

Town of Islip Community Development Agency

EMPLOYEE POLICY MANUAL



November 29, 2007

Welcome to Town of Islip Community Development Agency!

Dear Employee:

You and Town of Islip Community Development Agency have made an important decision: The Agency has decided you can contribute to our success, and you've decided that Town of Islip Community Development Agency is the organization where you can pursue your career productively and enjoyably.

We believe we've each made the right decision, one that will result in a mutually profitable relationship. The minute you start working here, you become an integral part of Town of Islip Community Development Agency and its future. Every job in our Agency is important, and you will play a key role in the continued growth of our Agency.

As you will quickly discover, our success is based on delivering high-quality services to our clients and the entire Town of Islip. How do we do it? By working very hard, thinking about our community's needs and doing whatever it takes to achieve the goals of this Agency. We do it by treating each other and all we come into contact with respect. We do it by acting as a team.

Should you have any questions concerning this handbook, your employment or benefits, please feel free to discuss them with your supervisor or manager.

(This handbook replaces all previous handbooks and supersedes all earlier oral and written materials about Agency policies and procedures. Town of Islip Community Development Agency reserves the right to change, add or delete benefits and policies as necessary. **This handbook does not create a contract for employment for any specified period or definite duration.**)

Table of Contents

Welcome	
Welcome	2
Introduction & Description of Agency	
Description of Agency	6
Anti Discrimination & Harassment	
Equal Employment Opportunity Policy	7
Languages Spoken at Work	7
Policy Prohibiting Harassment and Discrimination	7
Employment at Will	
Employment At-Will	8
Compensation & Work Schedule	
Attendance & Punctuality	9
Breaks	9
Child Support Reporting Requirements	9
General Pay Information	9
Overtime	9
Pay Schedule	10
Performance Evaluations	10
Performance Reviews and Salary Increases	10
Salary Deduction Policy for Exempt Employees	10
Timekeeping Rules for Non-Exempt Employees	11
Work Eligibility Records	12
Work Hours	12
Conduct Standards	
Agency Equipment and Vehicles	13
Agency Property	13
Agency-Sponsored Social Events	13
Conduct Standards & Discipline	13
Dating In the Workplace	14
Dress Policy	15
Drug and Alcohol Policy	16
Unpaid Suspension as a Disciplinary Measure	17
Ethical and Legal Business Practices	17
Political/Campaign Activities	18
Non-Business or Social Visits to the Worksite	20
Workplace Bullying	20
Open Door	20
Grievances	20
Progressive Discipline	21
Use of Agency Cell Phones While Driving	21
Recording Devices/Camera Phones	21
Prohibited Use of Personal Communication Devices	22
Prohibited Personal Use of Agency Cell Phone	22
Smoking Policy	22
Lactation Policy	23

Workplace Solicitation	23
Zero Tolerance for Workplace Violence	23
Return of Agency Property Upon Separation	24
Leave	
Bereavement Leave	25
Federal Family and Medical Leave Rights	25
Jury Duty	27
Military Leave	27
Time Off From Work In Connection With Court Cases	28
Time Off To Vote	29
General Employment	
Employee Classifications	30
Employee Records	30
Employment of Relatives	30
Introductory Period	30
Job Postings & Promotions	31
HIPAA Portability Rights	31
HIPAA Privacy and Security Compliance	33
Identity Theft Protection	33
Pre-Employment Testing	34
Reference/Background Checks	34
Termination, Resignation and Discharge	34
Confidential Information & Conflict of Interest	
General Confidentiality Obligations	35
Conflict of Interest	35
Employee Heightened Confidentiality Policy	35
Safety & Emergency	
Emergency Measures	38
Transportation Guidelines for Injured/Ill Employee	38
Fire Safety	38
Safety	38
Corporate Communications & Technology	
Communication with Press or Media	40
Employee Suggestions	40
Investigations	40
Software Policy	40
Use of Agency Communication Systems	41
Employee Benefits	
Employee Benefits	44
Seminar Attendance	46
Travel & Expenses	46
Workers' Compensation	47
Unemployment Compensation	47
Vacation & Holidays	
Holidays	48
Vacation	48
Sick Days	49
Personal Days	49

Introduction & Description of Agency

Description of Agency

The Agency was organized in 1976 as a public benefit corporation under the New York State Urban Renewal Law. The Agency is the successor to the Town of Islip Urban Renewal Agency, which was established in 1974. The Urban Renewal Law grants to the Agency broad community development urban renewal powers, including residential rehabilitation and development, and conducting municipal improvements for the Town of Islip. The Agency receives approximately 70% of its income in federal aid and operates primarily in the Town of Islip.

The Board of Directors of the Agency is composed of a chairman and three directors, who are appointed by the Islip Town Board and each Board Member serve five year terms. The Executive Director of the Agency is the chief executive officer and is appointed by the Agency Board. The Agency is considered a component unit of the Town of Islip.

Anti Discrimination & Harassment

Equal Employment Opportunity Policy

Town of Islip Community Development Agency provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training and social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

Languages Spoken at Work

Every employee is expected to treat others with respect in all aspects of their working relationships. Employees are prohibited from making offensive remarks or gestures toward fellow employees or visitors to the Agency who are not fluent in English. In turn, all employees are prohibited from using their fluency in another language in any way to humiliate or offend fellow employees or visitors to our Agency.

Policy Prohibiting Harassment and Discrimination

Town of Islip Community Development Agency strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy.

This policy applies to all phases of employment, including but not limited to recruiting, testing, hiring, promoting, demoting, transferring, laying off, terminating, paying, granting benefits and training.

Prohibited Behavior

Town of Islip Community Development Agency does not and will not tolerate any type of discrimination or harassment of our employees, applicants for employment, or our clients. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender (including pregnancy), race, color, religion, national origin, age, disability, military status, creed, sexual orientation, predisposing genetic characteristics, marital status, arrest record, or any other protected category under federal, state or local law, that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

Sexually harassing behavior in particular includes unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

- is made an explicit or implicit condition of employment;
- is used as the basis for employment decisions;
- unreasonably interferes with an individual's work performance; or
- creates an intimidating, hostile or offensive working environment.

The types of conduct covered by this policy include: demands or subtle pressure for sexual favors accompanied by a promise of favorable job treatment or a threat concerning employment.

Specifically, it includes sexual behavior such as:

- repeated sexual flirtations, advances or propositions;
- continued and repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about an employee's appearance or displaying sexually suggestive objects or pictures including cartoons and vulgar e-mail messages; and
- any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body.

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, between management and staff employees, between staff employees, or directed at employees by nonemployees conducting business with the Agency, regardless of gender.

Harassment by Nonemployees

Town of Islip Community Development Agency will also endeavor to protect employees, to the extent possible, from reported harassment by nonemployees in the workplace, including customers, clients and suppliers.

Complaint Procedure and Investigation

Any employee who wishes to report a possible incident of sexual harassment or other unlawful harassment or discrimination should promptly report the matter to the Agency's Assistant Director. If that person is not available, or you believe it would be inappropriate to contact that person, contact the Agency's Executive Director.

Town of Islip Community Development Agency will conduct a prompt investigation as confidentially as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time, employees have an obligation to cooperate with Town of Islip Community Development Agency in enforcing this policy and investigating and remedying complaints.

Anyone found to have engaged in such wrongful behavior will be subject to appropriate discipline, which may include termination.

Retaliation

Any employee who files a complaint of harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint.

In addition, we will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of a complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

Employment at Will

Employment At-Will

Unless expressly proscribed by statute or contract, your employment is "at-will." All Town of Islip Community Development Agency employees are at-will, which means they may be terminated at any time and for any reason, with or without advance notice. Employees are also free to quit at any time. Any employment relationship other than at-will must be set out in writing and signed by Town of Islip Community Development Agency's Executive Director.

Compensation & Work Schedule

Attendance & Punctuality

Every employee is expected to attend work regularly and report to work on time.

If you are unable to report to work on time for any reason, telephone your supervisor as far in advance as possible. If you do not call in an absence in advance, it will be considered unexcused.

Unsatisfactory attendance, including, but not limited to, reporting late or quitting early, may be cause for disciplinary action, up to and including termination.

Breaks

Employees are entitled to a ten (10)-minute break for rest and/or smoking twice each day, one in the morning and one in the afternoon.

Employees working a shift of more than six hours which extends over 11:00 a.m. - 2:00 p.m. period (defined as "the noon day meal period") are also entitled to a 1- hour unpaid break for meals within that noon day meal period.

Breaks may be scheduled at staggered times to allow department coverage.

Child Support Reporting Requirements

Federal and state laws require us to report basic information about new employees, including your name, address, and social security number to a state agency designated as the State Directory of New Hires. The state collects this information in an effort to enforce child support orders. Please be advised that if the state determines that you owe child support, it will send us an order requiring us to withhold money from your paycheck to pay your child support obligations. Town of Islip Community Development Agency is required to comply with such orders as a matter of federal and state law.

General Pay Information

Certain deductions will be made in accordance with federal and state laws.

In addition, the Agency makes available certain voluntary deductions as part of the Agency's benefits program. If an employee elects supplemental coverage under one of the Agency's benefits plans, which requires employee contributions, the employee's share of the cost will be deducted from his or her check each pay period. If the employee is not receiving a payroll check due to illness, injury, or leave of absence, he or she will be required to pay the monthly cost directly to the Agency.

Overtime

Because of the nature of work, employees may be asked to work overtime on weekends or holidays or additional hours during the regular workday and are expected to comply with such requests.

Overtime compensation is paid to all nonexempt employees at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per week.

If you are nonexempt, you must receive authorization from management before working overtime. After you have worked overtime, you must enter it on your time record no later than the day after it is accrued.

Overtime pay is based on actual hours worked. Time taken for lunch or dinner is not included as time worked for purposes of computing overtime. Time off on holidays, sick leave, vacation leave, personal leave or any leave of absence will not be factored in as hours worked when calculating overtime.

Pay Schedule

Employees will be paid on Thursdays. If the regular payday falls on a holiday, payday will be the last regular workday before the holiday.

The pay week starts at the beginning of your shift on Monday and includes all work you perform up to the close of business on Friday.

A few additional facts about pay:

- You will be paid your first week's wages at the end of the second workweek.
- Any overtime earnings will be paid one week following the actual hours worked.
- You can receive vacation pay in advance if you are taking five consecutive days, and that check will be distributed on the last payday preceding vacation. To be paid in advance you must notify your supervisor one week before your vacation begins so that a check can be prepared.
- If a paycheck is lost or stolen, notify the Director of Finance or the Director of Administrative Services immediately.

Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals informally any time.

