND TELECOMMUNICATION SYSTEMS USAGE POLICY

This Computer and Telecommunication Usage Policy sets forth the policies of the Town of North Hempstead with regard to its computers, telecommunications network, and data communications network (including access to and review or disclosure of electronic files and electronic mail ("e-mail") transmitted through or stored on any part of the Town computer system), and the proper use of e-mail and the Internet.

The policy will be provided to you. You must familiarize yourself with it.

VIRTUAL PRIVATE NETWORK ACCESS POLICY

The purpose of this policy is to provide requirements and guidelines for establishing Virtual Private Network ("VPN") connections to the Town of North Hempstead computer network.

VPN access allows an employee or an approved consultant to access company computer files and resources from an off-site location (e.g., home). This policy shall be distributed to employees that request permission to access the Town's computer network via the VPN. If VPN access permission is approved, the employee must read and sign this work instruction in order for VPN access privileges to begin.

The policy will be provided to you. You must familiarize yourself with it.

EMERGENCY CLOSINGS

You should assume we are open and are expected to report to work unless otherwise notified by your Department Head. We will announce any closing in case of bad weather, etc. by informing supervisors of an exact closing time. You must remain at work until a dismissal announcement is made.

EVALUATION

The performance and conduct of employees are subject to continual, informal evaluation. The Town reserves the right to evaluate more or less frequently and at other times as it deems appropriate.

CONTINUING EDUCATION PLAN

The Town will pay 50% of education cost towards a work related vocational program, up to a maximum of \$1,500. Hours must be approved in advance by the Department Head

EMPLOYEE BENEFITS

DEFINITIONS

Elected Officials- Town Supervisor, Town Clerk, Town Councilmembers, Town Receiver of Taxes.

Executive Management/Appointed Employees- Deputy Town Supervisor, Commissioners, Comptroller, Deputy Comptroller, Deputy Commissioners, Superintendent of Highways, Senior members of Town Supervisor's staff, Town Attorney, Chief Deputy Attorney, SWMA Executive Director, SWMA Deputy Executive Director.

VACATION

Vacation Days

Regular full-time employees presently accrue vacation time in accordance with the schedule below:

Length of Service as of January 1	Vacation Days	Vacation Days
	For Employees Hired On or Before December 19, 2017	For Employees Hired After December 19, 2017
Less than one (1) year of continuous service	13 days per calendar year	11 days per calendar year
After one (1) year of continuous service	14 days per calendar year	12 days per calendar year
After two (2) years of continuous service	15 days per calendar year	13 days per calendar year
After three (3) years of continuous service	16 days per calendar year	14 days per calendar year
After four (4) years of continuous service	17 days per calendar year	15 days per calendar year
After five (5) years of continuous service	18 days per calendar year	16 days per calendar year
After six (6) years of continuous service	19 days per calendar year	17 days per calendar year
After seven (7) years of continuous service	20 days per calendar year	18 days per calendar year
After eight (8) years of continuous service	21 days per calendar year	19 days per calendar year
After ten (10) years of continuous service	22 days per calendar year	20 days per calendar year
After fifteen (15) years of continuous service	23 days per calendar year	21 days per calendar year

For the purposes of computing vacation time only, years of continuous service" includes the dates of all full time employment with the State of New York and its municipal subdivisions, provided that any interruption in such employment is not greater than one year. New or returning full time employees may be credited with no more than five years of continuous service. This means that new or returning full time employees may be credited with no more than five additional vacation days. Any employee who began full-time employment prior to July 1 of any year will be credited with a full year of employment for that year.

Executive Management/Appointed employees, during their first year of employment may request, in writing, an advance of five (5) vacations days. Upon such an advance, such employee will not receive any vacation accruals until the advanced time has been earned back.

All regular full-time employees may sell back to the Town, at year end, up to five (5) days of unused vacation per year.

Vacation shall not accrue during absences when an employee is not on regular pay status (e.g., unpaid leave, half pay status, etc.).

