

A workshop of the Town Board of the Town of Moreau was held on August 29, 2017 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York for the purpose of discussion on the Town of Moreau Employee Handbook.

The Deputy Supervisor called the workshop to order at 6:10 p.m.

**Town Board Members Present**

Alan VanTassel	Deputy Supervisor/Councilman
Todd Kusnierz	Councilman
Gina LeClair	Councilwoman

**Town Board Members Absent**

Bob Prendergast	Councilman
Gardner Congdon	Supervisor

**Also present:** Leeann McCabe, Town Clerk

The Board members went through the DRAFT version of an Employee Handbook that had been revised lastly on August 7, 2015. The following suggestions were made:

On page 5 – The Town Supervisor’s name would need to be updated.

On page 8 – Section 203 – Before the last sentence, the following verbiage should be added: and shall also apply to employees who exceed 20 hours yet remain below an average of 20 hours, with approval of the Town Board.

Councilman VanTassel asked that there be verbiage that the Town reserves the right to have employees work in different Departments. Councilman Kusnierz asked that someone check with Civil Service to make sure it would be ok and if so, to formulate the language.

On page 12 – Section 402 – The last sentence of the paragraph relating to Appointment to Vacancies had verbiage as follows: the appointment of the Clerk of the Court is subject to the advice and consent of the Town Justices.

It was agreed that the Town should get the opinion of the Association of Towns to see what is legally permissible.

On page 13 – Section 403 – Loss of Drivers License – The last line should read: The loss or suspension of the driver’s license or CDL license may affect the employee’s employment with the Town.

On page 13 – Section 404 – Probationary Period – Failure to Successfully Complete Probationary Period  
The paragraph should end with: as the case may be, at any time. The following verbiage should be removed: after the completion of the minimum probationary period and on or before completion of the maximum probationary period.

On page 14 – Section 405 – Performance Appraisal – Frequency – Should be re-worded as follows:  
An employee will be formally evaluated once each year in September, performed by the employee’s Department Head and submitted to the Town Board by September 30<sup>th</sup> to determine efficiencies in Department operations.

The Town Board asked that there be a standardized appraisal form. The Town Clerk advised that the Supervisor’s office had supplied appraisal forms in the past and that she would scan and email a copy to all of them.

On page 14 – Section 406 – Corrective Discipline

It was mentioned that there should be a standardized discipline form and it was agreed that they should check with the Association of Towns.

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The Board skipped to page 31 – Section 509 – Personal Appearance to discuss dress code. After a lengthy discussion, it was agreed that the Town Board needed to work on this section.

The workshop adjourned at 7:00 p.m.

Respectfully submitted,

Leeann McCabe  
Town Clerk