

I move the adoption of Local Law ___ of 2012

Local Law ___ of 2012

The Town Board of Milan hereby repeals Articles 1, 2, and 4 of Chapter 59 Personnel Policies and replaces said articles with the following:

ARTICLE I Full-Time Employee Policies (§ 59-1 — § 59-1.7)

§ 59-1 Definitions.

As used in this article, the following terms shall have the meanings indicated:

FULL-TIME EMPLOYEES: Those working a minimum of 30 hours each week.

PART-TIME EMPLOYEES: Those working less than 30 hours each week.

§ 59-1.1 Sick leave policy.

Every full-time employee shall be entitled to up to ten days of pay each calendar year for actual sickness or injury, cumulative to 60 days or 12 weeks. The Superintendent of Highways or the Town Supervisor may require acceptable medical proof of illness or injury and may direct any full-time hourly employee to have a physical or diagnostic examination by a physician designated for that purpose. Such examination shall be paid for by the Town. Failure to comply may result in dismissal. In the event of long-term or catastrophic illness or injury, the Town Board jointly may grant additional sick-time with pay subject to periodic review according to the discretion of the Town Board.

§ 59-1.2 Personal Days Policy.

A. Four personal days per year shall be given as a benefit for full-time employees.

B. Bereavement Leave Policy.

- (1) In the case of a death in the immediate family, full-time employees are granted two paid bereavement days which shall not be subtracted from any of the employee's leave balance. This benefit does not apply to part-time, temporary and seasonal employees.

For purposes of this policy "immediate family" of the employee shall mean any of the following:

Mother	Mother-in-law
Father	Father-in-law
Sister	Grandmother
Brother	Grandfather
Wife	Granddaughter
Husband	Grandson
Daughter	Relative taking place of parent
Son	Relative living in employee's home at time of death

(2) Bereavement leave commences the date of notice of the death of the family member and is to be taken in consecutive working days. Bereavement leave is not cumulative.

§ 59-1.3 Standard workday.

The Town Board hereby establishes an eight-hour standard workday for full-time employees.

§ 59-1.4 Vacation time for full-time employees.

- A. One week of vacation with pay after first year of service.
- B. Two weeks of vacation with pay after second year of service.
- C. Three weeks of vacation with pay after fifth year of service.
- D. After 15 years of service, one extra day of vacation per year until they have earned a total of four weeks of vacation, which will be 20 years of service.
- E. The maximum payment of vacation time upon retirement shall be limited to four weeks.
- F. Full-time employees may, with the permission of their department head or supervisor, move forward one week of vacation time to the subsequent year.
- G. Full-time highway employees must coordinate their vacation time with and gain the approval of the Highway Superintendent.

§ 59-1.5 Double-time policy for full-time highway employees.

The Town Board hereby establishes that full-time highway employees shall be paid double time for working on legal holidays.

§ 59-1.6 Compensation.

The Town Board shall annually set the hourly pay for each full-time employee position.

§ 59-1.7 Time tracking.

Effective January 1, 2013, all non-highway full-time employees of the Town of Milan shall record their start time and end time of each work period using a Town-provided time device. All full-time employees leaving a defined work area on non-Town business are required to record their departure time and their return time on the time device. Entering another employee's start time or end time into the Town-provided time device is strictly prohibited and shall be grounds for immediate dismissal. Highway employees shall continue to record their start time and end time of each work period using a Town-provided time device as directed by the Highway Superintendent.

Article II Part-Time Employees (§ 59-2 - § 59-2.5)

§ 59-2. (Reserved)

§ 59-2.1 Workdays for Part Time Employees.

The Milan Town Board shall determine by resolution the work day for all part-time employees.

§ 59- 2.2 Personal and Vacation Days.

Effective January 1, 2013, each part-time clerical and highway employee shall be entitled to a total of five paid personal and/or vacation days per calendar year. Such paid personal and/or vacation days may not be banked or carried forward to succeeding years. Personal and/or

vacation days shall be coordinated with the employee's immediate supervisor and shall be reported to the Town Supervisor in writing at the time the employee takes the personal and/or vacation day(s).

§ 59-2.4 Time tracking.

Effective January 1, 2013, all part-time employees of the Town of Milan shall record their start time and end time of each work period using a Town-provided time device. All part-time employees leaving a defined work area on non-Town business are required to record their departure time and their return time on the Town-provided time device. Entering another employee's start time or end time into the Town-provided time device is strictly prohibited and shall be grounds for immediate dismissal.

§ 59-2.5 Compensation.

The Town Board shall annually set the hourly pay for each part-time employee position.

This local law shall take effect immediately upon adoption.