You may accumulate and carry over a maximum of eighty (80) vacation days as of December 31 of each calendar year. Earned but unused vacation days above this limit will be forfeited; they will not be carried over or paid out.

Scheduling of vacations is subject to the needs of your department and the discretion of your Department Head.

Upon death or separation from service from the Town for any reason other than for cause (as determined at the Town's discretion) or pending disciplinary charges, you may be entitled to payment for any accrued but unused vacation time earned in the calendar year and for any accumulated time up to the maximum accrual. Any payments will be made at the employee's regular rate of pay in effect at the time of separation.

BEREAVEMENT LEAVE

In the event of a death in the immediate family, a regular full-time employee may be given time off with pay for up to three (3) consecutive days within a reasonable time of the death.

Immediate family is exclusively defined as a husband, wife, child, step-child, parent, step-parent, sister, step-sister, brother, step-brother, grandparent, grandchild, mother-in-law, father-in-law, son-in-law, and daughter-in-law. In specific cases, an individual who took the place of parents in the employee's childhood may be considered immediate family, at the supervisor's discretion.

All employees are entitled to one (1) day bereavement leave for the death of a brother-in-law, sister-in-law, aunt, uncle, or spouse's grandparent's at the time of the death or memorial service. Your department head or the Finance/HR Department may request reasonable documentation to verify that the leave taken is covered.

SICK LEAVE

Regular full-time employees are entitled to one-half (1/2) sick day leave for each bi-weekly pay period which may be accumulated. Your use of this leave is subject to the discretion of the Town. The Town may request a doctor's note for any absence or for any time the Town has reasonable grounds to believe that sick leave is being abused.

Sick leave shall not accrue when an employee is not on regular pay status (e.g., unpaid leave, half pay status, etc.).

Payments for Unused Sick Leave

The Town presently provides incentives for employees who do not use their accrued sick time. You may sell your unused, accrued sick leave to the Town at the following rate:

Employees who have not used any sick time during the calendar year in which it was earned can cash out four (4) days of unused, accrued sick time.

Employees who have used one (1) sick day during the calendar year in which it was earned can cash out three (3) days of unused, accrued sick time.

Employees who have used two (2) sick days during the calendar year in which it was earned can cash out two (2) days of unused, accrued sick time.

Employees who have used three (3) sick days during the calendar year in which it was earned can cash out one (1) day of unused, accrued sick time.

An eligible employee must notify the Finance/HR Department in writing by January 31 if he or she wishes to cash out any unused accrued sick days from the prior calendar year.

Any payment for unused sick days will be made at your regular rate in effect at the time the sick days accrued.

Payment Upon Separation

Accrued but unused sick leave that is not cashed out pursuant to the above schedule can be accumulated and carried over from year to year.

At retirement or resignation, unless disciplinary charges are pending against you, you may sell back accrued and unused sick days as follows:

Less than 61 accrued sick days:	No pay out by the Town
Accrued sick days between 61 and 149 days:	10% of accrued days pay out
Accrued sick days beyond 149 days:	15% of accrued days pay out

The rate of pay utilized is the rate of pay at time of separation.

Alternatively, accrued but unused sick leave may be utilized as additional service credits for retirement purposes up to a limit of one hundred sixty-five (165) days to the extent permitted by the applicable retirement system.

For employees who die after completion of at least fifteen (15) years of service to the Town, the Town currently provides to the employee's estate a death benefit equal to ten percent (10%) of the cash value of the employee's accumulated sick time. For employees who die after completion of at least twenty (20) years of service to the Town, the Town currently provides to the employee's estate a death benefit equal to fifteen (15%) of the cash value of the employee's accumulated sick time. The Town may require proof of death before any payments may be

made. Any payments made will be at the employee's regular rate at the time of death. Employees who are retired at the time of their death or who die while on unpaid leave are not eligible for these payments.