Additional formal performance reviews will be conducted to provide both supervisors and employees with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. These formal reviews will be conducted as needed.

Performance Reviews and Salary Increases

Wage reviews are conducted yearly for each employee, and salary increases, if any, may be based upon cost of living and merit, as well as the Agency's ability to pay any increases based on our grant funding. An employee receiving a performance appraisal will not necessarily receive a salary increase.

Salary Deduction Policy for Exempt Employees

The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek. However, the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. The FLSA also exempts certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$455 per week. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet the requirements of the FLSA and Department of Labor's regulations.

Salary Basis Requirement

To qualify for exemption, employees generally must be paid at least \$455 per week on a salary basis.

These salary requirements do not apply to certain outside sales employees, teachers, and employees practicing law or medicine. Exempt computer employees may be paid at least \$455 on a salary basis or on an hourly basis at a rate not less than \$27.63 an hour.

Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employer makes deductions from an employee's predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a "salary basis." If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

Circumstances in Which the Employer May Make Deductions from Pay

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, an employer is not required to pay the full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

Agency Policy

It is our policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit all Agency managers from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the Agency does not allow deductions that violate the FLSA.

What To Do If An Improper Deduction Occurs

If you believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor, or the Director of Administrative Services.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

Timekeeping Rules for Non-Exempt Employees

Town of Islip Community Development Agency strives to maintain strict compliance with the Fair Labor Standards Act (FLSA). The FLSA is a federal law that protects employees from unfair pay practices and guarantees non-exempt employees payment of minimum wage and overtime. The rules below are designed to help Town of Islip Community Development Agency with the FLSA and to ensure that all employees are paid fairly and legally. Failure to follow these rules may subject you to discipline up to termination. These rules apply to non-exempt employees only. If you are unsure of your status as exempt vs. non-exempt, please ask the Assistant Director.

- You must keep an accurate record of all of your work hours in the manner designated by Town of Islip Community Development Agency (e.g., handwritten time card, time clock, timekeeping computer program, etc).
- Review the accuracy of your time records before submitting them to your supervisor for

processing. If you need to make a change on your time records to correct an error, make the correction before you submit it for processing. When you sign and submit your time records, you are certifying that they are complete and that they accurately reflect all hours that you worked.

- Employees are responsible for maintaining their own time records. Do not allow another employee to sign in/out for you, and do not sign in/out for any other employee. Do not tamper with timekeeping equipment.
- Enter the time that you begin and end working on your time records (scheduled and approved time only).
- You must obtain your supervisor's approval before working over and above your regularly scheduled work hours. This includes time incurred before or after your regular shift, during unpaid meal breaks, or after hours at your home or another off-site location. If you do perform any work outside of your regularly scheduled hours, you should record the time accurately on your time records **only** if approved prior to work being initiated.
- Your time records should include entries for time spent at mandatory, job-related training programs, lectures, or meetings.
- Do not carry over hours of work from one day to the next, or from one week to the next. Your time records should reflect the exact hours worked for each day indicated. Do not include any time above your regular hours unless approved.

Work Eligibility Records

The federal government requires that within three business days of your first day of work, you must complete an employment eligibility verification form (I-9 Form), and show us documentation proving your identity and your eligibility to work in the United States.

If you have previously worked for this Agency, you need only provide this information if it has been more than three years since you last completed an I-9 Form for us or if your current I-9 Form is no longer valid.

I-9 Forms are maintained separately from other personnel records and are treated as confidential to the extent possible. If you need additional information about the I-9 Form, please contact the Agency's Assistant Director.

Work Hours

Town of Islip Community Development Agency follows a work schedule of 35 hours per week. The normal workweek is Monday through Friday from 8:30am to 4:30pm and 9:00am to 5:00pm.

Management may establish alternative hours.

Conduct Standards

Agency Equipment and Vehicles

When using Town of Islip Community Development Agency property, including computer equipment or hardware, exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Notify your supervisor if any equipment or machines appear to be damaged, defective, or in need of repair. This prompt reporting could prevent the equipment's deterioration and could also help prevent injury to you or others. Should you have questions about the maintenance and care of any workplace equipment, ask your supervisor.

If you use or operate equipment improperly, carelessly, negligently, or unsafely, you may be disciplined or even discharged. In addition, you may be held financially responsible for any loss to Town of Islip Community Development Agency because of such mistreatment.

Agency Property

Please keep your work area neat and clean and use normal care in handling Agency property. Report any broken or damaged equipment to your manager at once so that proper repairs can be made.

You may not use any Agency property for personal purposes or remove any Agency property from the premises without prior written permission from the Agency's Executive or Assistant Director.

Agency-Sponsored Social Events

When authorized by the Agency, alcoholic beverages may be served at Agency-sponsored social events. Only those individuals legally permitted to consume alcoholic beverages may be served at such functions. However, no employee is obligated to consume alcohol at such events. At Agency functions, no employee should feel pressured to consume alcoholic beverages. If an employee chooses to drink alcohol during Agency events, the employee does so at his or her own risk. All employees are expected to maintain a high standard of professional and personal conduct at any Agency event.

The Agency reserves the right to arrange transportation for any employee suspected of being intoxicated at a Agency social event. The Agency reserves the right to cease allowing alcoholic beverages to be served to any employee whom it suspects is intoxicated or who behaves inappropriately at such functions. Managers and supervisors should remember that even at Agency social events, they should set the standard for acceptable, responsible behavior.

Conduct Standards & Discipline

Town of Islip Community Development Agency expects every employee to adhere to the highest standards of job performance and of personal conduct, including individual involvement with Agency personnel and outside business contacts.

The Agency reserves the right to discipline or discharge any employee for violating any Agency policy, practice or rule of conduct. The following list is intended to give you notice of our expectations and standards. However, it does not include every type of unacceptable behavior that can or will result in disciplinary action. Be aware that Town of Islip Community Development Agency retains the discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case.

Employees may be disciplined or terminated for poor job performance, including, but not limited to the following:

- Unsatisfactory quality or quantity of work
- Repeated unexcused absences or lateness
- Failing to follow instructions or Agency procedures, or
- Failing to follow established safety regulations.

Employees may also be disciplined or terminated for misconduct, including, but not limited to the following:

- Falsifying an employment application or any other Agency records or documents
- Failing to record working time accurately or recording a co-worker's timesheet
- Insubordination or other refusal to perform
- Using vulgar, profane or obscene language, including any communication or action that violates our policy against harassment and other unlawful forms of discrimination
- Disorderly conduct, fighting or other acts of violence
- Misusing, destroying or stealing Agency property or another person's property
- Possessing, entering with or using weapons on Agency property
- Possessing, selling, using or reporting to work with alcohol, controlled substances or illegal drugs present in the employee's system, on Agency property or on Agency time
- Violating conflict of interest rules
- Disclosing or using confidential or proprietary information without authorization
- Violating the Agency's computer or software use policies, and
- Being convicted of a crime that indicates unfitness for a job or presents a threat to the Agency or its employees in any way.

Dating In The Workplace

Supervisors and employees under their supervision are strongly discouraged from forming romantic or sexual relationships. Such relationships can create the impression of impropriety in terms and conditions of employment and can interfere with productivity and the overall work environment.

If you are unsure of the appropriateness of an interaction with another employee of the Agency, contact the Agency's Assistant Director for guidance. If you are encouraged or pressured to become involved with a customer or employee in a way that makes you feel uncomfortable and is unwelcome, you should also notify your immediate supervisor or the Assistant Director immediately. No customer or employee of this Agency has the right to subject any employee to sexual or other unlawful harassment, including requests for sexual favors, sexual advances, offensive touching, and any other unwanted verbal, graphic conduct or communications of a sexual nature.

You should also be aware of, and are expected to comply with, Town of Islip Community Development Agency's policy against sexual and other forms of illegal harassment in the workplace.

Appropriate action, which may include a transfer or reassignment, leave of absence, suspension or termination, will be taken against those who violate this policy.

Dress Policy

Appropriate office attire is required. When clients visit our office, we wish to put forth an image that will make us all proud to be Town of Islip Community Development Agency employees. Be guided by common sense and good taste. Specific standards may be required.

Business casual dress as set forth below will be permitted on all business days except when directed otherwise.

Business Casual Dress Code

The Town of Islip Community Development's objective in establishing a business casual dress code, is to allow our employees to work comfortably in the workplace. Yet, we still need our employees to project a professional image for our clients and community visitors. Business casual dress is the standard for this dress code.

Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests are not appropriate for a professional appearance at work.

Clothing that reveals too much cleavage, your back, your chest, your stomach or your under garments is not appropriate clothing for a place of business, even in a business casual setting.

Torn, dirty or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures is unacceptable. Fashion brand names on clothing are generally acceptable.

Fridays will be dress down day. Jeans may be worn only on Fridays unless you are field staff.

Guide to Business Casual Dressing for Work

This is a general overview of appropriate business casual attire. Items that are not appropriate for the office are listed, too. Neither list is all-inclusive and both are open to change. The lists tell you what is generally acceptable and not acceptable as business casual attire.

No dress code can cover all contingencies so employees must exert a certain amount of judgement in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business casual attire for work, please ask the Director of Administrative Services.

Slacks, Pants and Suit Pants

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, and nice looking dress synthetic pants are acceptable. Inappropriate slacks or pants include sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking or exercise.

Skirts, Dresses and Skirted Suits

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

Shirts, Tops, Blouses, and Jackets

Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines. Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter tops; tops with bare shoulders; spaghetti-strap tops, sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket or dress.

Shoes and Footwear

Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels (less than 3 inches) and leather deck-type shoes are acceptable for work. Wearing no stockings is acceptable in warm weather. Flashy athletic shoes, thongs, flip-flops and slippers are not acceptable in the office. At no time should an employee be without shoes.

Jewelry, Make-up, Perfume, and Cologne

These items should be used in good taste, with limited visible body piercing. Remember, that some employees are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.

Hats and Head Covering

Hats are not appropriate in the office. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.

Conclusion

If clothing fails to meet these standards, as determined by the Executive Director, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee will be sent home to change clothes and will receive a verbal warning for the first offense. All other policies about personal time use will apply. Progressive disciplinary action will be applied if dress code violations continue.

Drug and Alcohol Policy

Town of Islip Community Development Agency strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, as well as adversely affect our customers' confidence in our Agency.

Alcohol

Employees are prohibited from using or being under the influence of alcohol while performing Agency business for Town of Islip Community Development Agency, while operating a motor vehicle in the course of business or for any job-related purpose, or while on Agency premises or a worksite.

