

# **TOWN OF NEWFANE WORK RULES**

**2024**

# TABLE OF CONTENTS

EMPLOYMENT PROCEDURE.....	1
PERSONNEL INFORMATION.....	1
PROBATIONARY PERIOD.....	1
WAGE POLICY.....	1
RETIREMENT SYSTEM.....	2
PAID HOLIDAYS.....	2
BEREAVEMENT.....	2
VACATION.....	3
PERSONAL DAYS.....	4
CREDITED SICK LEAVE.....	4
EXTENDED SICK LEAVE.....	5
LEAVE OF ABSENCE.....	5
LAY OFFS.....	6
MILITARY LEAVE.....	6
JURY DUTY.....	6
ABSENTEEISM AND TARDINESS.....	6
DRESS CODE.....	6
CYBER SECURITY POLICY.....	7
NYS SEXUAL HARRASSMENT PREVENTION COMPLIANCE.....	8
HEALTH INSURANCE.....	8
DISABILITY COVERAGE .....	9
LIFE INSURANCE.....	10
PROCEDURES FOR SETTLING DISPUTES.....	10
WORK RULES AND REGULATIONS.....	10
HEALTH INSURANCE REVISION II.....	11
HEALTH INSURANCE REVISION III.....	13
EMPLOYEE SIGNATURE PAGE.....	15

# **TOWN OF NEWFANE WORK RULES**

## **EMPLOYMENT PROCEDURE**

Applicants are interviewed and selected by the Department Head to whom they will report and the Town Supervisor and approved by the Town Board, and are selected based on their qualifications, including education and experience.

In personnel practices, it is the Town's intent to comply with all applicable Federal, State, County and Town programs concerned with nondiscrimination in matters of race, creed, color, national origin, age, sex, or religion. New hires are required to fill out the Employee's Federal and State Withholding Exemption Certificates (W-4 and IT-2104), Criminal History Record Check Application (for all full-time positions), and all other forms required.

## **PERSONNEL INFORMATION**

A permanent record, reflecting an employee's history with the Town of Newfane is maintained in the Supervisor's Payroll Clerk's Office, including any pre-employment and medical examination records. Any change in an employee's marital status, address, telephone number, number of dependents, withholding exemptions, or other pertinent information will be reported as soon as possible to the Payroll Clerk.

## **PROBATIONARY PERIOD**

New employees shall serve a probationary period of 90 days of active service during which they may be disciplined or terminated within the discretion of the Employer without recourse. This period permits the employee to determine their suitability to the job, environment, and their ability to perform under actual working conditions. It also permits the department head to appraise the employee and their work record. (Board Action 7-26-89).

## **WAGE POLICY**

Paychecks are issued every two weeks, on Wednesdays, for 26 weeks of the year. If a payday falls on a holiday, checks will be issued the preceding day. Paychecks will be distributed to the employee by the Department Head, may be picked up at the Payroll Clerk's Office if the employee does not work on pay day, or mailed to the employee's address on file.

If a paycheck is picked up by any other person other than the employee, a signed written authorization slip must be presented to the Payroll Office or the employee's Department Head. The Town of Newfane does not cash checks. If there are any questions relating to a paycheck, the employee must contact either the Department Head or the Payroll Clerk. If there is an error, it will be corrected no later than the following pay period that the error was found.

Employees will be hired at \$2.00 below the top rate in the job classification in which they were hired for. The employee will receive a \$.50 cent increment every six (6) months until they achieve the top rate in their respective job classification. These increments are subject to department head and town board approval, based on acceptable work performance.

If an employee is upgraded in a classification, their rate of pay will start at the \$.50 cent increment that is above their current pay rate, and again receive a \$.50 rate increase every six (6) months until they achieve the top rate in their respective job classification. This again is subject to department head review.

**RETIREMENT SYSTEM & SOCIAL SECURITY**

The Town of Newfane is covered under the New York State Employees Retirement System. Full Time employees must fill out necessary applications provided by the Payroll Clerk’s office. The retirement system plan provides supplementary income to the Federal Social Security benefits.

Effective January 1, 1977, all full-time employees’ positions classified as competitive or non-competitive must join the New York State Retirement System and contribute to Social Security. Part-time employees have the option to join.