Supplemental Sick Leave

At the discretion of the Town, you may be granted additional (supplemental) sick leave in addition to the regular sick leave provided above. Any additional sick leave you are granted will be paid at the rate of one-half of your regular pay for the day. Such additional sick leave will not exceed 20 work days for each year of service. Additional leave will not generally be granted unless and until you have expended all accrued regular sick leave, vacation, personal leave days and other authorized leave. Use of such sick leave shall run concurrently with any FMLA leave for which you may be eligible.

Family Illness

At the discretion of the Town, if you have accumulated more than thirteen (13) sick days, you may utilize your accrued sick leave for the illness of a family member living in the employee's household. Your use of sick leave for this purpose is subject to the discretion of the Town. The Town may request a doctor's note for any absence or for any time the Town has reasonable grounds to believe that sick leave is being abused. Use of such leave for family members is generally not allowed if your accumulated sick leave falls below fourteen (14) days. Use of such leave shall run concurrently with any FMLA leave for which you may be eligible.

CATASTROPHIC LEAVE BANK

The Town presently maintains a catastrophic leave bank for use by employees who meet catastrophic/injury eligibility requirements, and have exhausted their accrued leave time.

Only regular full-time employees with a minimum of one (1) year of continuous employment who have exhausted all sick, vacation, personal and compensatory time are eligible for this benefit.

Please contact the Finance/HR Department to apply for the benefit or if you wish to donate your own leave time to the catastrophic leave bank.

PERSONAL LEAVE

Regular full-time employees are currently entitled to five (5) paid personal days each calendar year. Personal days are credited on January 1 of each calendar year. If you are hired after January 1 your personal leave will be prorated. Personal leave shall not accrue during absences when an employee is not on regular pay status (e.g., unpaid leave, half pay status, etc.).

If you end your employment with the Town prior to the end of the calendar year, your personal leave will be prorated. If you have used personal leave in excess of your prorated accrual, the Town may deduct the used but unearned days from your final paycheck.

Personal days are to be used for the purpose of transacting or attending to personal business which requires absence during regularly scheduled working hours which cannot be attended to outside of the work day, e.g., graduation of a child, house closing, etc. It is not for casual or indiscriminate use and is not intended as a substitute for vacation or other leave. Except in emergencies, an employee shall provide his/her supervisor with a written request for such leave at least three (3) working days prior to the day requested along with the reasons for the request.

In the event of an emergency, the employee shall request emergency personal leave in writing to the Department Head and shall specify the general nature of the emergency.

You may not carry over unused personal leave from one calendar year to the next, and you will not be paid for earned but unused days. Accrued and unused personal days shall convert to accrued vacation time at the end of the calendar year, subject to applicable accumulation restrictions.

CHILD CARE LEAVE

Child care leave of up to one (1) year shall be provided to all regular full-time employees who have completed at least one (1) full year of service to the Town. Such leave shall be without pay but with health insurance benefits. Such leave must commence within 120 days of the birth or adoption of a child less than five (5) years of age. Any such leave shall run concurrently with any FMLA leave for which the employee may be eligible.

The employee shall not suffer the loss of seniority during this period. No more than one marital spouse may be on child care leave at any one time.

JURY DUTY/WITNESS LEAVE

The Town recognizes employees' civic obligation to serve on jury duty from time to time. Employees will not be penalized because they are required to perform jury service. Accordingly, any regular full-time employee who is required to serve as a juror may be granted paid leave during such jury service provided he or she submits notice of such service to his or her Department Head at least two (2) weeks prior to jury duty.

In addition, any regular full-time employee who is required to appear in court as a witness or to attend court pursuant to subpoena or other orders of the court related to his/her Town employment (excluding actions or proceedings initiated by the employee), shall be granted paid leave during such court service. Also, any regular full-time employee who is a victim of a crime and is required to appear in court pursuant to a subpoena or other orders of the court related to that crime shall be granted paid leave during such court service.