Illegal Drugs

Town of Islip Community Development Agency employees are prohibited from using or being under the influence of illegal drugs while performing Agency business or while on a Agency facility or worksite. You may not use, manufacture, distribute, purchase, transfer or possess an illegal drug while in Town of Islip Community Development Agency facilities, while operating a motor vehicle for any job-related purpose, while on the job, or while performing Agency business. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited.

Disciplinary Action

Employees who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

Searches

Town of Islip Community Development Agency may conduct searches for illegal drugs or alcohol on Agency facilities or worksites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully.

Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, boxes, briefcases, as well as any Town of Islip Community Development Agency property that is provided for employees' personal use, such as desks, lockers, and files.

An employee's consent to a search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination.

Drug Testing

Town of Islip Community Development Agency may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

Unpaid Suspension as a Disciplinary Measure

Town of Islip Community Development Agency expects the highest standards of professional conduct at all times.

In accordance with Town of Islip Community Development Agency's policies on harassment, drug or alcohol use, and other work conduct rules, the Agency reserves the right to discipline or discharge any employee for violations of rules pertaining to behavior within the workplace.

An employee will be subject to an unpaid disciplinary suspension for infractions of workplace conduct rules. Suspensions without pay apply to everyone. For exempt employees, suspensions without pay will be in one or more full-day increments. For non-exempt employees, suspensions may be any period of time within the Agency's discretion.

Ethical and Legal Business Practices

Town of Islip Community Development Agency expects the highest standard of ethical conduct and fair dealing from each employee, officer, director, volunteer and all others associated with the Agency. Our reputation is a valuable asset, and we must continually earn the trust, confidence and respect of our contractors, our members, our clients, and our community.

This policy provides general guidance on the ethical principles that we all must follow, but no guideline can anticipate all situations. You should also be guided by basic honesty and good judgment, and be sensitive to others' perceptions and interpretations.

If you have any questions about this policy, consult your supervisor or manager. Exceptions to this policy may be made only by the Agency's Executive and Assistant Director.

You are expected to promptly disclose to the management of the Agency anything that may violate this policy. We will not tolerate retaliation or retribution against anyone who brings violations to

management's attention.

Complying With Laws and Regulations

All our activities are to be conducted in compliance with the letter and spirit of all laws and regulations. You are charged with the responsibility of understanding the applicable laws, recognizing potential dangers and knowing when to seek legal advice.

Giving and Receiving Gifts

You may not give or receive money or any gift to or from a supplier, government official or other organization. Exceptions may be made for gifts that are customary and lawful, are of nominal value and are authorized in advance.

You may accept meals and refreshments if they are infrequent, are of nominal value and are in connection with business discussions.

If you do receive a gift or other benefit of more than nominal value, report it promptly to a member of management. It will be returned or donated to a suitable charity.

Employee Privacy and Other Confidential Information

Town of Islip Community Development Agency collects only personal information about employees that relates to their employment. Only people with a business-related need to know are given access to this information, and the Executive or Assistant Director must authorize any release of the information to others. Personal information, other than that required to verify employment or to satisfy legitimate investigatory or legal requirements, will be released outside the Agency only with employee approval.

If you have access to any confidential information, including private employee information, you are responsible for acting with integrity. Unauthorized disclosure or inappropriate use of confidential information will not be tolerated.

Accounting and Financial Reports

Town of Islip Community Development Agency's financial statements and all books and records on which they are based must accurately reflect the Agency's transactions. All disbursements and receipts must be properly authorized and recorded.

You must record and report financial information accurately. Reimbursable business expenses must be reasonable, accurately reported and supported by receipts.

Those responsible for handling or disbursing funds must assure that all transactions are executed as authorized and recorded to permit financial statements in accord with Generally Accepted Accounting Principles.

Account and Client Information

Employees are prohibited from distributing account, client, and/or customer information to anyone, in any form, except the named account holder, client, or customer.

Compliance

Employees who fail to comply with this policy will be disciplined, which may include a demand for reimbursement of any losses or damages, termination of employment and referral for criminal prosecution. Action appropriate to the circumstances will also be taken against supervisors or others who fail to report a violation or withhold relevant information concerning a violation of this policy.

Political/Campaign Activities

Town of Islip Community Development Agency encourages employees to exercise their constitutional

right to vote and participate in the political process. However, political and campaign activities can be disruptive and must be limited during work hours. In the interest of maintaining a productive and tension-free work environment, Town of Islip Community Development Agency has adopted the following policy restricting political and campaign-related activities in the workplace. Employees may be subject to disciplinary action, up to termination, for violating this policy.

Prohibited Employee Activities

Employees are not permitted to participate in any political activity that interferes with or disrupts the workplace in any manner. It is against this Agency's policy for any employee to:

- Use work time or Agency resources to accomplish goals that are politically motivated. Solicit or encourage monetary contributions or other support for a political party, campaign, candidate, or political belief during work hours.
- Use Agency facilities, such as break or eating areas, conference rooms, or offices for any political or campaign activity.
- Utilize the Agency's property or Agency-issued property, including but not limited to, telephones (both cellular and desk phones), computers, facsimile machines, email systems, interoffice mail or voicemail, photocopiers, postage, paper, envelopes, or other office supplies, for any political or campaign activity.
- Use the Agency's name or affiliation in connection with any political or campaign activity, at any time, without the Agency's express written approval.

Requesting Time Off for Voting

The Agency encourages every employee to play an active role in the election process. Employees are generally permitted to take time off from work to vote in the event the employee's work schedule does not allow sufficient time for voting either before or after work. Employees are encouraged to check local poll operation times before requesting time off to vote. Requests should be made as far in advance of the election date as possible to minimize disruption to work flow and operations. The Agency will attempt to accommodate all requests for voting leave; however, management has discretion to deny leave requests or designate permissible voting times for business reasons, to the extent permitted by law. The Agency also reserves the right to demand proof that a vote was cast as a condition for excusing an employee's absence or issuing pay for time off. State law and Agency policy will determine whether you will be paid for time off used for voting. It is also the Agency's policy to offer all of its employees Election Day as a paid holiday.

Political Coercion, Harassment and Retaliation

Town of Islip Community Development Agency embraces diversity and respects each employee's political beliefs and preferences. It is against Agency policy for anyone to behave in a threatening, harassing, or discriminatory manner toward any other employee with respect to his or her political beliefs or activities. The Agency does not permit its officers or managers to coerce employees into supporting or opposing any political candidate, party, or belief. It is a violation of this Agency's policy for any manager to retaliate, threaten to retaliate, or take any adverse action against an employee for his/her support or opposition to any political campaign or party affiliation.

Employees Running for Public Office

Employees who decide to run for public office are expected to keep politics separate from employment, and should not allow political involvement to interfere with work performance. Town of Islip Community Development Agency strictly prohibits employees seeking public office from using the Agency's name in association with any political or campaign activity without the Agency's express written permission. Employees wishing to run for public office should notify their supervisor and the Human Resource Department in writing of their intentions, specifying the position and venue in which they are seeking election. Employees running for office are expected to maintain all regular work duties during the campaign and upon election. Employees elected to a full-time office are encouraged to either resign or request a leave of absence without pay. The Agency does not guarantee that employees will be reinstated to their prior position or any other position upon return from a leave of absence for political

service. Employees elected to public office must disclose to an officer of the Agency the existence of any potential or actual conflict of interest affecting the employee's duties or loyalty to the Agency, and shall cooperate to the extent practicable to resolve such conflicts to the Agency's satisfaction.

Non-Business or Social Visits to the Worksite

While personal visits are not prohibited, their frequency and duration should be limited and should not interfere with on-going work nor distract fellow employees. The employee shall be responsible for the acts of visitors in the workplace.

Workplace Bullying

The Agency is committed to providing our employees with a healthy and safe work environment that is free from bullying.

Bullying is repeated unreasonable behavior directed toward an employee, or group of employees, that creates a risk to health and safety. Examples of bullying include:

- Verbal abuse and yelling
- Humiliating someone through sarcasm, criticism or insults
- Constant criticism
- Exclusion of a person from workplace activities
- Giving someone the majority of unpleasant tasks

The Agency expects all employees to behave in a professional manner and to treat each other with dignity and respect.

We encourage all employees who experience bullying to report it.

Any reports of bullying will be treated seriously and investigated promptly, confidentially and impartially. The reporting and investigation procedures for dealing with bullying are set out in the Employee Handbook, as are disciplinary and appeals procedures.

Open Door

Communication is a two-way street. Town of Islip Community Development Agency has an open-door policy whereby any employee can speak to any executive, manager, or supervisor on any matter. Our management team is dedicated to being available and attentively listening to employees. The bottom line is, we can't implement change(s) if we are unaware of the need for change(s).

Grievances

Town of Islip Community Development Agency recognizes that a peaceful working environment facilitates productivity, and will continue to take the necessary steps to create a harmonious working environment. In the event that a misunderstanding or conflict arises, every effort should be made to resolve the situation in a timely manner. Should the situation persist, you are encouraged to bring the complaint to the attention of management by following the procedures outlined below:

1. Discuss the situation with your immediate supervisor. If this is not sufficient or appropriate, then proceed to step 2.

2. Meet with member of management, who may proceed to conduct an investigation into the situation and find possible remedies. You should receive a response within a reasonable period of time. The Agency will attempt to respond and/or resolve the situation within 14 days, or sooner as the circumstances warrant.
3. Should the Executive or Assistant Director be the subject of the grievance then the Board of Directors may be notified. This may be done by first notifying the Board.

Note: Complaints alleging violations of the Agency's discrimination/harassment policy should be handled in accordance with the policy entitled "Policy Prohibiting Harassment and Discrimination."

Progressive Discipline

Town of Islip Community Development Agency retains the discretion to discipline its employees. Oral and written warnings and progressive discipline up to and including discharge may be administered as appropriate under the circumstances.

Please note that Town of Islip Community Development Agency reserves the right to terminate any employee whose conduct merits immediate dismissal without resorting to any aspect of the progressive discipline process.

Use of Agency Cell Phones While Driving

This policy applies to: (1) the operation of Agency-provided vehicles at any time; and (2) the operation of private vehicles while an employee is on work time or conducting business for the Agency.

The use of a cell phone while driving may present a hazard to the driver, other employees and the general public. Employees must adhere to all federal, state or local rules and regulations regarding the use of cell phones while driving. Accordingly, employees must not use cell phones while driving if such conduct is prohibited by law, regulation or other ordinance. If you are not sure whether the use of a cell phone while driving is prohibited in a particular area, please check with the human resources department.

Employees should not use hand held cell phones for business purposes while driving. Should an employee need to make a business call while driving, he/she should locate a lawfully designated area to park and make the call. Employees may use hands-free cell phones only in emergency situations. Such calls should be kept short and should the circumstances warrant (e.g., heavy traffic, bad weather), the employee should locate a lawfully designated area to park to continue the call.

