

Summary of Primary Proposed Changes to Caroline Employee Handbook 14 AUG 2019

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: 12 designated holidays, including a floating holiday (follows Ulysses and Tompkins County policies)

802. New benefit, Sick Leave. Sick leave earned at one day/month for full-time employees. Not cashable. May be used only once it is accrued. May be accumulated.

803. New benefit, Personal Leave. Three days per year, taken from accumulated Sick Leave. Unused Personal Leave reverts to Sick Leave at end of year.

804. New section, "Disclosure of Insurance Benefits"

805. Medical Insurance.

Three employment classes based on average hours worked per week:

A. Full-time = 30+ hours/week

B. 20 hours/week or more, but < 30 hours/week

C. < 20 hours/week

Currently Proposed:

Class A employees are eligible for the Town's Health Insurance (currently ACA Gold Plan), either individual or family, at a 15% employee contribution to premiums. CSEA Vision and Dental Insurance offered at a 50% premium contribution by the employee.

Class B employees are eligible for the Town's Health Insurance (currently ACA Gold Plan), either individual or family, at a 50% employee contribution to premiums. CSEA Vision and Dental Insurance offered at a 50% premium contribution by the employee.

Class C employees are eligible for the Town's Health Insurance (currently ACA Gold Plan), either individual or family, at a 100% employee contribution to premiums. CSEA Vision and Dental Insurance offered at a 100% premium contribution by the employee.

Any elected official, regardless of hours worked, is eligible for CSEA Vision and Dental coverage (if adopted, need to decide premium contribution amount for official).

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