

**TOWN OF MIDDLETOWN
PERSONNEL POLICY
IN RELATION TO BENEFITS FOR
NON-UNION FULL-TIME EMPLOYEES**

Nothing in this policy is intended to restrict or deny an employee their civil service rights under the Civil Service Law or any other applicable laws and regulations. The rights provided to the employee are to be in addition to those provided elsewhere.

The Town will not discriminate against any employee with respect to wages, hours or terms and conditions of employment by reason of race, creed, color, national origin, age, sex, marital status, sexual orientation or handicap, except as such conditions may constitute a bona fide occupational or assignment qualifications.

Position Classifications: No employee will be appointed or assigned under any title not appropriate to the duties to be performed as determined in the specification for that title under the classification system for the County of Delaware.

This policy is for Temporary or Permanent full-time employees who are non-elected employees, which at the time of adoption of this policy include the Code Enforcement Officer/Fire Inspector, Supervisor's Bookkeeper and Building & Zoning Clerk. Currently Supervisor's Bookkeeper and the Building and Zoning Clerk is held by one person making it a full-time position.

Probationary Period: The probationary period shall be pursuant to Delaware County Civil Service Rules, copy can be obtained from the Town Clerk.

Seniority: Seniority shall be the length of continuous service since the date of the permanent appointment as a regular full-time employee. Seniority shall be by occupational title.

The work week of an employee shall be determined on a recurring seven (7) day basis starting with the first day of a pay period and ending seven (7) days later. The regular work week for regular full-time employees will be 35 hours per week, seven (7) hours per day which does not include a one hour lunch break.

This policy does not recognize any compensation time or over-time. No comp time will be allowed. The current pay schedule is twenty-six (26) pay periods per year. The Town shall have the option, at their discretion, of having an additional pay day at the end of the year to pay employees, in full, for all days worked in a calendar year.

Any employee that is regular full-time or temporary full-time employees who are employed for more than three (3) months consecutively are entitled to employee benefits.

Notice of Resignation or Retirement:

- Except in an emergency, employees are required to give ten (10) working days advance notice of their resignation or retirement. Paid leave time shall not be counted as part of the ten (10) days.
- Employees who fail to give the required ten (10) working days notice will have their entitlement to any unused paid leave time reduced by (1) day for each day their notice is deficient.

Retirement

- The Town currently participates in the New York State Retirement System for eligible employees. Eligibility of employees shall be governed by the rules and regulations of the New York State Retirement System.

Paid Leave Time:

- Sick Leave, Vacation and Personal time will be used in hour units.
- Holidays and Bereavement days for death occurring in the immediate family will be paid on a full seven (7) hour per day basis.
- Jury Duty – Reimbursement will not be under any circumstances paid in excess of seven (7) hours per day nor shall it be in excess of thirty (30) days per calendar year.

HEALTH INSURANCE BENEFITS – After 3 months of full-time (35 hours/week) employment the Town offers MVP Health Plan or equivalent and the Dental program offered is Equinox. Please refer to Health Benefits Policy, Attachment A, for contributions for the same.

The Town will pay its share of the cost of the health insurance and/or dental insurance during such time as an employee is working or receiving paid leave. In addition, for those employees who are receiving Workers Compensation or off-the-job disability payments, the Town will pay the cost of an employees health and dental insurance up to a maximum of six months while an employee is receiving such payments.

Employees who are on a personal unpaid leave of absence or who go without pay for more than fifteen (15) consecutive working days must assume the cost of their health insurance at such time as coverage paid by the town ceases.

Employees who retire from the Town, after the adoption of this policy must pay 100% of their health and/or dental insurance coverage if they wish the coverage to continue. Retirees must make payments to the Supervisor by the 10th of each month, prior to the month of coverage. The Town will provide health insurance coverage to complete the month in which the employee leaves the Town's employment.

Effective on the date of adoption, the Town will contribute \$750.00 annually toward the cost of health insurance for retirees which will be paid January of each year. (Note: This amount will coincide with the Union Contract)

Vacation --

1 YEAR – 9 YEARS – 10 days

10-15 YEARS – 15 days

15 YEARS + -- One additional day per year up to 20 days.

To be eligible to receive a full vacation, an employee must have worked 60% of the pay periods during the calendar year prior to January 1st. Those employees who do not meet the requirements, are entitled to a prorated vacation. Employees who enter employment throughout the year shall have their first year's vacation prorated as of January 1st following their date of employment. Such amount shall be allowable paid vacation time to be taken during the ensuing calendar year. Prorated vacations will be computed on a basis of 1/52 of their regular vacation allowance for each week that the employee did work in the employ of the Town. Employees terminated for any reason prior to December 31st of their beginning year of employment, shall not be entitled to paid vacation days.

Scheduling of vacation days, must be approved by the Supervisor or to the employee's immediate supervisor.

Sick Time – After six (6) months of regular full-time employment, employees will be granted three (3) days of sick leave. Thereafter, they will be credited with ten (10) days of sick leave on each January 1st, accumulative to 155 days. The Town may require a doctor's certificate for any absence in excess of three (3) days. Sick leave shall be used only for the personal illness or disability of the employee that prevents the employee from reporting to work. A maximum of three sick days per year may be used for physician or dental appointments or a scheduled diagnostic testing.

Personal time- Regular full-time employees who have been in the service of the Town for at least eight (8) weeks as of January 1, will be credited with three (3) personal days for that calendar year. Those employees who enter the employment of the Town throughout the year will have the personal time prorated on the basis of 3/12 of a day for each month of full time employment for the remaining of the calendar year. Computation and crediting of such personal time shall not begin until the first day of the calendar month following the eight (8) weeks of employment. Employees are permitted to convert their unused personal time into sick leave accumulation at the end of the year.

Bereavement – A regular full-time employee is allowed three (3) working days per calendar year for a death in the immediate family. Immediate Family would include, spouse, father, mother, sister, brother, children, father/mother in law, sister/brother in law and grandparents. In the event of more than one death of the immediate family member, three (3) days will be permitted for each death.

Jury Duty – Any regular full-time employee who is summoned for jury duty and who is required to serve as a juror, during regular working hours, will be reimbursed by the Town for the difference between their jury duty pay and their regular time. Voluntary jury duty is not reimbursable.

Disability – Any regular full-time employee will be required to contribute to the State Disability Insurance fund which currently is \$ 1.80 per pay period, but may increase as the requirement increases.

Paid Holidays –

	4 th of July
New Year's Day	Labor Day
Martin Luther King's Day	Columbus Day
President's Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day

The Town reserves the right to alter or change the health insurance plans at its discretion.

Adopted by the Town Board of the Town of Middletown

DATED: October 10, 2012

SIGNATURE TOWN CLERK: Patricia F. Kelly