You must notify your supervisor as soon as you receive a notice that you are required to serve on jury duty or appear in court. Your supervisor may direct you to request an adjournment of the jury duty or court appearance to a time less disruptive to the Town's operations.

When jury or court service does not take the entire work day, you will be expected to report to work for as much of their regular work day as possible.

You must show your supervisor all documentation from the court.

Any monies received for jury or court service must be turned over to the Town.

MILITARY LEAVE

Employees shall be paid their salary or other compensation as required by applicable law for any and all periods of absence while engaged in the performance of ordered military duty.

LEAVE FOR CERTAIN VOLUNTEER AND/OR VETERAN ACTIVITIES

Regular full-time employees who are duly authorized delegates or representatives of a volunteer firefighters association or department, a veteran's organization, or volunteer ambulance corps may be granted paid leave to attend conferences or conventions of those organizations.

You must provide your supervisor with a written request for such leave at least two (2) weeks prior to the day(s) requested along with the reasons for the leave. Generally, no more than eight (8) days per calendar year shall be granted to an employee for such purposes.

LEAVE FOR BREAST CANCER SCREENING

Section 159-b of the Civil Service Law provides male and female employees to take up to four hours annually of paid leave without charge to leave credits for the purpose of breast cancer screening. Proof of the screening should be provided to the HR Department.

LEAVE FOR PROSTATE CANCER SCREENING

Section 159-c of the Civil Service Law provides all male employees to take up to four hours of annually paid leave without charge to leave credits for prostate cancer screening. Proof of the screening should be provided to the HR Department.

LEAVE FOR BONE MARROW DONATIONS

Section 202-a of the NYS Labor Law provides leaves of absence to an employee who seeks to undergo a medical procedure to donate bone marrow. The combined length of the leaves determined by a physician may not exceed twenty-four work hours. The HR Department may require verification by a physician for the purpose and length of each leave requested by the employee to donate bone marrow.

LEAVE FOR COVID-19 ANTIBODY TESTING AND PLASMA DONATION

For the duration of the coronavirus pandemic, Town employees who have recovered from COVID-19 and are eligible to donate convalescent plasma, may be allowed to take up to four (4) hours annually of paid leave without charge to leave credits for the purposes of making such donation. Town employees may also be allowed to take up to four (4) hours annually of paid leave without charge to leave credits, to receive antibody testing. The four hours shall include the time during which the donation is made and/or the testing performed. Request to utilize this leave must be made, in writing, to the Department Head. Compensatory time, if applicable, cannot be combined with this paid leave. Proof of donation or testing should be provided to the Human Resource Department.

BLOOD DRIVES

Town employees may be allowed to take up to four (4) hours annually of paid leave without charge to leave credits to donate blood in a Town-sponsored blood drive. The four hours shall include the time during which the donation is made.

EXPRESSING BREAST MILK IN THE WORK PLACE

Section 206-c of the NYS Labor Law provides employees reasonable unpaid break time or permit an employee to use paid break time or meal time each day to allow an employee to express breast milk for her nursing child for up to three years following child birth. The Town shall make reasonable efforts to provide a room or other location, in close proximity to the work area, where an employee can express milk in privacy.

OTHER LEAVES OF ABSENCE

The Town reserves the right to grant unpaid leaves of absence for reasons not otherwise covered herein upon the recommendation of the employee's Department Head and the approval of the Town Supervisor and Town Board.

RETIREMENT AND NOTICE OF ACCUMULATED LEAVE TIME

If you are eligible to retire you may request information relating to your accumulated leave time totals from the Town.

The Town seeks to advise employees who are eligible to retire of the specific benefits presently available to eligible retirees.

RETIREMENT PLANS

The Town is part of the New York State & Local Retirement System (NYSERS) and all benefits are governed by this program. Additional information can be found on the NYSERS website, located at: <http://www.osc.state.ny.us/retire/>.