Anyone hired on 4/1/12 or beyond will be a member of Tier VI (6) NYS Employees Retirement System.

**PAID HOLIDAYS**

The following is a list of holidays throughout the calendar year that will be recognized by the Town of Newfane as holidays for Full Time non seasonal hourly rate employees. If any of the following holidays fall on a Sunday, the next day thereafter shall be observed. If any of the following holidays fall on a Saturday, they shall be observed the previous Friday.

New Year’s Day	Independence Day	Thanksgiving Day
Presidents’ Day	Labor Day	Day After Thanksgiving
Good Friday	Columbus Day	Christmas Eve Day
Memorial Day	Veterans Day	Christmas Day
Juneteenth		(2) Floating Holidays

Any new hires must complete the ninety (90) day probationary period before becoming eligible for a paid holiday. (Effective 7/26/78).

**BEREAVEMENT**

In the event of death in an active employee's immediate family, the employee shall be allowed five (5) working days of paid bereavement leave for the death of a spouse, parent, step-parent, child, or step-child. In the event of the death of a family member listed below, three (3) working days of bereavement will be allowed. Employees will be paid for services they attend on future dates in cases of cremation or delayed interment. Such days will be part of the maximum of five (5) days as stated above and three (3) days for the family members listed below.

Grandparent	Grandchild	Current Spouse’s Parent
Brother	Sister	Current Spouse’s Grandchild
Step-Brother/Sister	Half Brother/Sister	Current Spouse’s Grandparent
Brother/Sister In Law	Current Spouse’s Step-Parent	

## VACATIONS

The vacation shall extend throughout the entire calendar year to ensure having an adequate staff during the year. When practical, the employee will be given an opportunity to take up to two (2) weeks of their vacation during the summer months if they wish, but it may be necessary for those employees entitled to more than two (2) weeks to take a portion of their vacation at other times during the year. It is required that each office has only one person off at a time. If a conflict should arise, wherein more than one employee requests the same time off, seniority will prevail. Full consideration will be given to meeting preference for vacation time off, but the needs of the town come first. The employee should notify the department head and/or Supervisor at least seven (7) days in advance or as soon as possible of their desired vacation period. (Board Action 7-26-89).

Vacations are not accumulative and must be taken during the employee's eligibility year when due. If not taken, the vacation days are lost, no payment will be made. The vacation period shall be from the date of employment to the anniversary date and from the anniversary date to the next anniversary date thereafter.

Full-time and Salaried Employees (Permanent and Seasonal Part-time and Elected Officials are excluded) shall earn vacation time as follows:

- Employees will earn five (5) working days of annual vacation after completion of one (1) year of service up to three (3) years;
- Employees will earn ten (10) working days of annual vacation after completion of three (3) years of service up to five (5) years;
- Employees will earn fifteen (15) working days of annual vacation after completion of five (5) years;
- Employees will earn one (1) additional vacation day (for a total of sixteen (16) days of annual vacation) after completion of eleven (11) years of service and each completed year of service after that as follows:
  - 12 years - 17 days; 13 years - 18 days; 14 years - 19 days;
- Employees will earn a maximum of twenty (20) working days of annual vacation after completion of fifteen (15) years of service;
- After 25 years of service employees will earn one (1) additional vacation day for each year up to 30 years and 5 weeks maximum vacation;
- Employees hired on or after 01/01/2025 will earn a maximum of fifteen (15) days, after five (5) years of service.

Vacation pay will be based on the employee's normal wage or salary. No vacation will be accumulated or paid prior to one (1) year of continuous service. No vacation will accumulate while an employee is absent on leave with one half (1/2) pay or without pay or under disciplinary punishment involving loss of work time.

Should the employee resign and give proper notice, they would receive vacation pay based upon the amount of unused vacation the employee earned. Resignation of employment within one (1) year of their starting date, an employee can receive no vacation pay regardless of amount of notice given. A terminated employee shall receive no vacation credit for the year in which the termination takes place.

