

# COUNTY OF OTSEGO IDA PERSONNEL POLICY MANUAL

ADOPTED 2015

*This Personnel Policy is intended to be a guideline. It is not an employment contract and should not be considered as such. Furthermore, no promise, statement or writing made by a supervisor may be interpreted to constitute an employment relationship other than "at will." Rather, your employment with the IDA is "at will," terminable by either yourself or the IDA at any time, without notice, with or without cause, except as otherwise provided by law. The work rules contained herein are not intended to be a comprehensive list of prohibited conduct and management retains the right to take disciplinary action, including suspension or termination.*

It is the policy of the County of Otsego IDA to provide equal employment opportunities to each individual, regardless of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any occupationally irrelevant condition. This policy applies to hiring and job assignment, promotion, demotion and transfer, layoff or termination, rates of pay and benefits, selection for training, and the provision of any other human resource service.

## **EMPLOYMENT**

### **Employment Status**

Positions are categorized by hours worked, the regularity of the work schedule and the duration of the position.

- Full-time: A regular position planned to last longer than six months, requiring a minimum of 35 hours per week to be worked on a regularly scheduled basis.
- Part-time: A regular position planned to last longer than six months, requiring less than 35 hours per week but at least 10 hours per week, to be worked on a regularly scheduled basis.
- Exempt employee: Employee exempt from certain wage and hour laws (a.k.a., a salaried employee).
- Non-exempt employee: An employee who receives hourly wages and is therefore subject to wage and hour laws such as overtime pay.

### **Job Descriptions, Recruitment and Hiring**

1. The IDA Board approves the general duties, requirements, qualifications, salary range, and position type of each staff position. Each staff member is entitled to a written contract outlining his/her job description, duties and responsibilities.

2. The IDA Board is responsible for the recruitment and hiring of the Chief Executive Officer and Chief Operating Officer. The COO, with the CEO, is responsible for the recruitment and hiring of all other staff members.

### **Support Paperwork for New Employees**

A Federal W-4 Form, a State IT-2104 Tax Form and an I-9 Form completed prior to the first day of work must be forwarded to the COO, the bookkeeper or equivalent. These forms will be maintained on file.

### **Nepotism**

Immediate family members and members of the same household are not to be employed in any position where one has line authority over personnel actions concerning the other.

### **Hours of Work and Overtime**

1. The standard IDA work schedule for non-exempt employees is from 9:00 am to 5:00 pm, Monday through Friday. A pay period is two weeks.
2. Staff schedules for exempt employees are dependent upon job requirements and may involve weekend and evening hours.
3. Hours worked by non-exempt employees are to be logged on a payroll sheet daily.
4. All Paid Time Off (PTO) is to be recorded by all staff each pay period.
5. Exempt staff have no overtime or comp time adjustments except at the direction of the Chief Executive Officer.

### **Voluntary Termination**

- To separate in good standing, non-exempt employees must give a minimum of two weeks' notice of resignation to their supervisors, who may waive the notice period.
- To separate in good standing, exempt employees must give a minimum of one month's notice of resignation. The Board of Directors may waive the notice period.

### **TIME OFF**

#### **Paid Time Off**

1. Staff members' contracts will outline their Paid Time Off (PTO) allotment and, if applicable, their PTO accrual rate. Staff members are eligible to take PTO after a 60 day probationary period.

2. Approved holidays do not count as PTO.
3. Staff members should request PTO as far in advance as possible; PTO must be approved by a manager.
4. Staff members who are involuntarily terminated lose any accrued PTO. Those voluntarily terminated may use unused PTO at the discretion of the Board.

## **Holidays**

The IDA is closed on the following holidays:

Jan:	New Year's Day and MLK Day
Feb:	Presidents' Day
May:	Memorial Day
July:	Independence Day
Aug/Sept:	Labor Day
Oct:	Columbus Day
Nov:	Veteran's Day, Thanksgiving Day and Day after
Dec:	Christmas Eve and Christmas Day

Holidays that fall on a weekend will be honored on the following Monday. The COO will inform staff members annually as to any changes or additions to this holiday calendar.

## **Closings**

In cases of inclement weather or interruption of utilities operations, the supervisor can declare a closing either during the work day or prior to the start of the work day.

