

## **Resolution 100 of 2019 Proposed changes to draft Employee Handbook.**

201: Full-time employees. Definition be changed to a minimum of 30 hours/week.

202: Part-time employees...should read, "...less than 30 hours/week"

401: Add: New York State Town Law stipulates that failure to take the Oath of Office within 30 days of the beginning of the term results in disqualification of a newly elected official from that position.

501: Replace "Arriving at work before..." paragraph: Flex-Time – An employee may begin and/or end a given workday at a time requested by the employee and approved by the Department Head. The employee's use of "flex-time" will be governed by the mutual needs and consent of the Department Head and the employee. The Town Supervisor and the Town Board reserve the right to approve all "flex-time" schedules.

608: FMLA - Modify last paragraph to indicate that the Town now offers FMLA coverage.

700: Holidays: Propose to add a list of holidays for which eligible employees would receive pay. Propose to follow holidays set by Ulysses and Tompkins County (12): New Years Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Indigenous Peoples' Day, Veterans' Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day. One additional floating holiday.

Health Insurance Proposal. Add the following classes:

- 1 (Class A) Employees working 30+ hours/week eligible for the Town's health insurance with 15% employee contribution. This is the Town's Gold Plan through the Health Consortium plus Vision and Dental coverage. Dental and Vision would be new and included in the total employee health and welfare offering, with 15% employee contribution.
- 2 (Class B) Employees working > 20 hrs/week and < less than 30 hrs/week would be eligible for the same, with a 50% employee contribution
- 3 (Class C) Employees working < 20 hours/week would be eligible for the same, with 100% employee contribution

Added language (from Ulysses): The employee contributions shall be pre-tax as payroll deductions, prior to calculation of federal, state, and social security taxes.

Add Vision and Dental coverage separately for any elected official not taking the Town's health and welfare package, regardless of hours worked. The Town would pay 50% of the premium for Class A and B employees. Class C employees would be responsible for 100% of the premium.