## **PERSONAL DAYS (Previously known as PAID ABSENCE)**

All permanent full-time and part-time hourly and Salaried employees (excluding Elected Officials) who have completed their ninety (90) day probationary period shall be credited with three (3) personal days per year of employment (one and a half personal days for permanent Part-Time). Permanent part-time hourly employees hired on or after 1/1/2025 do not qualify for Personal day credits.

If any employee does not use the three (3) personal days (one and a half days for Part-Time employees) credited to them prior to their anniversary date, the employee will be paid the unused personal time in the first pay period following the employee's anniversary date. If employment is terminated before such date; at which time, the employee will receive compensation for personal days remaining.

Paid personal time may not be used in less than fifteen (15) minute increments.

## **CREDITED SICK LEAVE**

All full-time hourly and Salaried employees (Excluding Elected Officials) who have completed their ninety (90) day probationary period shall be credited with one (1) sick leave day per month if active full-time service, up to a maximum of 150 days.

All permanent part-time employees who have completed their ninety (90) day probationary period shall be credited with 3.5 hours credited sick leave.

Sick leave credits may not be used in other than fifteen (15) minute increments.

Sick leave credits may only be used for personal or dependent illness or attendance at personal dentist and doctor appointments.

An employee may exercise a medical leave to donate blood. These leaves may be used up to three (3) hours per year and will be charged to the employee's sick leave accrual.

After three (3) consecutive days of sick leave, employees shall be required to provide a note from their Health Care Provider to the Department Head.

After the maximum credited sick time is reached, no more sick leave credit may be earned by the employee except to the extent of restoring credit subsequently drawn used for sick leave and thereby building up accruals again to the appropriate number of maximum days. Calculations of sick leave shall be based on each employee's anniversary. The unit for computation of sick leave shall not be less than one-half day.

Credits cannot be earned for the period an employee is on leave of absence without pay or under disciplinary punishment involving the loss of work time or employees who are considered on one half pay. For calculation of sick leave credit, the time recorded on the payroll at the full rate of pay shall be considered as time "served by the employee" (Board action 10/11/89).

~~For retirement purposes only, the employer will grant to a retiring employee who has accumulated unused sick days, compensatory time off computed on a ratio four (4) days compensatory time off for every ten (10) days of unused sick leaves up to a maximum of sixty (60) days compensatory time off (e.g., 150 days divided by 10 x 4 = 60 days).~~

## **CREDITED SICK LEAVE (continued)**

~~Compensatory time off pursuant to this provision will be granted only to a retiring employee and only upon the employee having a fixed date for retirement, having submitted all necessary documents to the New York State Retirement System to implement his or her retirement on the date fixed, and upon acknowledgment by the New York State Retirement System to implement his or her retirement on the date fixed, and upon acknowledgment by the New York State Retirement System that the retirement of the said employee is fixed to commence upon the date of retirement specified.~~

Upon retirement, the Town will grant a retiring employee who has accumulated unused sick days pay for such days on a ratio of four (4) days of pay for every ten (10) days of accumulated unused sick time up to a maximum of sixty (60) days of pay (e.g., 150 days divided by 10 x 4 = 60 days). Such benefit will only be granted to employees having a fixed date for retirement who have submitted all necessary documents to the New York State Retirement System to implement retirement on the date fixed and who have received acknowledgement from the New York State Retirement System that the retirement of the employee is fixed to commence upon the specified retirement date. Such benefit will be paid on the last regular pay date following the employee's last day of employment.

Any compensatory time off due to an employee pursuant to this provision shall be fully depleted prior to the date fixed for retirement or such compensatory time off shall be forfeited.

## **EXTENSION OF SICK LEAVE**

After insurance benefits have been used at the discretion of the Department Head and approval of the Town Board, permanent employees may also be granted sick leave with one-half pay for three (3) months after three (3) years of Town Service after all paid absence and vacation credits have been used. If they still have unused sick credits, an additional period of three (3) months of leave at half-pay may be granted with the approval of the Department Head and the Town Board. Leave not exceeding eleven (11) months without pay may be granted in the case of employees who have served continuously for at least one (1) year in the Town Service.

No sick leave without pay of more than eleven (11) months shall be granted unless the department head has obtained prior approval for such an extension from the Niagara County Civil Service Commission.