Violation of this policy may subject an employee to disciplinary action up to and including immediate termination.

Recording Devices/Camera Phones

In an effort to secure employee privacy, trade secrets and other business information Town of Islip Community Development Agency, prohibits employee use of recording devices such as cameras, camera phones, tape recorders or any other recording device which may pose a threat to employee and Agency privacy.

This policy is applicable to all employees and their visitors while on Agency premises. Employees are responsible for making their visitors aware of this policy and that all recording devices should be left either at the reception area or in their vehicles.

Procedures

1. Employees are strictly prohibited from bringing cameras or recording devices into the workplace unless prior authorization was granted from the Executive Director and/or the Assistant Director. This prohibition includes cellular phones with built in cameras and other video devices.
2. Town of Islip Community Development Agency may grant authorization for the use of these devices when a particular business purpose will be served. Employee privacy should not be jeopardized by such usage. Unless otherwise authorized by federal and state law, all parties involved must be aware that the conversation or meeting will be recorded.
3. Town of Islip Community Development Agency prohibits the use of camera-equipped and recording devices in research areas or in any other areas where there may be sensitive information, without prior approval from the Agency's Executive Director or Assistant Director.
4. Employees are prohibited from taking any camera-equipped or recording device into any Agency restroom, shower facility, exercise area or any sick rooms at any time.
5. In limited circumstances, employees may be granted permission to bring a recording device into the workplace. These requests, however, will be reviewed on a case-by-case basis.
6. Town of Islip Community Development Agency reserves the right to revoke authorization at any time for any reason. In such instances employees will be granted the opportunity to have the equipment removed from Agency premises.
7. Employees should contact their supervisor or a member of human resources with any questions regarding this policy.

Prohibited Use of Personal Communication Devices

The use of personal communication devices shall be limited in the workplace to alleviate distractions and the disruption of regular work routines. Personal communication devices are defined as, but not limited to, cellular or two-way phones and audible pagers. Any employee carrying a non-Agency issued pager with an audible alarm or ring must ensure the sound is turned off during work hours and in work areas. Employees must limit calls on personally-owned communication devices during work hours or in work areas.

Limited and temporary exceptions to this policy permitting the use of personally-owned communications devices for ongoing personal emergency situations (such as the imminent birth of a child) can be made only with the prior and continued approval of the employee's supervisor. In the case of an accident involving a family member or other urgent personal emergency where the employee's supervisor or HR representative cannot be immediately contacted for permission, reasonable and appropriate use of a personal communication device is permitted.

Violation(s) of this policy may be grounds for discipline up to and including termination.

Personal Use of Agency Phones

Personal use of Agency phones must be kept to a minimum and not include calls outside of the Long Island and New York City area. In addition, employees who are assigned an Agency-provided cell phone must fully reimburse the Agency for any use in excess of plan provided. Violation of this policy may subject an employee to disciplinary action up to and including immediate termination.

Smoking Policy

Smoking is prohibited inside Town of Islip Community Development Agency facilities. The designated

area for smoking is located in the rear of the building. At least 50 feet away from the rear entrance.

All employees, clients and other visitors are expected to comply with this policy, and employees who violate it may be disciplined.

Should you have a question, complaint or dispute about smoking in the workplace, contact the Agency's Executive or Assistant Director.

Lactation Policy

The Agency believes that the breastfeeding of an infant is an important and basic act of nature to which every baby has a right. Therefore, the Agency allows and encourages nursing mothers to express breast milk for their babies in the workplace, within the context of the business environment.

Unless otherwise required by state or local law, the Agency will provide reasonable unpaid breaks each day to an employee who needs to express breast milk for her infant. The break time will, if possible, run concurrently with any break times already provided to the employee.

To promote the practice of workplace breastfeeding, the Agency will provide, when possible, the following:

- Flexible work schedules, including breaks to provide time for the expression of milk
- Access to locations that provide privacy
- Access to a clean, safe sink for washing hands and rinsing out breast-pumping equipment

The Agency will comply with all state regulations concerning breastfeeding or storage of breast milk in the workplace.

Workplace Solicitation

To promote a professional and collegial workplace, prevent disruptions in business or interference with work, and avoid personal inconvenience, Town of Islip Community Development Agency has adopted rules about soliciting for any cause and distributing literature of any kind in the workplace.

Employees may not solicit on Town of Islip Community Development Agency property or use Agency facilities, such as e-mail, voicemail or bulletin boards during working time for solicitation. This policy applies to collecting funds, requesting contributions, selling merchandise, gathering employee signatures and promoting membership in clubs or organizations.

Working time means time during which employees are expected to be actively engaged in their assigned work; it does not include scheduled meal or break periods.

You may solicit another employee only if both you and the other employee are not on working time, and you may distribute literature only in nonworking areas and while not on working time to other employees who are not on working time.

Non-employees may not make solicitations or distribute literature at any time.

Town of Islip Community Development Agency may grant limited exemptions from these rules for charitable purposes at its discretion.

Zero Tolerance for Workplace Violence

Town of Islip Community Development Agency has a zero-tolerance policy concerning threats, intimidation and violence of any kind in the workplace either committed by or directed to our employees. Employees who engage in such conduct will be disciplined, up to and including immediate termination of employment.

Unless otherwise permitted by state or local law, employees are not permitted to bring weapons of any kind onto Agency premises or to Agency functions. Any employee who is suspected of possessing a weapon will be subject to a search at the Agency's discretion. Such searches may include, but not be limited to, the employee's personal effects, desk and workspace.

If an employee feels he or she has been subjected to threats or threatening conduct by a co-worker, vendor or customer, the employee should notify his or her supervisor or another member of management immediately. Employees will not be penalized for reporting such concerns.

Return of Agency Property upon Separation

When an Employee's employment with Town of Islip Community Development Agency terminates, for whatever reason, the Employee is required to immediately return all Agency-owned property used during his/her employment, and all documents, disks, and other materials containing proprietary or confidential information belonging to the Agency. This includes without limitation, keys, credit cards, computers, vehicles, communication devices, uniforms, identification cards or badges, and any other equipment, materials, or items purchased, leased, owned, or otherwise belonging to Town of Islip Community Development Agency.

Upon separation, employees must return any originals or duplicates of any written or other tangible items, whether maintained in hard copy, film, microfiche or electronic medium, belonging to the Agency, its subsidiaries, affiliates, successors, or assigns, including without limitation, correspondence, reports, memoranda, records, data, charts, notes, devices, specifications, drawings, customer lists, and any other item containing confidential information relating to Town of Islip Community Development Agency products, services, computer programs, databases, customers/clients, marketing strategies, business plans, financial information, and employee information. These items are property of Town of Islip Community Development Agency.

Leave

Bereavement Leave

Full-time employees who have worked at Town of Islip Community Development Agency for at least six (6) months days are permitted up to four (4) consecutive days with pay to attend the funeral of an immediate family member, which includes a spouse, child, brother, sister, parent or grandparent.

Eligible employees may be permitted one (1) day(s) with pay for the death of a relative who is not an immediate family member-including an aunt, uncle, nephew, niece, brother-in-law, sister-in-law or parent-in-law.

Your supervisor must approve all bereavement time, and the Agency may request verification of the facts surrounding the leave and grant or deny the leave as deemed appropriate. Bereavement leave will not be paid if it occurs when the employee is on vacation or leave of absence, absent due to illness or injury, or not working due to a paid holiday.

Federal Family and Medical Leave Rights

Family and Medical Leave

You may be eligible for family and medical leave if you have worked for Town of Islip Community Development Agency for at least 12 months and have put in at least 1,250 hours during the 12-month period before the leave is to begin.

Reasons for the Leave

You may be entitled to take up to 12 workweeks of unpaid leave:

- to attend to the birth, adoption or foster care placement of your child;
- to attend to the serious health condition of your child, spouse or parent; or
- To receive care for your own serious health condition.

A serious health condition means an illness, injury, impairment, or physical or mental condition during which you are incapable of working that involves either:

- treatment requiring inpatient care in a hospital, hospice or residential care facility, or
- continuing treatment by a health care provider for a condition that lasts more than three consecutive days, or for pregnancy or prenatal care, or for a chronic health condition which continues over an extended period of time, requires periodic visits to a health care provider and may involve occasional episodes of incapacity, such as serious asthma or diabetes.

It also includes a permanent or long-term condition such as Alzheimer's, a severe stroke and terminal cancer. In addition, leave may be used to cover absences due to multiple treatments for restorative surgery or for a condition which would likely make you incapable of working for more than three days if not treated, such as chemotherapy or radiation treatments for cancer.

Substituting Paid Leave

The Agency may require you to substitute accrued vacation or personal leave time for family and medical leave. If the request for leave is due to your own serious health condition, you may be required to first exhaust all accrued sick leave time. Any accrued vacation or personal leave time will then be used. Your total FMLA leave time, which may include paid vacation and sick time, may not exceed 12 weeks. The Agency has the right to designate such leaves as running concurrently with FMLA leave.

Notice of Leave

If your need for leave is foreseeable, you must give 30 days prior notice if possible. If you do not give

such notice, the leave may be delayed for up to 30 days.

If your need for leave is due to a planned medical treatment, make every attempt to schedule the treatment so as not to unduly disrupt the work of your department. If your need for leave is not foreseeable, you must request it as soon as practicable, no later than two business days after the need for leave arises.

Leave of Absence

Leave of absence without pay (LWOP) is not encouraged, but may be granted to an employee authorized by the Executive Director and the Agency Board of Directors. Employees who are in a leave of absence status will not earn or accumulate sick or vacation leave credits while in a leave of absence status.

Terminal Leave

Upon termination of employment for any reason other than disciplinary, an employee will receive up to 150 days accumulated sick leave in addition to accumulated vacation leave. Such terminal leave will be paid by the Agency with the last paycheck prior to termination, if possible, or to an employee's estate upon his/her death.

Medical Certification

If leave is requested due to your own or a family member's serious health condition, you must provide medical certification from an appropriate health care provider. The medical certification must include the date on which the condition began and its probable duration. You may be denied leave if you do not provide satisfactory certification. Town of Islip Community Development Agency may also require a second opinion or third opinion regarding certification of a serious health condition, at our expense.

Returning to Work

If your leave is due to your own medical condition, you are required to provide medical certification that you are able to resume work before returning. Both you and your health care provider must complete a Return to Work Medical Certification.

Upon returning to work, you will ordinarily be entitled to be restored to your former position or to an equivalent position with the same employment benefits and pay if possible. If you do not return to work at the end of the leave and do not notify Town of Islip Community Development Agency of your status, you may be terminated.

