

A workshop of the Town Board of the Town of Moreau was held on June 18, 2015 at the Town of Moreau Municipal Building, 351 Reynolds Road, Moreau, New York for the purpose of reviewing the employee handbook.

Supervisor Jenkins called the workshop to order at 7:01 p.m.

The Town Clerk called the roll.

Town Board Members Present

Robert J. Vittengl, Jr.	Councilman
Gina LeClair	Councilwoman
Preston L. Jenkins, Jr.	Supervisor

Town Board Members Absent

Bob Prendergast	Councilman
Todd Kusnierz	Councilman

Also Present: Leeann McCabe, Town Clerk

Supervisor Jenkins welcomed everyone to the workshop.

Supervisor Jenkins stated that they would be working with the July 5, 2000 DRAFT from AMTEK Management Services Corp. He stated that they were close to having this complete. There were some questions that were raised by the bookkeeper and were addressed as the pages came up.

Starting on page 17, it was questioned why some employees were missing from the chart. Supervisor Jenkins stated that they would add whatever names or titles necessary.

On page 26, Procedures, it was stated that it shouldn't be necessary to include meal breaks on time sheets and Supervisor Jenkins agreed. This wording should be deleted.

On page 31, section 509, Personal Appearance, Standards: the sentence "Employees should not wear suggestive attire, jeans, athletic clothing, shorts, sandals, T-shirts, novelty buttons, baseball hats, and similar items of casual attire since this clothing does not present a businesslike appearance." should be removed.

On page 31, section 510, Solicitations/Distributions, During Meal and Rest Periods: there was a question regarding what type of literature. Supervisor Jenkins stated this section could be left as is. It should be obvious what type of literature can't be solicited.

On page 45, Vacation Leave, Supervisor Jenkins stated all that needs to be done is update to the current standards. He stated that we're doing pretty well the way vacation leave is tracked right now and it should be left as it is. The paragraph titled Temporary or Seasonal Employees should be removed and for the section Part-Time Employees: grandfathered employees need to be mentioned in this section.

On page 45, Accumulation, Supervisor Jenkins stated that this paragraph needs to be worded as in the organizational minutes. Some vacation time can be carried over.

On page 47, Sick Leave, Part-time, Temporary or Seasonal needs to mention the grandfathered employees. Supervisor Jenkins will check with the bookkeeper regarding the Family Sick Leave policies. The Accumulation paragraph should be re-worded to add the bookkeeper's suggestion along with an unlimited number of days to accumulate.

On page 49, Personal Leave, Allowance: should be changed to follow our current policy of 4 personal days after 6 months.

On page 50, Disclosure of Insurance Benefits, this section should be based on what was adopted in January.

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On page 51, Medical Plan, Coverage and Eligibility: these sections needs to include wordage for grandfathered employees.

On page 56, Medical Insurance Buy-out, Amount: this figure needs to be changed to \$1,300.00.

On page 59, Medical Insurance for Retired Employees, Coverage: There was discussion regarding Medical Insurance for Retired Employees. Councilman Vittengl suggested raising the years of service to be eligible for benefits to 20 years. Supervisor Jenkins stated that they need to discuss this with the full Board present. They may limit the years of service for future employees. The Supervisor will speak with the bookkeeper for the proper wording in this paragraph.

On page 60, Workers' Compensation, Use of Sick Leave Credits: Supervisor Jenkins will speak with the bookkeeper to see if this is accurate.

On page 61, Disability Insurance, Eligibility, Supervisor Jenkins questioned as to whether or not this is legal to exclude temporary or seasonal employees from disability coverage. He'll check into this.

On page 62, New York State Retirement System, Mandatory Membership, Supervisor Jenkins will check with the bookkeeper to make sure this is correct.

On page 67, Substance Testing, Covered Employees: Supervisor Jenkins stated that the full Board should decide on this item.

On page 67, Smoking, Permitted Outside Areas, Supervisor Jenkins stated that this section should be removed.

On page 69, Accident Reporting Procedures, Supervisor Jenkins wasn't familiar with the C-2 form and stated that he would check into this. On the same page under Hazard Communication Program, Chemical Inventory, Supervisor Jenkins stated that he would check with Ted Monsour to make sure he has copies of all MSDS sheets.

On page 73, Right to Representation, Supervisor Jenkins stated that he would speak with Attorney Buettner to make sure this is proper.

Supervisor Jenkins stated that they are close to wrapping up the Handbook. He'll have this document revised to include the changes made tonight and will have them handed out to the Town Board. He will review Malta's handbook again to see if there is anything missing and he will also get a copy of the revision to the Town's Insurance Agent for their input.

A motion was made by Councilman Vittengl and seconded by Councilwoman LeClair to adjourn the workshop at 7:53 p.m.

Roll call vote resulted as follows:

Councilwoman LeClair	Yes
Councilman Kusnierz	Absent
Councilman Vittengl	Yes
Councilman Prendergast	Absent
Supervisor Jenkins	Yes

Meeting adjourned.

Respectfully submitted,

Leeann McCabe
Town Clerk

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