It will be necessary for the employee who is requesting additional sick leave to furnish both the department head and the Town Board with a documented medical certificate.

Consideration is to be given to each employee's sick leave situation where a question of extended absence is involved. Proper steps are taken through existing means to adjust all such cases in the light of the particular facts surrounding them.

An employee shall make their formal request for one-half pay sick leave directly to the Department head, Supervisor, and the Town Board, along with a certificate from their personal doctor. The Town board and Department Head will then confer and then the Town Board shall notify the employee in writing of the approval or disapproval of the request.

## **LEAVE OF ABSENCE**

Leaves of absence are granted by the Town Board only under the following conditions: education,

maternity, military, or authorized personal business. Leaves of absence shall be granted to protect your continuity of service and eligibility for benefits on return to work. Employees' benefits are not paid or accumulated during leaves of absence, nor is time out for such leaves counted in determining total years of service. In no case should any total continuous leave of absence without pay exceed one (1) year without the approval of the Supervisor and Town Board.

Page 5 of 15  
Revised 02/2024

### **LEAVE OF ABSENCE (continued)**

If an employee is on a leave of absence for any reason, he/she may be required at the discretion of the Town Board to pass a pre-employment physical examination given at no expense to the employee before being permitted to return to work. No leave of absence is official until approved by the department head, the Supervisor and Town Board.

### **LAYOFFS**

All full-time employees shall be laid off or terminated in the inverse order of original appointment in the department. No full-time employees shall be laid off until all probationary or part-time employees have been laid off in the inverse order of original appointment in the department.

### **MILITARY LEAVE**

A full-time employee who enters the military service of the United States will be granted a special leave of absence. All military service shall count as town service if the employee reports back to work within 90 days of their discharge. No re-enlistment into the Armed Forces shall serve as a leave of absence; the employee's records would be terminated. Upon request, a full-time employee will be permitted to take their annual military or reserve training without loss of pay, vacation time or other rights. Per state law, "Town employees compensated on an hourly or per diem basis are entitled to their regular compensation while attending training camp or otherwise engages in the performance of ordered military duty."

### **JURY DUTY**

A regular part-time or full-time employee summoned for jury duty as certified by the Clerk of the Court shall be paid by the Town of Newfane their rate of pay for normal hours worked per day for a maximum of ten (10) workdays every two (2) calendar years. As a condition of such pay, the employee must notify the Department Head and/or Supervisor that they have been called to serve as a juror and must report back to work on any day that they are excused from jury duty before noon.

In the event an employee is summoned for jury duty extending beyond ten (10) days or more within two (2) calendar years, must notify the Department Head and Supervisor, and receive approval by the Town Board.

### **ABSENTEEISM AND TARDINESS**

The employee is paid only for their time worked. The employee shall be docked for all tardiness more than eight (8) minutes and payroll is deducted to the nearest fifteen (15) minutes of an hour. Town work requires that employees attend regularly and report promptly for duty scheduled. If an employee is ill, he/she must contact their department head as soon as possible before their shift starts, via text or phone call. Unless the department head is notified, according to this rule, the Department Head must report an employee absent without the right to paid absence pay. Excessive absences and tardiness occurrences are grounds for



disciplinary action, up to and including termination at the discretion of the Department Head.

### **DRESS CODE**

All employees shall be dressed in clothing suitable for a business casual setting and the duties within the position held. Clothing shall be neat, clean and in good repair. All clothing will be modest in appearance.

Page 6 of 15  
Revised 02/2024

### **CYBER SECURITY POLICY**

Although the use of personal cellphones and other smart devices may be authorized to have on your possession, while working all devices should be turned off or set to silent or vibrate mode during meetings, conferences and in any circumstance where incoming calls may be disruptive.

### **PERSONAL CELLPHONE & OTHER SMART DEVICES**

While at work, employees are expected to exercise discretion in using personal devices. Excessive personal calls during the workday can interfere with employee productivity and be distracting to others. Employees are encouraged to make any personal calls or texts during nonwork time when possible and to ensure that friends and family members are aware of the Town of Newfane, NY's policy.

There is to be no social media posts (Facebook, snapchat, TikTok, etc.) made during work hours.