Benefits During Leave

Taking family and medical leave will not cause you to lose any employment benefits accrued prior to the first day of leave. The leave period will be treated as continued service for purposes of determining vesting and eligibility to participate in any retirement plan in effect. However, employees on FMLA leave normally will not accrue any other additional benefits during the leave period, unless it is paid leave under which benefits would otherwise accrue.

Town of Islip Community Development Agency will maintain your insurance benefits while you are on leave, although you may be required to pay your portion of the premium. However, if you do not return to work after the leave, you may be asked to reimburse us for the cost of maintaining insurance coverage during the leave. This provision will not apply in cases where your inability to return is through no fault of your own -- for example, at the end of leave you remain physically unable to return due to your serious health condition.

Misrepresenting Reasons for Leave

If you intentionally misrepresent the reasons for requesting family and medical leave, you will be terminated.

Jury Duty

Employees are encouraged to serve on jury duty and fulfill their civic obligations. Employees who are scheduled for jury duty must provide documentation of the jury duty summons to their supervisor immediately.

Upon submission of notice for jury service or subpoena to appear in Court or at a hearing on a matter involving his/her position or the duties of that position with the Agency, leave of absence with pay shall be granted.

If excused or released from jury duty, employees are expected to return to work promptly.

Military Leave

FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS

YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- You ensure that your employer receives advance written or verbal notice of your service;
- You have five years or less of cumulative service in the uniformed services while with that particular employer;
- You return to work or apply for reemployment in a timely manner after conclusion of service; and
- You have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- Are a past or present member of the uniformed service;
- Have applied for membership in the uniformed service; or
- Are obligated to serve in the uniformed service;

then an employer may not deny you:

- Initial employment;
- Reemployment;
- Retention in employment;
- Promotion; or

- Any benefit of employment

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

HEALTH INSURANCE PROTECTION

- If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 18 months while in the military. However, after the first 31 days, you will be required to pay the Cobra rate for this insurance coverage.
- Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

ENFORCEMENT

- The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
- For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its website at <http://www.dol.gov/vets>. An interactive online USERRA Advisor can be viewed at <http://www.dol.gov/elaws/userra.htm>.
- If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice for representation.
- You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

The rights listed here may vary depending on the circumstances.

STATE LAW

Additionally, state law provides that employees who are members of the U.S reserves or state organized militia are entitled to 30 calendar days or 22 workdays (whichever provides the greater benefit) of paid leave per year when ordered to military duty. State law also provides that an employee who works an average of 20 or more hours per week and who is the spouse of a member of the armed forces of the United States, National Guard, or reserves is entitled to up to 10 days of unpaid leave when the employee's spouse, who has been deployed during a period of military conflict to a combat theater or combat zone of operations, is on leave from such combat service.

Time Off From Work In Connection With Court Cases

We recognize that an employee might be subpoenaed or otherwise required to serve as a witness in a court case or arbitration. If you are called to serve as a witness, notify management as soon as possible.

Unless otherwise required by state or local law, you will not be paid for the time you are away from work participating in a court case or arbitration, but may use available vacation and personal days to cover the time.

Employees will not be terminated solely for their absence if they are testifying as a victim, representative of a victim, or witness in a criminal case.

Time Off To Vote

Employees who are eligible to vote in an election and who do not have four consecutive hours in which to vote either before or after work while the polls are open may request up to one hour off with pay to vote.

It is also the Agency's policy to offer all of its employees Election Day as a paid holiday.

General Employment

Employee Classifications

Employees at Town of Islip Community Development Agency are either full-time or part-time. The Agency may on occasion hire temporary or seasonal employees, who will not generally be eligible for benefits.

Part-time employees work fewer than thirtyfive (35) hours per week. Unless specifically stated, part-time employees are not afforded any benefits other than wages; for example, they do not accrue benefits such as sick days, vacation days, and health insurance.

All other employees are full-time. This includes the General Counsel of the Agency so long as the General Counsel works at least an average of 20 hours per week.

Your supervisor will verify whether you are a full-time or part-time employee, and also whether you are exempt or non-exempt. Exempt employees are not entitled to overtime under the Fair Labor Standards Act, while non-exempt employees can qualify for this pay.

Employee Records

An employee's personnel file consists of the employee's employment application, withholding forms, reference checks, emergency information and any performance appraisals, benefits data or other appropriate employment-related documents.

It is the employee's responsibility to notify management of any changes in name, address, telephone number, marital status, number of dependents, military service status, beneficiaries or person to notify in case of an accident.

You may be dismissed for misrepresenting any fact on your application or in your personnel file.

Personnel records are considered Agency property and are not available for review by employees unless specifically authorized by management.

Employment of Relatives

Town of Islip Community Development Agency may hire relatives of employees where there are no potential problems of supervision, safety, security, morale or potential conflict of interest. Relatives include an employee's parent, child, spouse, domestic partner, sibling, cousin, in-laws and step relationships.

Employees who marry or become related will be permitted to continue to work as long as there are no substantial conflicts. Reasonable accommodations will be made when possible in the event a conflict arises.

Introductory Period

The first six (6) months of employment are an Introductory Period for both the employee and the Agency. However, during and after this period, the work relationship will remain at will.

This time period allows you to determine if you have made the right career decision and for Town of Islip Community Development Agency to determine whether your initial work performance meets our needs. Management will monitor your work performance, attitude and attendance during this time, and be

available to answer any questions or concerns you may have about your new job.

Benefits such as time off for vacation, personal days, sick days or bereavement leave do not accrue during this period.

The Introductory Period may be extended at management's discretion.

Job Postings & Promotions

Town of Islip Community Development Agency has a job posting program to inform employees of available staff positions. Town of Islip Community Development Agency will fill job vacancies whenever possible by promoting qualified employees from within the Agency.

To apply for a posted position, an employee must:

- Have completed any mandatory Introductory Period at a satisfactory performance level,
- Meet the minimum requirements for the position, and
- Not have received written correction counseling within the past 90 days; employees who have received a verbal warning may also be prohibited from applying.

Employees interested in applying for a posted position should submit a memorandum with an updated resume to the Agency's Assistant Director indicating interest in the position. Qualified employees must also inform their managers that they have applied for the job. Candidates will be judged on individual performance, conduct, experience, and potential. Length of service, although considered, shall not be the sole determining factor in selecting candidates for promotion.

Town of Islip Community Development Agency has the discretion to fill job vacancies from outside if we consider that circumstances call for outside recruitment.

HIPAA Portability Rights

If you should terminate your current health plan coverage, you may need to provide evidence of your prior coverage in order to enroll in another group health plan, to reduce a waiting period in another group health plan, or to get certain types of individual coverage. This policy describes certain protections available to you under the Health Insurance Portability and Accountability Act (HIPAA) when changing your health insurance coverage. If you should have any questions regarding your HIPAA portability rights, please contact the Town of Islip Personnel Department.

Pre-existing condition exclusions. Some group health plans restrict coverage for medical conditions present before an individual's enrollment. These restrictions are known as "preexisting condition exclusions." A pre-existing condition exclusion can apply only to conditions for which medical advice, diagnosis, care, or treatment was recommended or received within the 6 months before your "enrollment date." Your enrollment date is your first day of coverage under the plan, or, if there is a waiting period, the first day of your waiting period (typically, your first day of work). In addition, a preexisting condition exclusion cannot last for more than 12 months after your enrollment date (18 months if you are a late enrollee). Finally, a pre-existing condition exclusion cannot apply to pregnancy and cannot apply to a child who is enrolled in health coverage within 30 days after birth, adoption, or placement for adoption.

If a plan imposes a pre-existing condition exclusion, the length of the exclusion must be reduced by the amount of your prior creditable coverage. Most health coverage is creditable coverage, including group health plan coverage, COBRA continuation coverage, coverage under an individual health policy, Medicare, Medicaid, State Children's Health Insurance Program (SCHIP), and coverage through high-risk pools and the Peace Corps. Not all forms of creditable coverage are required to provide Certificates of Group Health Plan Coverage. If you do not receive a certificate for past coverage, talk to your new plan

administrator.

You can add up any creditable coverage you have, including the coverage shown on your Certificate of Group Health Plan Coverage. However, if at any time you went for 63 days or more without any coverage (called a break in coverage) a plan may not have to count the coverage you had before the break.

Therefore, once your coverage ends, you should try to obtain alternative coverage as soon as possible to avoid a 63-day break. You may use your Certificate of Group Health Plan Coverage as evidence of your creditable coverage to reduce the length of any preexisting condition exclusion if you enroll in another plan.

Right to get special enrollment in another plan. Under HIPAA, if you lose your group health plan coverage, you may be able to get into another group health plan for which you are eligible (such as a spouse's plan), even if the plan generally does not accept late enrollees, if you request enrollment within 30 days. (Additional special enrollment rights are triggered by marriage, birth, adoption, and placement for adoption.)

Therefore, once your coverage ends, if you are eligible for coverage in another plan (such as a spouse's plan), you should request special enrollment as soon as possible.

Prohibition against discrimination based on a health factor. Under HIPAA, a group health plan may not keep you (or your dependents) out of the plan based on anything related to your health. Also, a group health plan may not charge you (or your dependents) more for coverage, based on health, than the amount charged a similarly situated individual.

Right to individual health coverage. Under HIPAA, if you are an "eligible individual," you have a right to buy certain individual health policies (or in some states, to buy coverage through a high-risk pool) without a preexisting condition exclusion. To be an eligible individual, you must meet the following requirements:

- You have had coverage for at least 18 months without a break in coverage of 63 days or more;
- Your most recent coverage was under a group health plan (which can be shown by your Certificate of Group Health Plan Coverage);
- Your group coverage was not terminated because of fraud or nonpayment of premiums;
- You are not eligible for COBRA continuation coverage or you have exhausted your COBRA benefits (or continuation coverage under a similar state provision); and
- You are not eligible for another group health plan, Medicare, or Medicaid, and do not have any other health insurance coverage.

The right to buy individual coverage is the same whether you are laid off, fired, or quit your job.

Therefore, if you are interested in obtaining individual coverage and you meet the other criteria to be an eligible individual, you should apply for this coverage as soon as possible to avoid losing your eligible individual status due to a 63-day break.

State flexibility. This policy describes minimum HIPAA protections under federal law. States may require insurers and HMOs to provide additional protections to individuals in that state.

