

**Town of Morristown
Employee Handbook Meeting
May 29, 2014**

Present: Gary Turner, David VanArnam, Shawn Macaulay, Howard Warren, Frank Putman

Also Present: Dean Hoffman, Wayne Moquin

Absent: David VanArnam

Approval of Minutes-Handbook Meeting of April 22, 2014

Business

1. Model Contract-Review-After review and discussion of the model contract a motion was made by Councilman Turner, and seconded by Councilman Macaulay

Vote: Councilman Turner-Aye, Councilman Macaulay-Aye, Councilman Warren-Aye, Supervisor Putman-Aye.

2. Parish Center Response Letter-The Board has reviewed the letter from St. Johns Parish. Howard questioned who was going to pay for the inspection concerning the asbestos and lead. Discussion as to whether the owner or the potential buyer pays for this as well as an appraisal. It was discussed whether there should be a meeting held between the Board and the Church. Shawn questioned the amount of money that will be expended before we have committed. Copies were made of Karl Bender's estimated work as well as the letter that was addressed to the Church. The Board requested that the clerk contact Karl Bender, requesting him to contact the appropriate sources to find the answers to these questions – who will pay for a lead and asbestos survey, a survey of the property and an appraisal. The board would like Mike Moore to be one of the sources contacted. A motion was made by Supervisor Putman, and seconded by Councilman Warren to move ahead with getting answers to the identified questions. Vote: Councilman Turner-Aye, Councilman Macaulay-Aye, Councilman Warren-Aye, Supervisor Putman-Aye.

3. Furnace Bill-After discussion, Councilman Warren stated that he felt the bill should be paid but that the contractor is made aware that the Town Board is not happy about the bill. Councilman VanArnam stated that he would mention it to him. The Board also agreed that they should not use his services in the future.

4. Sewer District 2-The Board requested the Clerk set up a meeting between the Town and C2AE concerning the problems with various connections including the Sever residence. Councilman VanArnam stated that the Town attorney should be consulted in regards to who will be paying for the necessary repairs. Councilman Warren asked why the Town couldn't us Village equipment to make repairs.

5. Employee Handbook

New Guidelines Enforced - The board discussed whether these new items would be enforced; when it has been voted on, or in the new year. It was decided that it would go into effect with the new year.

Time Keeping Procedures The time clock will be kept. It was Questioned whether employees would clock out for lunch hour. Howard stated that they don't have to if they eat at the office. The Supervisor will be responsible for tracking the time off requests every two weeks.

Firearms – Since Jim Phillips is not a town employee, this does not pertain to him. Councilman Warren wondered if the Court System had any restrictions.

Employee Handbook.p.5 – take out court held at night.

Attendance and Absences – This does not relate to union employees. The time off sheets that Frank is responsible for will cover this.

Smoking - Supervisor Putman asked what setbacks guidelines are used by the state. Councilman Macaulay stated that there is a 50 ft. setback at his place of work. The board requested the Clerk to research the guidelines/law for smoking areas in a government office. When that information is attained, the board with proceed.

Please check attached page 20 for deleted items and edited items.

Holidays – This does not need to be in alignment with the Highway Department. Frank read the list of days and the board focused on MLK and Election Day. It was agreed that Election Day would be eliminated from the handbook.

Holiday Pay – to be eligible for Holiday Pay, the employee must work.

Vacation – full time - three weeks of vacation instead of four

Part-time – **Add definition – A part time employee is someone who works fifteen hours a week** on a steady recurring schedule – versus working 30 hours one week and ten the next.

If a highway employee is hired as part time, he would be covered under the Employee Handbook

Unused Vacation Time – Councilman VanArnham and Macaulay questioned the wording in the handbook. Supervisor Putman mentioned that it needed to be clarified. It was decided to add - only good for the current calendar year.

Seasonal Employee – needs to remain in handbook, relates to highway employees (p.20)

Please check attached page 22 for deleted items and edited items.

Jury Duty Leave – the employee will be expected to return to work for the remainder of the day if they are dismissed from jury duty. A discussion was held as to whether the Town should pay employees for jury duty. It was decided that they wouldn't. Add - No jury payment from your employee.

Military Leave – leave as it is.

Insurance Benefits –Medical and Seasonal nothing for part time employees.

Unemployment Insurance - It was discussed that office employees do not pay into this. The board requested the Clerk verify this with the bookkeeper.

Medical Insurance – The board was in agreement that a similar procedure would be used – the present employees will be offered different insurances as well as their present insurance. If they choose their present insurance they will be asked to contribute more. The Board agreed that the wording in this section needs to be simplified.

Add to handbook – **Employees hired after 12/31/14, will not be offered health insurance by the Town.**

When the budget is reviewed in the fall the present employees receiving health insurance may change as that is the time to make those changes.

Minutes taken by M. Patricia Reagen, Deputy Clerk, and prepared by M. Patricia Reagen and David Murray, Town Clerk

Minutes respectfully presented by David Murray, Town Clerk