Town of Newfane, NY will not be liable for the loss or damage of personal cellphones or smart devices brought into the workplace.

### **COMPANYPROVIDED CELLPHONES & SMART DEVICES**

When job duties or business needs demand, the Town may issue a business cellphone or smart device to an employee for work-related communications. Personal use of company-owned cellphones or smart devices should be kept to a minimum and any personal expenses incurred above normal company charges must be approved by the Town prior to expense.

Employees in possession of Town-owned cellphones and smart devices are expected to protect the equipment from loss, damage, or theft. Upon termination of employment, or at any time on request, the employee may be asked to produce the phone for return or inspection. An employee may purchase said equipment at a Fair Market price determined by the IT Department.

### **SAFETY ISSUES FOR CELLPHONE USE**

All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times.

Employees whose job responsibilities include regular or occasional driving and who are issued a cellphone or smart device for business use are expected to refrain from using their phone while driving; use of a cellphone while driving is not required by the company. Safety must come before all other concerns.

Regardless of the circumstances, including slow or stopped traffic, employees are required to use hands-free operations or pull off to the side of the road and safely stop the vehicle before placing or accepting a call.

Employees are encouraged to always keep their eyes on the road while driving. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area.

Hands-free equipment may be provided with Town-issued phones or smart devices to facilitate the provisions of this policy and if no hands-free application is provided employee is not to engage in cellphone or smart device use until they are safely pulled over with the vehicle in park.

Reading or sending text messages while driving is **strictly** prohibited.

Employees who are charged with traffic violations resulting from the use of their phone while driving will

be solely responsible for all liabilities that result from such actions.

Page 7 of 15  
Revised 02/2024

## **CYBER SECURITY POLICY (continued)**

### **VIDEO OR AUDIO RECORDING DEVICES**

The use of a camera or other video or audio recording-capable devices on company premises is prohibited without the express prior permission of Department Head or Town Supervisor and of the person(s) subject to recording. Video or audio recording in restrooms and/or locker rooms is strictly prohibited.

### **CONSEQUENCES FOR VIOLATORS**

Employees violating this policy will be subject to discipline, up to and including termination of employment.

### **NYS SEXUAL HARASSMENT PREVENTION COMPLIANCE**

The Town of Newfane requires all Town employees to complete an annual harassment training course. This training course is available online and all employees will receive an email with the link and instructions. For employees that may have limited computer access, there will be a laptop made available to use in the Town Hall Conference Room.

### **HEALTH INSURANCE**

The Town will provide all full-time (hourly or salary) employees with the opportunity to receive single or family coverage, as appropriate, through the health insurance the Town provides. The Town will contribute one hundred (100%) percent of the cost of such coverage on behalf of the full-time employees hired on or before December 31, 2001. Full-time employees hired on or after January 1, 2002, the Town will contribute one hundred (100%) percent cost of single coverage and seventy (70%) percent of such cost for family or 2 persons. After five (5) continuous years of full-time employment, from the employee start date, Town will pay one hundred (100%) percent health insurance coverage. Full-time employees hired on or after January 1, 2025, the Town will contribute one hundred (100%) percent of the cost of single coverage and seventy (70%) percent of such cost for a family or 2 persons. After five (5) continuous years of full-time employment, from the employee start date, the Town will pay ninety (90%) percent health insurance coverage for any family or 2 person plans.

When any employee is hired, and if the application for health insurance is turned in within the first thirty (30) days of hire, the employee's coverage will be picked up the next month following date of hire.

All full-time (hourly or salary) employees who do not elect coverage are eligible for an annual stipend of one thousand (\$1,000) dollars. This stipend will be paid at the end of the health contract year. Partial years will be pro-rated monthly.

**HEALTH INSURANCE** (continued)

For Health Insurance purposes, Justice of Peace and Town Supervisor are considered full time. Part-time hourly (including elected officials) are not eligible for health insurance. (*Amendment 12/28/2012*)

Any previous full-time employee with five (5) continuous years' employment can participate in the Town health plan and must pay one hundred (100%) percent of the cost.