## **COMPENSATION**

### **Performance and Salary/Rate of Pay Review**

1. All incoming staff are subject to a 60-day trial period which will determine their future status.
2. Within one month of the anniversary of employment, a written performance and salary/rate of pay review will be conducted for each staff member. Salary increases are merit-based. The COO will review the performance of staff under her oversight and will recommend any salary increases to the Board. The Board of Directors will evaluate the COO's and CEO's performance and determine whether a salary increase is merited.
3. Approval from the Board must be obtained before any change in salary/rate of pay is made. Upon such approval, written notice will be provided to the employee.

4. The effective date of salary/ROP adjustment is the first day of the next upcoming pay period following the Board's approval, or retroactive to the employee's anniversary date, at the discretion of the Board.
5. Consideration for annual raises should be based on two parameters: Cost of Living increase, which will range from 2%-4%, and Merit increase, to be determined by the Board. Neither potential increase is mandatory.

### **Travel Reimbursement**

- If during the course of work an employee uses her personal automobile for business purposes, she will be reimbursed at the current IRS reimbursement rate. For out-of-pocket expenses, employees are required to submit receipts.
- For reimbursement for travel and entertainment, employees must complete an expense voucher at the end of each month, detailing dates, purposes of expenses, and mileage; actual receipts must be attached to the voucher. Upon supervisor's sign-off, expenses will be reimbursed by check.

### **Benefits**

All employees receive Social Security benefits with the IDA contributing as per law, Worker's Comp benefits and Unemployment Comp benefits. Any benefits beyond these will be outlined in the employee's contract.

## **WORKPLACE EXPECTATIONS**

### **Standards of Conduct and Performance**

1. Each staff member is to spend the workday performing assigned tasks safely, competently and in a timely manner, while demonstrating an awareness of priorities.
2. Each staff member is to notify his/her immediate supervisor of any unscheduled absences or lateness no later than one hour after the scheduled time to report to work.
3. Visits to the workplace of a personal nature are discouraged.
4. Staff members are to perform reasonable jobs even if not part of the formal job description as assigned by the supervisor.
5. Each staff member is to respect confidential, sensitive information. It should not be repeated, discussed or removed from the workplace except for legitimate work reasons.
6. Each staff member is to maintain appropriate workplace behavior that fosters congeniality, teamwork, and supports the image of the organization.
7. Each staff member is to maintain a clean, neat, safe work area.

8. Each staff member is to project a professional image while at work by being appropriately attired. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed.
9. Each staff member is to respect the rights of other and to be courteous towards others at all times.
10. Intoxication and use of illegal drugs on company property or during work hours is forbidden.

### **Electronic Communication and Internet Use**

1. Each staff member is to keep personal written, phone and e-mail correspondences to a minimum during hours of employment. Use of the internet during work hours should be for work purposes. IDA-provided equipment may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
2. The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon the IDA or be contrary to its best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment such as cell phones and laptops.
3. Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the company.

### **Sexual Harassment**

Sexual harassment refers to sexually-oriented behavior that is not welcome, personally offensive and interferes with work effectiveness. It is strictly forbidden for IDA employees to sexually harass other employees, guests and/or business visitors. Employees who believe they have been subjected to sexual harassment should report their charge immediately to the COO, CEO or Chair; the IDA will promptly and thoroughly investigate all claims and will take corrective action. Confidentiality will be maintained to the degree feasible.

### **Code of Ethics**

Conflicts of interest could arise in the following circumstances:

- Being employed by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while employed with the IDA.
- Hiring or supervising family members or closely related persons.
- Serving as a board member for an outside commercial company or organization.
- Owning or having a substantial interest in a competitor, supplier, contractor or client.

- Accepting gifts, discounts, favors or services from a customer/potential customer, competitor or supplier, unless equally available to all company employees.

Employees with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their managers.

## **WORKPLACE SAFETY**

### **Employment-Related Accident, Illness or Injury**

A report of the job-related accident, injury or illness is to be completed and filed. Worker's Comp benefits are to be applied for if medical attention is needed, and/or if time is to be taken off due to accident/injury/illness.

### **Smoke-Free Policy**

Smoking is prohibited inside all facilities owned, leased or operated by the IDA.

## **Handbook Acknowledgement Statement**

### **Employee Copy**

I acknowledge that I have received and read a copy of the IDA's employee handbook, and understand its contents.

I understand that I am employed at will.

I further understand that the IDA reserves the right to change, modify, amend and/or delete any policies, procedures and benefits in this handbook at any time, without notification.

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Signature

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Date

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## **Handbook Acknowledgement Statement**

### **Employer Copy**

*Please detach and return to your supervisor*

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Signature

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Date