For more information. If you have questions about your HIPAA rights, you may contact your state insurance department or the U.S. Department of Labor, Employee Benefits Security Administration (EBSA) toll-free at 1-866-444-3272 (for free HIPAA publications ask for publications concerning changes in health care laws). You may also contact the CMS publication hotline at 1-800-633-4227 (ask for "Protecting Your Health Insurance Coverage"). These publications and other useful information are also available on the Internet at: <http://www.dol.gov/ebsa>, the DOL's interactive web pages - Health Elaws, or

<http://www.cms.hhs.gov/hipaa1>.

HIPAA Privacy and Security Compliance

It is the intent of Town of Islip Community Development Agency to safeguard and protect the privacy and security of its applicants and employees' "protected health information" as defined by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

"Protected health information" includes individually identifiable information, maintained or transmitted through any medium, relating to an individual's past, present, or future physical or mental health or healthcare. Health information is considered "individually identifiable" if it either identifies a person by name or creates a reasonable basis to believe the individual could be identified (through identifiers such as address, social security number, dates of service, telephone number, email address, or vehicle identification number).

It is the policy of Town of Islip Community Development Agency to ensure the confidentiality, integrity, and availability of protected health information entrusted to the Agency by its applicants and employees by protecting those assets from unauthorized access, alteration, deletion, or unauthorized transmission and to ensure their physical security. Employees and managers of Town of Islip Community Development Agency shall not at any time access, use, or disclose to any person or entity, any protected health information of the Agency's applicants or employees, except as necessary and authorized in the course of their duties and responsibilities with the Agency. Similarly, employees and managers are prohibited from making any unauthorized transmission, alteration, deletion, or unauthorized access of protected health information. Such unauthorized transmission includes, but is not limited to, removing and/or transferring protected health information in the Agency's computer system to an unauthorized location.

These privacy and security obligations apply regardless of the manner in which the employee or manager acquires the protected health information, whether it was communicated verbally, in writing, electronically, or in any format, and regardless of whether it was communicated directly to the individual or intended for his/her access.

The unauthorized access, use, disclosure, alteration, deletion, or unauthorized transmission of protected health information in violation of this policy may subject you to disciplinary action up to and including termination of employment.

Identity Theft Protection

Town of Islip Community Development Agency respects the privacy of your personal data and is committed to ensuring that it will only be accessed and utilized as necessary, in a professional and confidential capacity. In all circumstances, we take reasonable steps to:

- Give you clear notice when we are requesting information from you, the types of information we request from you, the general purposes for which that information will be used or disclosed, and the categories of users to whom we provide the information; and
- Use safe and secure systems, physical and electronic, to safeguard your non-public personal information, including your social security number.

If at any time you feel as if your personal data has been misused or improperly accessed, please report your concerns to the Assistant Director or the Executive Director for further investigation.

Pre-Employment Testing

Town of Islip Community Development Agency may require that all applicants for employment submit to a test for intoxicants prior to employment. Failure or refusal to submit to a test will result in withdrawal of a conditional offer of employment and/or discharge of employment if employed pending receipt of intoxicant test results. No applicant will be asked to take a test unless an offer of employment has been made. All offers of employment are conditional upon a negative test result.

Reference/Background Checks

Town of Islip Community Development Agency may conduct reference, credit and background checks on all new employees. Employees who have falsified information on their employment applications will be disciplined, which could include termination. Applicants who have provided false information may be eliminated from further consideration for employment.

Termination, Resignation and Discharge

Unless expressly proscribed by statute or contract, employment with Town of Islip Community Development Agency is on an "at will" basis and may be terminated with or without cause or notice. Similarly, employees are free to resign their employment at any time. If at any time it is necessary for an employee to resign his or her employment with the Agency, Town of Islip Community Development Agency requests at least two weeks notice.

Confidential Information & Conflict of Interest

General Confidentiality Obligations

Information that pertains to Town of Islip Community Development Agency's business, including all nonpublic information concerning the Agency, its vendors and suppliers, is strictly confidential and must not be given to people who are not employed by Town of Islip Community Development Agency.

Please help protect confidential information -- which may include, for example, trade secrets, customer lists and Agency financial information -- by taking the following precautionary measures:

- Discuss work matters only with other Town of Islip Community Development Agency employees who have a specific business reason to know or have access to such information.
- Do not discuss work matters in public places.
- Monitor and supervise visitors to Town of Islip Community Development Agency to ensure that they do not have access to confidential information.
- Destroy hard copies of documents containing confidential information that is not filed or archived.
- Secure confidential information in desk drawers and cabinets at the end of every business day.

Your cooperation is particularly important because of our obligation to protect the security of our clients' and our own confidential information. Use your own sound judgment and good common sense, but if at any time you are uncertain as to whether you can properly divulge information or answer questions, please consult a Town of Islip Community Development Agency officer.

Conflict of Interest

Employees must avoid any interest, influence or relationship which might conflict or appear to conflict with the best interests of Town of Islip Community Development Agency. You must avoid any situation in which your loyalty may be divided and promptly disclose any situation where an actual or potential conflict may exist.

Examples of potential conflict situations include:

- Having a financial interest in any business transaction with Town of Islip Community Development Agency
- Owning or having a significant financial interest in, or other relationship with, a Town of Islip Community Development Agency competitor, customer or supplier, and
- Accepting gifts, entertainment or other benefit of more than a nominal value from a Town of Islip Community Development Agency competitor, customer or supplier.

Anyone with a conflict of interest must disclose it to management and remove themselves from negotiations, deliberations or votes involving the conflict. You may, however, state your position and answer questions when your knowledge may be of assistance.

Employee Heightened Confidentiality Policy

Employee acknowledges that he/she will receive or have access to "Confidential Information" (as hereinafter defined) during the course of his/her employment with Town of Islip Community Development Agency. In consideration of Employee's employment and/or continued employment with the Agency, and the compensation now and hereafter paid to Employee by Agency, Employee agrees to the following:

CONFIDENTIAL INFORMATION

For purposes of this policy, "Confidential Information" includes all information or material that has or could have commercial value or other utility in Town of Islip Community Development Agency's business, including but not limited to, the whole or any portion or phase of any:

(a) technical information concerning Town of Islip Community Development Agency's products and services; studies; formulas; designs; procedures; strategies; ideas; concepts; methods; improvements; drawings; research projects; technical memoranda and correspondence; and computer applications, codes, programs, designs and software;

(b) information concerning Town of Islip Community Development Agency's business operations, including names, locations, and contract information relating to vendors, suppliers, subcontractors, customers (including customers on whom Employee called during his/her employment with Agency), or other entities that provide/receive products or services to/from Agency; pricing; profits; costs; sales; losses; financial information; accounting and unpublished accounting information; purchasing techniques; actual and potential customer and supplier lists, profiles, preferences, or transaction information; and employees' names, addresses, home phone numbers, performance information, skills, compensation, or other personnel information;

(c) all other information not generally known to the public that, if misused or disclosed, could reasonably be expected to adversely affect Town of Islip Community Development Agency's business.

EXCLUSIONS. Confidential Information does not include: (i) information known or developed by Employee prior to commencement of his/her employment with Town of Islip Community Development Agency; (ii) information generally available or readily ascertainable from the public domain through no fault of Employee in violation hereof; and (iii) information over which Town of Islip Community Development Agency has not made reasonable efforts under the circumstances to maintain its secrecy or confidentiality.

EMPLOYEE'S OBLIGATIONS. Employee agrees to take all reasonable measures to protect the Confidential Information from misuse or disclosure, and further agrees to the following:

(a) Employee agrees to hold and maintain the Confidential Information, whether or not prepared or developed by the Employee, in the strictest confidence for the sole and exclusive benefit of Town of Islip Community Development Agency.

(b) Employee shall not, nor shall Employee permit anyone to, either directly or indirectly or through his/her acts or omissions, disclose or communicate in any manner whatsoever such Confidential Information to any person or entity, without prior written approval from the Agency's Assistant Director or Executive Director in each individual instance.

(c) Employee shall not, nor shall Employee permit anyone to, either directly or indirectly or through his/her acts or omissions, use the Confidential Information in any manner for Employee's own purposes or for the benefit of anyone other than Town of Islip Community Development Agency's, without prior written approval from the Agency's President in each individual instance.

(d) Employee agrees not to remove, copy or duplicate anything containing Confidential Information except as authorized by Town of Islip Community Development Agency or as required for the performance of Employee's regular job duties. Employee agrees to return to Town of Islip Community Development Agency any and all original and copies of notes, files, disks, records, software, documents, plans, media, and any other written, printed, electronic, tangible or intangible materials containing Confidential Information or otherwise pertaining to the Confidential Information, that Employee has in his/her

possession or control, immediately upon the written request of the Agency, or automatically upon Employee's separation from Town of Islip Community Development Agency, whichever occurs first.

Employee acknowledges and agrees that all such items are exclusively the property of the Agency.

Safety & Emergency

Emergency Measures

We realize that bad weather or hazardous commuting conditions may occasionally make it impossible for employees to report to work on time.

However, you are expected to make a diligent effort to report to work when conditions have improved. If you determine that you are unable to report to work because of the conditions, inform your supervisor as soon as possible. Your absence may be charged to personal or vacation time.

If it becomes necessary to shut down the office due to weather or other emergency, every effort will be made to notify employees. If there is a question as to whether the office will be open, call your place of work. If there is no answer within one hour after the normal start time, assume the office is closed.

Transportation Guidelines for Injured/Ill Employee

Employees who experience a work-related injury should notify management immediately. In cases of extreme illness or injury (such as unconsciousness, severe bleeding or broken bones), the Agency will call 911.

For injuries and illnesses that require medical attention but are not life threatening, the Agency will:

1. Call the employee's emergency contact to arrange transportation to a medical facility. In the absence of an emergency contact, the Agency will arrange to have a supervisor or manager transport the injured employee - in either a Agency vehicle or, if unavailable, the employee's personal vehicle.
2. Call the medical facility to let them know that an employee is coming in with a work-related injury.

After an injury, an Employee Injury Report must be completed by the affected employee and given to the supervisor or manager as soon as reasonably possible.

A physician's report must be provided to a supervisor or manager before the affected employee returns to work after treatment for an on-the-job injury.

Fire Safety

Every employee is responsible for recognizing potential fire dangers and taking an active role in preventing fires.

Employees are required to observe all OSHA safety requirements and regulations. Flammable materials are to be stored in covered metal containers. Employees should not block fire doors, fire exits, fire extinguishers, windows or doorways. Employees are to review the fire escape routes posted in each work area.

Safety

Town of Islip Community Development Agency is committed to maintaining a safe and healthy environment for all employees. Report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to your manager.

If you or another employee is injured, contact your supervisor or manager immediately. Seek help from outside emergency response agencies, if needed.

You must complete an Employee's Claim for Worker's Compensation Benefits Form if you have an injury that requires medical attention. If your injury does not require medical attention, you must still complete a Supervisor and Employee Report of Accident Form in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. You can obtain the required forms from the Agency's Assistant Director.