Town employees hired before January 1, 1978, with fifteen (15) years seniority, the Town will pay entire health insurance benefits (including spouse) until death of employee. The surviving spouse must pay fifty (50%) percent of appropriate coverage.

Town employees hired on or after January 1, 1978, upon their retirement with fifteen (15) years of service, the town will pay seventy-five (75%) percent of the cost; with twenty (20) years of service the Town will pay one hundred (100%) percent of the cost. (Spouses included)

For employees hired on or before December 31, 2001, who retire from the Town with twenty (20) years of full-time continuous service, and are eligible to receive New York State Retirement Pension, the Town will pay the health insurance premium for single or two (2) person plan, covering employee and spouse only, until the retiree is eligible for Medicare. Retirees eligible for Medicare Part B must apply for and maintain such coverage to be eligible for supplemental health insurance paid by the Town until death.

For employees hired on or after January 1, 2002, who retire from the town with twenty-five (25) years of full-time continuous service and are eligible to receive New York State Retirement System Pension, the town will pay the health insurance premium for a single plan until the retiree is eligible for Medicare. Retirees eligible for Medicare Part B must apply for and maintain such coverage to be eligible for supplemental insurance paid by the Town until death (NOTE: no coverage for spouse).

A current spouse of a deceased employee hired before January 1, 2002, who reached twenty (20) years seniority with the Town will pay fifty (50%) percent of health insurance expense. A current spouse of a deceased employee who has reached fifteen (15) years seniority with the Town will pay sixty-seven (67%) percent of health insurance expense. This benefit will terminate with death of spouse or if spouse should remarry.

If there is a change, such as marriage, divorce, or Medicare eligible, employee must submit a change request form into the health insurance provide within thirty (30) days before or after effective date of change, the new rate will become effective the following month. Otherwise, there is a ninety (90) day waiting period. All forms are available at the Supervisor's (Payroll) Office.

**D.B.L. COVERAGE**

The Town will carry a D.B.L. Policy for the employees after four (4) consecutive weeks of employment (not necessarily the same employer) that will pay them approximately fifty (50%) percent of their gross pay for 26 weeks beginning with the 8th day of sickness or accident on or off the job. The employee has the option to use their accumulated sick days for the first 7 days not covered. The employee may also elect to use one-half (1/2) a sick day (if they have any) to supplement their disability pay.

Page 9 of 15  
Revised 02/2024

### **LIFE INSURANCE**

The Town will provide a fully paid Five Thousand Dollar (\$5,000.00) life insurance policy for our permanent full-time employees while in service after 90 days of employment. At retirement or termination, the employee will have the option to pick up the policy themselves. The policy will be effective 60 days from the date of hire.

### **PROCEDURES FOR SETTling DISPUTES**

Any dispute or problem, or recommendation, relating to employment with the Town will be handled in an orderly manner. The first step to a truce should be to discuss the matter with the employee's Department Head, should a problem arise. If the situation involves an incident which happened, this should be presented to the Department Head in writing within three (3) days of the occurrence of the incident. The immediate Department Head will respond in writing to bis/her employee's problem or complaint within three (3) days after receiving it.

If the response of the immediate Department Head is not satisfactory, the problem should be reported to the Supervisor in writing within three (3) days after the answer from the employee's Department Head was received. The Supervisor will then answer the employee's problem in writing within three (3) workdays after receiving it.

If the response from the Supervisor still does not, to the employee's satisfaction, settle the issue, it may be presented, in writing, to the Town Board within three (3) days after the answer from the Supervisor is received. The Town Board will then schedule a meeting within five (5) days of all parties involved in the problem. Within five (5) workdays after that meeting, the answer of the Town Board will be forwarded in writing.

### **WORK RULES AND REGULATIONS**

Rules and Regulations are necessary to ensure the efficient operation of the Town. The following rules and regulations must be observed by all employees.

Infraction of any of the list of rules will be sufficient grounds for disciplinary action, ranging from an oral warning to immediate dismissal, depending on the seriousness of their offense:

1. Gambling, canvassing, soliciting for donations, selling merchandise, or distribution of unauthorized printed material on the Town Hall complex.
2. Any act of dishonesty, such as falsifying material on an application for employment or making false claims for sick leave.
3. Failure to perform work in a satisfactory manner.
4. Frequent tardiness from work or excessive absenteeism
5. Overstaying lunch periods or rest periods.
6. Possessing, opening, or drinking alcoholic beverages on duty or reporting to work under the

influence of alcohol, drugs, or in an unsafe condition.

