

TOWN OF CONSTANTIA  
**MINUTES - SPECIAL MEETING –March 13, 2013**  
9:00 a.m. Constantia Town Hall

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

**CALL TO ORDER:**

At 9:10 a.m. Mr. Gilkey called the special meeting of the Constantia Town Board to order with the pledge of allegiance.

**EMPLOYEE HANDBOOK:** (All changes are in italics)

Employment Categories:

The Town of Constantia has established the following employment categories:

Full-time <del>regular:</del>	Employees who regularly work at least 40 hours per week - <i>overtime eligible.</i>
Part-time <del>regular:</del>	Employees who regularly work fewer than 35 hours per week - <i>hourly overtime eligible, salary overtime exempt.</i>
Seasonal: time not to <i>Overtime</i>	Employees who may work on a full or part time basis for a specific period of exceed six consecutive months. <i>eligible.</i>

**WORK SCHEDULES**

~~For all~~ *The normal work schedule for all office employees it is 8:30 a.m. to 4:00 p.m. Monday through Thursday the year round with two paid 10-minute breaks, one in the morning and one in the afternoon. A lunch period that may not exceed 30 minutes.*

The normal work schedule for all Highway Department employees is 6:30 a.m. to 3:00 p.m. Monday through Friday in the winter and 6:30 a.m. to 5:00 p.m. Monday through Thursday in the summer. The Town also provides two paid 10-minute breaks, one in the morning and one in the afternoon for the Highway Department. Breaks are scheduled at the discretion of the Highway Superintendent and may be *adjusted* as work requires.

All employees are expected to be at their work stations and ready to begin work at their scheduled times and to return promptly from lunch and breaks.

-Last paragraph on page 8, basic work week, this was added by resolution in 2011. Discussion if this should be changed. Will hold discussion to when all town board members are present.

**PAYDAYS**

The pay period at the Town of Constantia for the Highway Department and *Seasonal employees* extends from ~~Tuesday until Monday bi-weekly and will be paid on every other Thursday.~~ *Monday until Sunday bi-weekly paid every other Thursday. All other employees are paid monthly.* If payday falls on a holiday, you will be paid on Wednesday.

All Town Officials and appointed employees are *paid on a four (4) week schedule, comprising-thirteen (13) pay periods per year. If payday falls on a holiday, you will be paid on Wednesday.-* ~~paid period runs from the first day of the month through the last day of the month. If the last day of the month is on a weekend, you will be paid on the last business day of the month.~~

**TIME CARDS**

Highway employees are required to record the hours worked on a weekly time card. ~~There is a time clock in the Town garage and your supervisor will instruct you in its use.~~ At the end of the pay period ~~you~~ *the employee* must sign ~~your~~ *their* time card, certifying that the hours recorded

are the hours ~~you~~ *the employee* actually worked. Be sure to mark any absences and indicate the reason for them on ~~your~~ *their* time card, as this is the record from which ~~you~~ *the employee* will be paid. ~~Your~~ *The* time card must then be verified and approved by ~~your supervisor or manager~~ *the Highway Superintendent or Deputy Highway Superintendent*.

All other *hourly* employees must fill out a timesheet each day showing the time you began work and the time you ~~quit~~ *ended* work for the day. Be sure to mark any absences and indicate the reason, as this is the record from which you will be paid. Sign your timesheets and turn them in to your supervisor at the end of the pay period for verification and approval.

~~All Town Officials and appointed employees paid period runs from the first day of the month through the last day of the month. If the last day of the month is on a weekend, you will be paid on the last business day of the month. \*\*This whole section was moved up under paydays.~~

**DISCUSSION:**

- Discussion on who receives two week paychecks - Chuck will discuss with Ms. Butler. Maybe salary cap, to change who gets paid monthly vs bi monthly.
- Discussion on time cards vs time clocks. Hold until entire board is in attendance.

**ADJOURN:**

At 10:54 a.m. the meeting adjourned.