TIME REPORTING

All employees are required to accurately report all work hours. Any irregularities in time records must be reported to your Department Head. You may not work more hours than you are regularly scheduled to work, unless authorized in advance by your supervisor.

All Elected Officials and Appointed Board Members shall record his or her work activities for a period of three consecutive months. Such requirement shall not apply to any elected or appointed official who is not a member of the Retirement System nor to any elected or appointed official whose employer maintains a daily record of actual time worked. In recording work activities, such official may include time outside the normal working hours that requires his or her attention to attend to official duties, including responding to an emergency, attending an employer sponsored event, or meeting with or responding to members of the public on matters of official business.

HOLIDAYS

The Town currently observes the following holidays. Regular full-time employees will be paid on these holidays. Holidays are determined annually according to the calendar for a particular year and may be modified from time to time at the discretion of the Town.

New Year's Day, Martin Luther King Day, Lincoln's Birthday, Washington's Birthday, Religious Holiday* Memorial Day ,Flag Day** ,Juneteenth, Independence Day ,Labor Day,Columbus Day Election Day, Veterans' Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day .

The date for observation of these holidays shall be specified in the General Construction Law, Section 24.

You may be required to work on the day after Thanksgiving at the discretion of your supervisor. If you are required to work on that day, you will be paid at your regular rate of pay and in addition thereto you will receive compensatory time off at the rate of one hour for each hour worked.

*There shall be an additional special holiday which at the employee's option shall be four (4) hours either on Good Friday or one of the other religious holidays following, or another day an

employee chooses, subject to prior approval by their Department Head. This time must be used by the end of the calendar year.

****Flag Day** shall be a special floating holiday to be taken at the employee's option before December 31 of each year. There shall be no holiday pay for working Flag Day itself. Flag Day may not be taken nor shall it accrue as a holiday before June 14 of each year. Compensation shall be at the normal one (1) day rate.

MEDICAL BENEFITS

The Town currently provides, to regular full-time employees only, the benefit programs listed below unless otherwise specified in this section. These benefits are covered in more detail in separate literature and/or plan documents. Coverage under any particular benefit is conditioned upon and subject to whatever limitations, conditions and eligibility requirements may be imposed by the plan and/or carriers. The Town reserves the right to change or eliminate carriers, coverage, contribution amounts, eligibility requirements or any other aspect of these programs. Plan documents control the terms, conditions, and requirements of each benefit.

Medical/Dental/Optical Benefits

The Town presently provides medical, dental and vision insurance to all regular full-time employees. Coverage for medical, dental and vision insurance is effective on the first day of the month following your start date.

Coverage under any particular benefit is conditioned upon and subject to whatever limitations, conditions and eligibility requirements that may be imposed by the plan and/or carriers. The Town reserves the right to change or eliminate carriers, coverage, benefit levels, contribution amounts, eligibility requirements or any other aspect of these programs. Plan documents control the terms, conditions, and requirements of each benefit.

Medical Coverage

Active Employees

The Town currently provides medical coverage to regular full-time employees and any eligible dependants pursuant to the schedule below. Such coverage is presently provided through the Empire Plan (referred to as "the Plan").

In addition, the Town provides an excess major medical insurance plan.

Hired on or before March 1, 1995: the Town pays one hundred percent (100%) of the premium costs.

Hired after March 1, 1995 but before January 1, 2005: employees are required to contribute to health insurance premiums at the rate of nine percent (9%) of the premium cost. After ten (10) years of employment with the Town, employees pay eight percent (8%) of the premium costs.

Hired on January 1, 2005 but before October 3, 2012: employees are required to contribute to health insurance premiums at the rate of fifteen percent (15%) of the premium cost. After ten (10) years of employment with the Town, employees pay ten percent (10%) of the premium costs.

Hired on October 3, 2012 but before December 20, 2017: employees are required to contribute to health insurance premiums at the rate of eighteen percent (18%) of the premium cost. After ten (10) years of employment with the Town, employees pay ten percent (15%) of the premium costs.

