

Summary of Primary Changes to Caroline Employee Handbook

11 SEP 2019

201. Full-Time Employees (Class A) = employees regularly scheduled to work 30 or more hours/week.

202. Part-Time Employees. Class B = employees working 20 up to 30 hours/week; Class C = employees working < 20 hours/week.

408. Code of Ethics, paragraphs j and k added

501. Flex-time provision added

509. New paragraph, "Personal Cell Phone/ E-device Usage"

511. New section, "Social Media"

608. Family and Medical Leave Policy updated to allow full-time employees a maximum of 12 work weeks of unpaid leave in any 12-month period for certain family and medical reasons (mirrors federal Family and Medical Leave Act)

801. Holidays: 10 designated holidays, including 2 floating holidays

802. Vacation Leave for full-time employees (Class A). 0-3 years continuous service = 1 week/year; > 3 years = 2 weeks/year.

803. Sick Leave for full- and part-time employees. Not cashable. May be used only after it is accrued. May be accumulated.

Short-term Disability insurance not included in policy.

804. Personal Leave for full- and part-time employees. Three days per year, taken from accumulated Sick Leave. Unused Personal Leave reverts to Sick Leave at end of year.

805. New section, "Disclosure of Insurance Benefits"

806. Medical Insurance for Class A and B employees and Class A Elected Officials.

903. Updated as per NYS law, Non-discrimination and Harassment in the Workplace