A federal law, the Occupational Safety and Health Act, requires that we keep records of all illnesses and accidents that occur on the job. OSHA also provides for your right to know about any health hazards that might be present on the job.

In addition, the state Workers' Compensation Act also requires that you report any illness or injury caused by the workplace, no matter how slight. If you do not report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits.

You can get the required reporting paperwork from the Agency's Assistant Director.

Corporate Communications & Technology

Communication with Press or Media

Media inquiries in relation to Town of Islip Community Development Agency must be handled in accordance with the following guidelines:

- No one is to speak or provide information to the media except at the direction of the Executive Director or Assistant Director.
- All media inquiries must be forwarded to the Town of Islip Department of Public Information.

This policy covers all forms of responses to the media, including off-the-record and anonymous statements.

Employee Suggestions

The Employee Suggestion program is established to supply all employees with an opportunity to express their own creative and original ideas on methods and procedures that ultimately will:

- Improve efficiency
- Improve attitudes and working conditions
- Improve the Agency's competitive position
- Improve productivity

We consider the ideas and suggestions of our employees to be one of our best sources for making Town of Islip Community Development Agency the best Agency possible. It is the desire of management to encourage ongoing efforts in creative thinking and originality so that we can maximize our potential.

Investigations

In an effort to safeguard the property of our employees, clients, and Town of Islip Community Development Agency, Town of Islip Community Development Agency reserves the right to inspect property owned and/or supplied by the Agency. Agency-supplied property (including but not limited to offices, desks, file cabinets, computers and software, Agency vehicles, lockers and other storage facilities) are Agency property and are subject to inspection by managers at any time, with or without notice. Therefore, employees should have no reasonable expectation of privacy in property owned and/or supplied by the Agency. Employees may be permitted to store personal items in facilities. However, the Agency is not responsible for loss, damage or theft of employees' personal belongings, so employees should exercise discretion in storing any personal items.

Software Policy

Town of Islip Community Development Agency regulates employees' use of its computer software.

You may not duplicate any licensed software or related documentation for use, either on Agency premises or elsewhere, unless expressly authorized to do so by written agreement with the licensor. And you may not provide licensed software to anyone outside the Agency. Employees should be aware that the illegal duplication of software may result in the filing of criminal copyright charges by the owners of the copyrights and can subject both the employee and the Agency to liability.

All software that Town of Islip Community Development Agency acquires must be purchased by an authorized dealer. Upon delivery, all software must be installed and registered properly with the software

provider. You may not load personal software on Town of Islip Community Development Agency computers.

Use of Agency Communication Systems

The Communication and Information Systems at Town of Islip Community Development Agency should be used only for conducting Agency business. Communication systems include, but are not limited to any handheld wireless device such as palm organizers, laptops and blackberries or more traditional devices such as phones, facsimile-machines and mailing systems. Information systems include computers, internet/intranet networks and electronic mail.

Since Town of Islip Community Development Agency reserves the right to access any personal communication without prior notice, Agency systems should not be used by employees to transmit any messages or to access any information that they would not want to be viewed or heard by a third party.

Incidental, occasional and infrequent use of the Agency's communication and information systems for personal use is permitted as long as such use does not interfere with your work or the work of any other employee or with the computer's operations.

The communication and information systems of Town of Islip Community Development Agency may not be used for any illegal, unethical, destructive or wasteful purpose. Employees should exercise care in personal use of any communication and information systems device and should not expect their use of personal information stored in these systems to be kept private.

Telephone Usage

The telephone system (including voicemail) at Town of Islip Community Development Agency is the property of the Agency and is provided for business purposes. To the extent permitted by law, Town of Islip Community Development Agency may periodically monitor the use of the telephone systems to ensure compliance with this policy. Therefore employees should not consider their conversations on the Agency telephone system to be private.

Instant Messaging

Employees' use of instant messaging should be limited to work-related matters, except for incidental personal use. Incidental personal use of instant messaging by employees is permitted as long as the use does not interfere with the employee's work, the Agency's operations, or use of communication facilities, and does not violate any policies.

Employees should not use the instant message system to "visit" with colleagues about non-work-related subjects.

When using instant messaging, employees are to follow Agency security procedures.

Employees should not use instant messaging to transmit confidential, proprietary, or personnel information.

Instant messages are not to be used as a substitute for oral communication with nearby co-workers or telephone calls to key vendors or customers. Generally, verbal communications are preferred when practical.

Internet/Intranet and E-mail Usage

The use of the Agency's information systems are subject to Agency policies applicable to traditional forms of communication. These include, but are not limited to, policies prohibiting discrimination, sexual harassment, solicitation, and use of Agency property and resources, disclosure of confidential information, misconduct and profanity.

The electronic mail (e-mail) system is provided by the Agency to facilitate business activities within the organization. The hardware of the e-mail system is considered to be Agency property. All messages written, sent or received remain Agency property and are not considered to be private property of any employee.

The information systems should not be used to upload (send) or download (receive) any trade secrets, proprietary information, copyrighted information, or any similar materials without prior authorization of Agency officials.

The Agency's internet/intranet and e-mail systems must not be used to create disruptive or offensive messages. These may include, but are not limited to racial slurs, sexually implicative messages, or offensive comments about someone's age, disability, national origin, political or religious belief, sexual orientation or national origin.

Accessing files, utilizing codes or retrieving stored information is prohibited unless an employee has received prior authorization from management to conduct any such activity. Employees are also prohibited from gaining access to another employee's e-mail unless permission was granted to do so.

Blogging / Cybersmearing

Weblogs or blogs are publicly accessible diaries that focus on specific persons or topics.

Generally Town of Islip Community Development Agency views the use of weblogs and personal websites positively. The Agency recognizes the right of employees to use blogs as a medium of self expression. Should you choose to identify yourself as an employee of Town of Islip Community Development Agency to discuss business related matters on your weblog or site, bear in mind that some readers may view you as a Agency representative or spokesperson. We therefore ask you to observe the following guidelines when referring to the Agency:

1. Ensure that readers understand that the views expressed are entirely your own, and that these views do not necessarily reflect the views of Town of Islip Community Development Agency. Please include a disclaimer that is easily visible to all visitors to the site.
2. All bloggers should reveal their identity on the blog and should not use a pseudonym to post their views.
3. Do not disclose any sensitive, financial, proprietary or confidential Agency information. This may include, but is not limited to financial data or corporate announcements that are not made available to the public.
4. Town of Islip Community Development Agency expects that bloggers will be respectful to the Agency, fellow employees, our customers, partners and competitors. Bloggers must not post materials that violate the privacy or publicity rights of another individual or entity.
5. Blogging activity should not interfere with work requirements at any given time.
6. Copyrights and laws regulating what can be written must be respected at all times. Blogs should not be used to make statements that are libelous, defamatory, profane, harassing or obscene.
7. The Agency reserves the right to suspend blogging activities temporarily if it has any concerns about compliance with any regulations or other laws.
8. Ask your manager or supervisor for guidance if you are uncertain whether the content of your blog will conflict with the Agency's blogging policy.
9. Breaching this blogging policy may result in discipline up to and including termination.

Unsolicited Messages

Town of Islip Community Development Agency strictly prohibits the transmission of unsolicited e-mails or mass-messages of any kind. Spam (i.e., unsolicited commercial or bulk e-mails, mass and junk e-mails) will not be tolerated. The electronic mail system is reserved for Agency business. It may not be used for personal solicitation or any other improper purposes.

General Computer and Software Usage

It is the policy of the Agency to respect all computer software copyrights and adhere to the terms of all software licenses to which the Agency is a party.

Employees may not duplicate any licensed software for their use unless the Agency is expressly permitted to do so by an agreement with the licensor and with the approval of the employee's supervisor.

Only software purchased by Town of Islip Community Development Agency with the approval of the appropriate management may be used on Agency computers. Employees are not permitted to bring software from home and load it on Agency computers, unless: (1) such action is approved by the Agency's management and technology department and (2) such use of the software is consistent with the terms of the software licensing agreements.

Use of the Agency's communication and information systems constitutes consent to the Agency's Communication and Information Systems policy.

CAN-SPAM

Controlling the Assault of Non-Solicited Pornography and Marketing Act (CAN-SPAM) was passed by Congress and took full effect on January 1, 2004. This anti-spam legislation imposes new requirements on the use of commercial e-mail messages (known as CEMMs).

The Act prohibits transmission of a CEMM without disclosing: (a) clear identification that the message is an advertisement or solicitation; (b) an opportunity to decline or "opt-out" of receiving further e-mail messages from the sender; and (c) a valid physical postal address of the sender. To comply with this Act, the Agency requires employees sending commercial e-mails on behalf of the Agency to follow these guidelines:

1. The use of misleading subject lines and headers are prohibited. Subject lines/ headers should be a true reflection of the subject matter or message.
2. Unsolicited CEMMs must be labeled in the message subject. CEMM must bear clear notice that they are advertisements or solicitations.
3. Each CEMM must contain a working "opt-out" mechanism. To fulfill this requirement one must provide a return e-mail address or another internet based mechanism that permits a recipient to request that future email messages are not sent to this address.
4. When a recipient selects the opt-out option, the sender is required to honor the request and must stop sending e-mail messages to the recipient's address within 10 days of receiving the request. The sender (or any other individual made aware of the request) is prohibited from selling or transferring the e-mail addresses of individuals who have selected the "opt-out" option, except in cases where the recipient has granted consent.

Employee Benefits

To promote general well being, the Agency recognizes the need of providing life, medical, dental, health, optical and other assistance to its employees on as equal a basis as possible to be enjoyed by the Town of Islip employees. Also, the Agency recognizes the future security needs of its full-time and other employees as herein indicated and provides retirement and savings benefits to all.

Eligibility

Thirty days after employment as a full-time employee of the Agency, benefits commence in accordance with the rules specified under each benefit.

Benefits – Active Employees

Pension and Retirement Benefits

Full-time, as defined herein, employees hired prior to April 1, 1987 may continue their participation in the pension plan managed by John Hancock. or they may opt to join the New York State Retirement System. Full-time employees hired after April 1, 1987 are required to participate in the New York State Retirement System.

Major Medical

Full-time, as defined herein, employees are eligible to participate in a non-contributory health benefit plan. An employee so eligible may opt not to participate. Non-participating employees of the Agency will be given one half of the yearly premium for which they are eligible at the completion of each fully year they have been out of the plan.