Hired after December 19, 2017, employees are required to contribute to health insurance premiums at the rate of twenty five percent (25%) of the premium cost.

All employees who are currently contributing 25% of the premium to health insurance costs shall, effective 1/1/2024, have these costs reduced to 18%. New employees in 2024 shall pay 18% of the premium.

Effective 1/1/2025, any employee who is contributing 18% of the health insurance shall have this amount reduced to 15%. All new employees in 2025 shall contribute 15% towards health insurance.

Coverage in Retirement

Regular full-time employees who have completed ten (10) cumulative years of full-time service with the Town, or Elected Officials or Executive Management/Appointed Employees who have five (5) or more cumulative years of service with the Town, vest the right to receive fully covered medical, dental, and vision coverage at retirement age, as determined by the Plan. Retiree health insurance contributions for non-union staff will follow that which is set forth in the CSEA contract.

Any vested employee who leaves the Town's employment under non-disciplinary reasons prior to retirement and elects to continue coverage as a vestee must pay the full premium cost of the coverage plus any administrative fee imposed on or by the Town until they reach retirement age, as determined by the Plan.

Certification of vested medical rights shall be placed into an employee's file on the vesting date, and a copy shall be provided to the employee for their records.

Any employee with ten (10) or more years of service who is terminated by the Town for non-disciplinary reasons and who is five (5) years or less from retirement age and who is "vested" pursuant to the rules governing the Empire Plan, is currently eligible for coverage at retirement age, provided there is not a break in the continuity of such medical coverage during the ensuing period.

When a retired employee becomes eligible for Medicare, the Town's coverage is currently limited to that which is not covered by Medicare. If the retiree becomes eligible for Medicare as a primary carrier but the retiree has eligible dependants who are not eligible for Medicare, the Town may, at its option, provide either family coverage through the Empire Plan or a Medicare supplement to the retiree and individual coverage through the Empire Plan for any eligible dependants. If the retiree is not eligible for Medicare but his or her only dependant is, the Town can purchase a Medicare supplement policy for the dependant and an individual Empire Plan coverage for the former employee. If the retiree has a dependant and both the dependant and the former employee are eligible for Medicare the Town may purchase a Medicare supplement plan covering both, in place of the Empire plan.

For retirees survived by a spouse, the Town currently pays fifty percent (50%) of the premium to continue medical coverage for the surviving spouse. If the surviving spouse is eligible for Medicare the Town may provide a supplemental policy.

If at the time of death of the surviving spouse, the spouse is survived by a qualified dependant of the retiree for whom there has been continuous coverage under the Town's medical plan (at the cost of the surviving spouse/dependant) the Town currently pays fifty percent (50%) of the premium to continue individual medical coverage for the qualified dependant for as long as such person remains a qualified dependant. If at the time of the retiree's death, he or she is not survived by a spouse but is survived by a qualified dependant, the Town may pay fifty percent (50%) of the premium to continue individual medical coverage for the qualified dependant for as

long as such person remains a qualified dependant. The Town is not obligated to pay fifty percent (50%) of the cost of family coverage at any time after the death of the retiree.

Dental and Vision Coverage

All regular full-time employees and their eligible dependants shall be eligible for the comprehensive dental and vision care plans provided by the Town.

Benefits Continuation

Pursuant to applicable law, health insurance benefits may be continued after employment with the Town is terminated. If you have any questions about eligibility or terms of continued health insurance benefits under COBRA, please contact the HR Department.

Declination of Coverage

If you are eligible for coverage under the Town's medical insurance policy, you may be permitted to withdraw from the Town's medical coverage upon proof to the Commissioner of HR that you have adequate health insurance coverage. The annual rate of reimbursement is currently \$1,500 if eligible for individual coverage and \$3500 if eligible for family coverage. Employees eligible for family coverage who select individual coverage will receive \$1500. This reimbursement is currently made in two (2) payments each year.

