

**SPECIAL MEETING
Village of East Syracuse
Board of Trustees
November 11, 2013**

Mayor Robert T. Tackman called the special meeting of the Board of Trustees for Monday, November 11, 2013 to order at 6:05PM.

Present: Deputy Mayor Barbara Falcone Quonce, Trustee Carol Para, Trustee Daniel J. Wagner, and Mayor Robert T. Tackman.

Also Present: Village Clerk Patricia J. Derby,

Excused: Trustee James Carr, Jr.

Purpose of meeting is to review Employee Handbook and begin department operations and budget review.

Employee Matters

Motion – by Mayor Tackman, seconded by Trustee Wagner - To accept the resignation of **Officer Robert Wolfe**, effective November 9, 2013.

Discussion: Officer Wolfe has accepted a position with the Town of DeWitt Police Department.

Polling the Board: Trustee Wagner – aye, Deputy Mayor Quonce – aye, Trustee Para – aye, and Mayor Tackman – aye. Motion carried.

Motion – by Deputy Mayor Quonce, seconded by Trustee Para – To apply for §211 waiver for Chief of Police Donald Morris.

Polling the Board: Trustee Wagner – nay, Deputy Mayor Quonce – aye, Trustee Para – aye, and Mayor Tackman – aye. Motion carried.

Fire Department Training

Motion – by Deputy Mayor Quonce, seconded by Trustee Para - To approve the attendance at training for three people at New York State Weekend National Fire Academy National Fire Academy in Emmitsburg, Maryland March 8-9, 2014. Cost for each is \$190 and includes transportation, meals and lodging.

Discussion: Board discussed the type of training offered. Will discuss with Fire Chief training requirements and criteria for selected leadership training.

Polling the Board: Trustee Wagner – aye, Deputy Mayor Quonce – aye, Trustee Para – aye, and Mayor Tackman – aye. Motion carried.

Discussion: Employee Handbook

Looking at changes to employee handbook including:

§706 Vacation Policy, §707 Sick Leave Policy, and §708 Personal Leave. Proposing elimination of these sections and the creation of a new section 706 for Earned Benefit Time, as follows: **706 Earned Benefit Time**

Earned Benefit time – the Village will no longer offer vacation, sick leave or personal leave for eligible full time employees, but instead hereby establishes paid leave time for Earned Benefit Time.

Full time employees earn benefit time based on length of continuous service. Employees become eligible for paid earned benefit time upon the completion of six (6) months of continuous service from the date of hire for full-time employment. Thereafter, earned benefit time is credited each January 1st for services completed as of the employee's anniversary date.

Earned benefit time for full-time employees is provided in accordance with the schedule listed below.

| After Completion of: | Earned Benefit Leave |
|-----------------------------|-----------------------------|
| 6 months | 5 days |
| 1 year | 10 days |
| 2 – 4 years | 15 days |
| 5 – 10 years | 20 days |
| 15 – 19 years | 25 days |
| 20 + years | 30 days |

Union Employees – the Village provides paid leave for union employees in accordance with the collective bargaining agreement. Refer to the collective bargaining agreement for details regarding leave benefits.

Part-time and Temporary Employees – the Village does not provide this benefit for part-time and temporary employees.

Leave Schedules

Department heads have the absolute discretion in the approval of an employee's leave schedule. Seniority is the deciding factor when authorizing leave time.

Payment of Unused Earned Benefit Time at Separation

A full-time employee who resigns, retires, or is laid off will receive cash payment for unused earned benefit time to which the employee is properly entitled at the employees then current straight-tie rate of pay. To be eligible to receive this payment, an employee who is to resign or retire must give written notice at least two (2) weeks in advance of the last day of employment.

In the event an employee leaves employment due to disciplinary action, the employee will not receive a settlement for unused earned benefit leave time.

Employees will receive compensation for the unused leave time earned during the current calendar year. Such prorated benefits will be calculated based on the amount of service completed between January 1st and the employee's last day of service in the current calendar year.

Any leave time used by an employee prior to its being earned must be repaid to the Village upon separation from employment.

Union employees receive compensation in accordance with the collective bargaining agreement.

Advance Notice to Use Benefit Leave Time

Employees must notify their department head of their request to use earned benefit time at least one (1) day prior to taking such leave. The department head may not grant leave due to schedule conflicts or other extenuating circumstances.

- §710 New York State Disability Coverage and §711 Workers' Compensation. Propose eliminating provision where Village will pay employees for the first five (5) days, as follows:

710 New York State Disability Coverage

New York State Disability benefits are available to all full-time employees as a benefit for employees who become disabled by a non-work related injury or illness.

Employees generally receive fifty percent (50%) of their previous average weekly wages to a specified maximum. The determination of whether an employee is eligible to receive disability benefits is made by the insurance carrier.

Eligible employees are covered for the period of disability specified by their physician, up to a maximum of twenty-six (26) weeks. ~~There is a seven (7) calendar day waiting period before disability payments begin. The Village will pay employees their regular wages for the first five (5) working days of the leave. An employee's accrued sick time will not be charged.~~

Benefits, including vacation, sick, and personal time, will not accrue during a disability leave that extends more than thirty (30) calendar days. Employees will not be paid for any Village observed holidays that occur while on such leave.

Eligible employees who are on an authorized unpaid leave of absence for any reason other than their own disability will remain eligible for New York State Disability insurance benefits for up to four (4) weeks after the unpaid leave of absence commences should a qualifying injury or illness occur. After being out of work for more than four (4) weeks on an authorized unpaid leave of absence, employees will no longer be eligible for New York State Disability insurance benefits.

711 Workers' Compensation

Workers' Compensation benefits, including payment of medical costs and replacement of lost wages up to the regulated maximum, are provided for all eligible employees who suffer a job related injury. The cost of Workers' Compensation is paid entirely by the Village.

~~There is a seven (7) calendar day waiting period before workers' compensation benefits begin for employees who are unable to work due to a work related injury. The Village will pay employees their regular wages for the first five (5) working days of said injuries. An employee's accrued sick time will not be charged. Should the employee receive workers' compensation benefits for this waiting period, the employee must reimburse the Village for such payment.~~

It is the employee's responsibility to submit a written report of the injury to their department head and the Village Clerk within twenty-four (24) hours of the accident in order to ensure prompt coverage of the claim. In the event of the employee's incapacitation, the department head will complete and submit the required forms on behalf of the injured employee.

Benefits, including vacation, sick, and personal time, will not accrue during a workers' compensation leave that extends more than thirty (30) calendar days.

Employees will not be paid for any Village observed holidays that occur while on such leave.

- §701 Health Insurance. Proposed increasing amount of time of service with the Village be increased from 10 years to 15, as follows
To be eligible to purchase health insurance coverage beyond the limits allowed by COBRA, the retiree (employee) must be age fifty (50) or older, have at least ~~ten (10)~~ **fifteen (15)** years of service with the Village, and be eligible to receive a pension from the New York State Employees' Retirement System. Such health insurance will continue as long as all required contributions are made to the Village in the manner prescribed.

Police Department Budget and Operations Review

Reviewed staffing and scheduling. Discussed current levels of services and patrol work details.

Meeting adjourned at 8:00PM.

Respectfully submitted by,

Patricia J. Derby
Village Clerk