7. Immoral conduct or indecency, including sexual harassment and/or creating a hostile work environment.
8. Physical fighting or assaulting any person on Town Hall complex at any time,
9. Insubordination (refusing or deliberately failing to carry out instructions of the department head or Supervisor).

## **TOWN OF NEWFANE- WORK RULES REVISION II**

### **HEALTH INSURANCE**

The Town will provide all full-time employees with the opportunity to receive single or family coverage, as appropriate, through the health insurance the Town provides. The Town will contribute one hundred (100%) percent of the cost of such coverage on behalf of the full-time employees hired on or before December 31, 2001. Full time employees hired on or after January 1, 2002, the Town will contribute one hundred (100%) percent cost of single coverage and seventy (70%) percent of such cost for family or 2 persons. After five (5) continuous years of full-time employment, from the employee start date, Town will pay one hundred (100%) percent health insurance coverage.

All full-time employees who do not elect coverage are eligible for an annual stipend of one thousand (\$1,000.00) dollars. This stipend to be paid at the end of the health contract year.

Partial years to be pro-rated monthly.

All part time elected officials will pay five (5%) percent of any plan they choose.

Coverage to include single, two (2) person or family. Such employees working past age sixty-five (65) must take senior coverage 'With five (5%) percent factor to include Medicare Part B Expense. For health insurance purposes. Justice of Peace and Town Supervisor are considered full-time. Part-time hourly (not elected) are not eligible for health insurance. After five (5) years' continuous service the Marina Director can purchase single coverage for fifty (50%) percent of the cost. After ten (10) years' continuous service the Town will pay one hundred (100%) percent for single coverage only.

Any previous employee with five (5) years continuous employment

participate in the Town health plan and must pay one hundred (100%) percent of the cost.

For employees hired on or before December 31, 2001) who retire from the Town with twenty (20) years of full-time continuous service, and are eligible to receive New York State

Retirement Pension, the Town will pay the health insurance premium for a single or two (2) person, covering employee and spouse only, plan until the retiree is eligible for Medicare.

Retirees eligible for Medicare Part B must apply for and maintain such coverage to be eligible for supplemental health insurance paid by the Town until death.

For employees hired on or after January 1, 2002, who retire from the Town with twenty-five (25) years of full-time continuous service and are eligible to receive New York State Retirement System Pension the Town will pay the health insurance premium for a single plan until the retiree is eligible for Medicare. Retirees eligible for Medicare Part B must apply for an maintain such coverage to be eligible for supplemental insurance paid by the Town until death. (NOTE: no coverage for spouse)

Town employees hired before January 1, 1978, with fifteen (15) years seniority, the Town will pay entire health insurance benefits (including spouse) until death of employee. Surviving spouse must pay fifty (50% percent of appropriate coverage.

Town employees hired on or after January 1, 1978, upon their retirement with fifteen (15) years of service, the Town will pay seventy-five (75%) percent of cost; with twenty (20) years of service the Town will pay one hundred (100%) percent of the cost.

A current spouse of a deceased employee hired prior to January 1, 2002, who reached twenty (20) years seniority with the Town will pay fifty (50%) percent of health care expense. A current spouse of a deceased employee who has reached fifteen (15) years seniority with the Town will pay sixty-seven (67%) percent of health care cost. This benefit will terminate with death of spouse of if spouse should remarry.

When any employee is hired and if the application for health insurance is turned in within the first thirty (30) days of hire, and if the employee is presently covered under that particular insurance coverage, then employees coverage will be picked up the next month following date of hire. If employee does not carry that particular health insurance coverage, the is as waiting period of at least ninety (90) days and employee will be picked up the following month from their ninety (90) days.

If there is a change, such as marriage, or Medicare, and employee must submit a change request form into the health insurance provider within thirty (30) days before or after effective date of change, the new rate will become effective the following month. Otherwise, there is a ninety (90) day waiting period. All forms are available at the Supervisors Office.