New York State Deferred Compensation Plan 457B

All employees are eligible to take part in the Agency's Deferred Compensation Plan as managed by the ICMA Retirement Corporation and the ITT Hartford Group. Employees in the plan are allowed to deduct up to the yearly maximum which varies from year to year. Maximum deferral for 2007 is \$15,500. No taxes shall be deducted on the money deducted except FICA. Taxes shall not become due until such time as a drawdown is made at retirement and the employee has surpassed 59 ½ years of age or mandatory drawdown at age 70, or as specified by applicable laws.

Dental, Optical, Legal and Prescription Co-payment Reimbursement Disability

These benefits are available to CDA full-time, as defined herein, employees through Teamster Local #237. Dental and optical are self-explanatory. Once a year, the co-payment made by an employee for prescription under the Empire Plan will be reimbursed to the Agency's employees by Local #237 after furnishing Local #237 with the yearly prescription statement from the New York State Empire Plan. Disability benefits are in addition to that provided by New York State Disability Insurance to which all employers in the State of New York contribute.

Review

The CDA shall review the above plans yearly to gauge the cost of the programs and the level of Agency funding received necessary to pay for them to stay within the limits of administrative requirements.

Benefits – Retired Employees

The Agency recognizes the need of providing health insurance to its retired employees. However, the Agency must also consider the uncertainty of future Federal funding as well as ever diminishing grants. Accordingly, the CDA's retirement health plan may be modified from time to time as directed by the Board of Directors.

Eligibility

An employee who retires from the Agency into either the John Hancock Money Purchase Pension Plan or NYS Retirement System Pension is eligible to receive health insurance coverage, as if an active employee, if:

- a. The employee has satisfied the minimum requirements for vesting; and
- b. Has at least ten (10) years consecutive employment with the Agency and retire directly into one of the two retirement plans listed above.

EYEGLOSS AND DENTAL CARE

Both retired and terminated employees may obtain both eyeglass and dental care through Local #237 Teamsters, the current provider or the provider at time of retirement or termination. In the case of retired employees, a letter must be written to Local #237. A form will be sent by Local #237 and the retired employee must make direct payment for this coverage to Local #237. Terminated employees will make application to Local #237 immediately upon knowledge of the termination date. Coverage for both is for a 36 month period and will cease under the provisions of the "Leave Before Retirement" section of this section in accordance with New York State COBRA regulations.

LEAVE BEFORE RETIREMENT

Employees who leave the Agency before retirement age may continue health insurance coverage if they:

- a. Satisfy the minimum requirements of "Eligibility" (a) and (b) above; and
- b. Terminate employment within five years of the date on which they are entitled to receive a retirement allowance. Eligible employees who wish to continue coverage as enrollees in the program will assume all costs of coverage from date of their employment termination until the date they become eligible to receive a retirement allowance. After that, they are treated as if they are active employees. A vestee whose coverage lapses will not be permitted to reinstate coverage, either during vested status or after retirement. An employee who leaves the Agency and does not meet the requirements of 3 (a) or (b), may elect to continue coverage in accordance with New York State COBRA regulations for a period of 36 months providing payment is made at the prevailing premium by the ex-employee in a timely manner. This does not include dental and eye glasses.

Coverage will cease when:

- a) Cost of coverage is not paid on or before the date it is due.
- b) The insured becomes eligible for Medicare.
- c) The insured is covered under another health care plan.
- d) Plan terminates for all employees.
- e) The continuation period ends.

LUMP SUM PAYMENT IN LIEU OF COVERAGE

A past/retiring employee, upon becoming eligible for retirement benefits as outlined under either "Eligibility" (a) and (b) or "Leave Before Retirement" (a) and (b) above, may elect a lump sum payment in lieu of health insurance coverage. By receiving such payment, the employee forfeits any future rights to health insurance coverage by the Agency.

The lump sum employee payment shall equal five (5) times the annual CDA health insurance premium cost of average family or individual coverage, up to a maximum of \$25,000 for the full calendar year preceding the employee's retirement date.

SURVIVING SPOUSE/DEPENDENT(S)

Benefits to the surviving spouse/dependent(s) will be made available on the following basis:

- a. If the deceased contract holder has met the requirements under "Eligibility" (a) and (b) and has retired from the Agency, the surviving spouse/dependent(s) will receive three months free medical coverage as required. Following the three months free coverage, the surviving spouse/dependent(s) may elect to pay the required premium to meet current health insurance needs directly to the Agency until such time as eligibility expires under the terms of the policy.
- b. If the deceased contract holder has met the requirements under 3 (a) and (b) but did not retire from the Agency, the surviving spouse/dependent(s) will receive three months free medical coverage as required and may elect to pay the premium to meet current health insurance needs directly to the Agency until such time as eligibility expires under the terms of the policy.
- c. If the deceased contract holder failed to meet the requirements under 3 (b), five (5) years of service, the surviving spouse/dependent(s) will receive three months free medical coverage to meet their requirements. Upon completion of the three months free medical coverage, the surviving spouse/dependent(s) may elect to continue receiving required coverage for a period of 18 months by paying the expanded premium to the Agency for that time as required under COBRA.

REVIEW

This plan shall be reviewed annually to gauge the cost of this program, changes in medical billing practices, alternative forms of insurance available and the level of Agency funding. There is no guarantee that the Agency will always be able to provide these benefits.

Seminar Attendance

In its sole discretion, Town of Islip Community Development Agency may pay 100% of the expenses associated with attending periodic meetings and seminars sponsored by professional organizations that are job related. Employees must make a written request to the Agency's Executive Director to request approval for seminar attendance. The request must include the employee's name, seminar title, date/location of the seminar, and expenses related to the seminar. the Agency's Executive Director will approve/disapprove of the request in writing.

Travel & Expenses

Employees will be reimbursed for all reasonable and necessary expenses they incur while traveling on Town of Islip Community Development Agency business. Please consult with management for meal reimbursement limits.

When it's necessary to travel for Town of Islip Community Development Agency business, the Agency will be responsible for making all your travel arrangements.

You must record all travel and business activities on the Agency's Expense Report Form and submit it to the Director of Administrative Services for review. If business travel requires you to be out of the office for an extended period, your report must cover no less than one week and no more than one month of expenses.

All Expense Report Forms should be submitted to the Director of Administrative Services for review no later than five business days after the last day of the month.

Workers' Compensation

Town of Islip Community Development Agency provides insurance to compensate for any illness or injury an employee might suffer while working on Agency premises, traveling on official Agency business, or attending an activity officially sponsored by the Agency. If you become ill or injured, please get medical attention at once.

You must also report the details to your supervisor immediately. And you must complete a report for every injury, no matter how small, to keep the coverage in force and to get any benefits or other compensation to which you may be entitled.

Unemployment Compensation

The law provides unemployment compensation benefits to protect workers from economic hardship due to a loss of employment. A terminated employee who is unable to secure new employment may file a claim for unemployment compensation. An employee may be eligible for unemployment compensation if he/she was terminated for reasons other than misconduct, as defined by state law. Generally, employees who voluntarily resign without "good cause" are not eligible for benefits.

When an employee files a claim for unemployment compensation, the employer is required to provide a written statement detailing the circumstances or reasons for the employee's termination. The employer will also be asked whether payment of unemployment compensation is opposed. The answer provided by the employer may determine the employee's eligibility for benefits. If either party disagrees with the initial determination with respect to coverage, an appeal can be made. A formal hearing is held in the event that there is an appeal.

Vacation & Holidays

Holidays

Town of Islip Community Development Agency observes the following holidays:

- New Year's Day
- Martin Luther King's Birthday
- Lincoln's Birthday
- President's Day
- Good Friday (1/2 day)
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Election Day
- Veteran's Day
- Thanksgiving and the day after
- Christmas Eve (1/2 day)
- Christmas Day
- New Year's Eve (1/2 day)

You will be paid for these holidays if you:

- are a full-time employee as defined herein who has worked at least six (6) months at the Agency.

Part-time employees will be paid 4.5 hours and 2.25 hours for full and half day holidays respectively.

Holidays that fall on a weekend will be observed either on a Friday or Monday. To avoid confusion, all holidays will be announced in advance.

Due to business needs, some employees may be required to work on Agency holidays. Management will notify you if this may apply to you.

Vacation

Town of Islip Community Development Agency provides paid vacation time for eligible employees as follows:

Vacation Accrual

Vacation may be used as soon as it is accrued. Length of service with the Agency determines the rate at which eligible employees accrue vacation. Employees become eligible for the new higher accrual rate on the first day of the calendar year following their landmark anniversary date, as follows:

<u>Years of Service</u>	<u>Maximum Accrual per Year</u>
1	10 days
2 years	18 days
3 years	20 days
4 years	22 days
5+ years	25 days

Eligibility

Only active, full-time employees as herein defined are eligible for paid vacation, and all vacation must be

earned before being taken. Should a Agency holiday occur during your vacation, you may add an additional day, either at the beginning or the end of the vacation period, with your supervisor's approval.

Managers reserve the right not to approve a vacation request if it will interfere with Agency operations or adversely affect coverage of job and staff requirements. Whenever possible, employees' requests for vacation will be accommodated, but where scheduling conflicts arise, seniority and workload priority will prevail.

Payment of Unused Vacation Upon Termination

All accrued, unused vacation time will be paid upon termination of employment. Any vacation time taken that may have been advanced prior to accrual will be deducted from your final paycheck to the extent permitted by law. Non-managerial personnel may not carry over more than 5 vacation days at year end without the approval of the Agency's Executive Director. Due to required attendance and the inability to take scheduled vacation time, management personnel may accrue vacation time without limit but vacations are strongly encouraged to keep management accrual of vacation time to a minimum.

Sick Days

Full-time employees as defined herein who have completed any mandatory Introductory Period are eligible to earn sick day credits not to exceed thirteen (13) paid sick days for the employment year.

Sick days may be carried over to the next calendar year up to a maximum of 150 days.

To be eligible for a sick day, you must call in each day to your supervisor no later than 15 minutes after your usual start time for work. If you do not call in the absence will be considered unexcused and you will not be paid for it.

All full-time exempt employees as defined herein are eligible to receive sick days at their supervisor's discretion.

Town of Islip Community Development Agency reserves the right to request a doctor's certificate for any sick days requested. If such a certificate is requested and you cannot produce it, the absence may be considered unexcused, and you will not be paid for it.

Personal Days

Town of Islip Community Development Agency provides full-time employees who have completed any mandatory Introductory Period up to three (3) paid personal days a year, which can be used for any reason. In order to receive personal days, an employee must work at least 30 hours a week.

Personal days accrue as follows:
January 1st of each calendar year.

You must use personal days by December 31 of each year, as unused personal days may not be carried over to the next calendar year. Employees will not be paid for accrued unused personal days on termination.