Employees who elect to opt out of the Town's dental insurance plan will be paid annually as follows: \$150 if eligible for individual coverage; \$300 if eligible for family coverage; and \$200 if eligible for family coverage and employee elects individual coverage only. This reimbursement is currently made in two (2) payments each year.

Domestic Partner Coverage

The Town currently provides medical, dental and vision coverage to eligible employees' domestic partners. Please refer to the individual plan documents for more information about this coverage.

Retirement and Deferred Compensation Plans

Retirement benefits are based on the employee's age, tier, salary and years of credited service in the New York State Retirement System. For further information regarding your eligibility and benefits under the New York State Retirement System, please visit the New York State Retirement System's web page at www.osc.state.ny.us/retire or call 866-805-0990.

Deferred compensation is a means by which income is sheltered or exempt from taxation and is saved through payroll deduction. Through deferred compensation, you may be able to designate that your salary deferrals be invested in either a guaranteed interest account or other investment options. For further information regarding deferred compensation, please visit the New York State Deferred Compensation Plan's web page at www.nysdcp.com or call 800-422-8463.

Disability Coverage

Disability Benefits are temporary cash benefits payable to an eligible wage earner who is disabled by an off-the-job injury or illness. Supplementing the Workers Compensation law, the Disability Benefits Law ensures protection for wage earners by providing for weekly cash

benefits to replace, in part, wages lost because of injuries or illnesses that do not arise out of and in the course of employment.

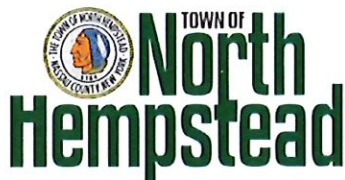
For further information regarding your eligibility and benefits under disability insurance, please contact the HR Department.

CONCLUSION

The Town hopes that you find this Manual helpful. If you should have any suggestions or questions, please submit them in writing to your supervisor or to your Department Head. The Town welcomes the opportunity to listen to any employee suggestions or concerns.

Accordingly, the Town maintains an open-door policy. Every employee is encouraged to speak with his or her supervisor whenever there is a question or concern. Your immediate supervisor is generally the person in the best position to respond quickly and accurately. If you need further clarification, speak with your Department Head.

The HR Department is happy to answer any questions you may have relating to personnel issues, payroll and benefits.



TOWN OF NORTH HEMPSTEAD/SWMA
EMPLOYMENT MANUAL FOR NON-UNION EMPLOYEES
ACKNOWLEDGEMENT FORM

I hereby acknowledge that I have been given access to a copy of the Town of North Hempstead Non-Union Employment Policy Manual and that I understand its contents. A hard copy of this manual can be found at your department/location. It can also be viewed and copied by accessing the document through the Town's Intranet site under: **Depts./Human Resources/Employee Manuals.**

I understand that the Employment Manual merely summarizes and reflects current policies, benefits and working conditions and that the policies, benefits and conditions it references may be superseded or modified at any time at the sole discretion of the Town, unless otherwise provided by law. I understand that the Town will attempt to keep me apprised of any such changes in policy, either through my supervisor or through official notices, but that there may be times when such changes may become effective irrespective of such notice.

I understand that this Employment Manual is not a contract of employment, express or implied, between the town and me and that I should not view it as a guarantee of employment for any specific duration.

I accept the responsibility to read, understand, keep myself informed of changes and follow the policies, practices, rules and regulations of the Town.

(Print name of employee)

Employee's signature

Date

PROPOSED RESOLUTION

******offered the following resolution and moved its adoption, which resolution was declared adopted after a poll of the members of this Board:**

RESOLUTION NO. - 2024

**A PUBLIC WORK SESSION REGARDING THE TOWN OF NORTH HEMPSTEAD 2024
CAPITAL PLAN.**

NO RESOLUTION.