

TOWN OF CONSTANTIA
MINUTES - SPECIAL MEETING –February 28, 2013
9:00 a.m. Constantia Town Hall

Present: Charles Gilkey – Supervisor
Richard Colesante, John Metzger, Thomas Moran– Council Members
Clare Haynes – Town Clerk
Others Present: Paul Baxter - Tug Hill Commission
John Illingworth - Code Enforcement Officer
Absent: Frank Tomaino– Council Member

CALL TO ORDER:

At 9:00 a.m. Mr. Gilkey called the special meeting of the Constantia Town Board to order with the pledge of allegiance.

EMPLOYEE HANDBOOK:

The original document was a boiler plate that was adopted by the town board in 2004. Discussion on who this document would pertain to. Elected Officials are governed by New York State, under different rules. Questions to be answered:

- Is a paycheck a sole determination that makes you an employee?
- Does a stipend make you an employee?

Mr. Baxter said maybe a way to look at this would be who is required by New York State to sign an Oath of Office.

It was decided that a definition page would be added, and the term employee would be defined, along with other terms which will be added as needed.

Page 1 - last sentence change from - our attention. *to the Town Supervisor.*

Page 2:

General

- 2nd paragraph remove *whether or not it also violates the equal employment opportunity laws.* and modify the last sentence after the definitions page is created.

Page 3:

Other Harassment add *sexual preference* to the list

Making Complaints and Report Violations: first sentence change to:

If you *have knowledge or believe you are* the victim of harassment, you are requested and encouraged to make a complaint to the Town of Constantia.

Define: *management employee*

Investigation of Complaints and Reports:

Any complaint or report of a violation of this policy will promptly and thoroughly be investigated *and documented.* - question as to who does this?

Penalties for Violations

Ask Mr. Bader for wording, would like to modify to include some false accusation verbiage.

Additional Information

If you have any questions about this policy, please contact *your immediate supervisor* or the Town Supervisor for additional information.

Page 4:

Move OPEN DOOR COMMUNICATIONS section to page 2 under EQUAL EMPLOYMENT OPPORTUNITY

Define: *management*

The Town recognizes that drug dependency is an illness and a major health problem and that drug abuse is a potential health, safety and security problem. Employees needing help to deal with such problems are encouraged to use a rehabilitation program and our health insurance plans, as appropriate. Conscientious efforts to seek such help will not jeopardize an employee's job nor will it be noted in any personnel record.

Page 5:

Mr. Colesante will review the first paragraph of page 5.

NEXT MEETINGS:

March 6th, 13th and March 20th at 9:00 a.m. are the dates for the next meetings to deal with the employee handbook.

ADJOURN:

At 10:55 a.m. the meeting adjourned.