## **TOWN OF NEWFANE - WORK RULES REVISION III**

### **HEALTH INSURANCE**

The Town will provide all full time employees with the opportunity to receive single or family coverage, as appropriate, through health insurance the Town provides. The Town will contribute one hundred (100%) percent of the cost of such coverage on behalf of the full time employees hired on or before December 31, 2001. Full time employees hired on or after January 1, 2002, the Town will contribute one hundred (100%) percent cost of single coverage and seventy (70%) percent of such cost for family or 2 persons. After five (5) continuous years of full time employment, from employee start date, Town will pay one hundred (100%) percent health insurance coverage.

All full-time employees who do not elect coverage are eligible for an annual stipend of one thousand (\$1,000.00) dollars. This stipend to be paid at the end of the health contract year. Partial years to be pro-rated monthly.

All part time elected officials will pay five (5%) percent of any plan they choose. coverage to include single, two (2) person or family. Such employees working past age sixty-five (65) must take senior coverage with five (5%) percent factor to include Medicare Part B Bxpen.se. For health insurance purposes, Justice of Peace and Town Supervisor are considered full time. Part time hourly (not elected) are not eligible for health insurance. After five (5) years continuous service the Marina Director can purchase single coverage for fifty (50%) percent of the cost. After ten (10) years continuous service the Town will pay one hundred (100%) percent for single coverage only. The Marina Director is not eligible to apply for the annual stipend.

Any previous employee with five (5) years' continuous employment can participate in the Town health plan and must pay one hundred (100%) percent of the cost.

For employees hired on or before December 31, 2001, who retire from the Town with twenty (20) years of full time continuous service, and are eligible to receive New York State Retirement Pension, the Town will pay the health insurance premium for a single or two (2) person, covering employee and spouse only, plan until the retiree is eligible for Medicare. Retirees eligible for Medicare Part B must apply for and maintain such coverage to be eligible for supplemental health insurance paid by the Town until death.



For employees hired on or after January 1, 2002, who retire from the Town with twenty-five (25) years of full-time continuous service and are eligible to receive New York State Retirement System Pension. the Town will pay the health insurance premium for a single plan until the retiree is eligible for Medicare. Retirees eligible for Medicare Part B must apply for an maintain such coverage to be eligible for supplemental insurance paid by the Town until death. (NOTE: no coverage for spouse)

Town employees hired before January 1, 1978, with fifteen (15) years seniority, the Town will pay entire health insurance benefits (including spouse) until death of employee. Surviving spouse must pay fifty (50% percent of appropriate coverage.

Town employees hired on or after January 1, 1975, upon their retirement with fifteen (15) years of service, the Town will pay seventy-five (75%) percent of cost; with twenty (20) years of service the Town will pay enc hundred (100%) percent of the cost.

A current spouse of a deceased employee hired prior to January 1, 2002, who reached twenty (20) years seniority with the Town will pay fifty (50%) percent of health care expense. The current spouse of a deceased employee who has reached: fifteen (15) years seniority with the Town will pay sixty-seven (67%) percent of health care cost. This benefit will terminate with death of spouse of if spouse should remarry.

When any employee is hired, and if the application for health insurance is turned in within the first thirty (30) days of hire, and if the employee is presently covered under that particular insurance coverage, then employee's coverage will be picked up the next month following date of hire. If an employee does not carry that particular health insurance coverage, the is as waiting period of at least ninety (90) days and employee will be picked up the following month from their ninety (90) days.

If there is a change, such as marriage, divorce, or Medicare, employee must submit a change request form into the health insurance provider within thirty (30) days before or after effective date of change, the new rate will become effective the following month. Otherwise, there is a ninety (90) day waiting period. All forms are available at the Supervisors Office.

**TOWN OF NEWFANE  
WORK RULES**

I hereby acknowledge that I have received and read a copy of the Town of Newfane Work Rules.

These Work Rules supersede any previous rules adopted and may be amended at any time by the Town Board.

If the Work Rules are amended, employees will be advised and are expected to abide by them.

Date: \_\_\_\_\_

Print Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

*A copy of this form will be placed in the employee's personnel file.*