

CITY OF LOCKPORT

EMPLOYMENT POLICY MANUAL

for

**UNREPRESENTED DEPARTMENT HEADS
MANAGEMENT EMPLOYEES
MANAGEMENT-CONFIDENTIAL EMPLOYEES**

November 20, 2018

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Purpose

The purpose of this policy manual is to provide Unrepresented Department Heads, Management Employees, and Management-Confidential employees with a reference for the basic terms and conditions of employment with The City of Lockport.

The City Council is committed to providing a high quality of services to the citizens of The City of Lockport. The administrative employees of the City are one of the essential elements required to fulfill this commitment. Through their leadership and professionalism, the Council's philosophy and policy is manifested in the efficient and effective operation of the City departments.

The City Council values the dedication and service of its administrative employees. The policy and the provisions contained herein establish and provide the terms and conditions of employment for Unrepresented Department Heads, Management, and Management-Confidential personnel in the employment of The City of Lockport Government. This policy statement is intended to provide those employees with a better understanding of the privileges and responsibilities of their positions and to assist in the mission of the professional delivery of services in The City of Lockport.

Guidelines

The term “Administrative employee” is used in this policy manual to refer to all employees who occupy positions that are exempt from the bargaining unit under the Taylor Law. For the purposes of this manual, we have defined the administrative employees by using four major categories, which are explained below. Policies or benefits that apply to all employees have been referred to as applying to Administrative employees or employees covered by this policy. Specific benefits or responsibilities that pertain to specific groups of employees, for example, Unrepresented Department Heads, have been noted as such.

The following guidelines apply to this policy:

1. Unrepresented Department Heads - Employees who are appointed by the Mayor whether or not the appointment is required to be confirmed by the City Council but not represented by the Department Head Association. Unrepresented Department Heads function in the primary leadership position in the department and are directly responsible for the development of departmental policies and the implementation of legislative initiatives.

2. Management Confidential – Employees who perform support functions for management positions and/or other assignments, which require them to be unrepresented by collective bargaining agreements.

3 Elected Officials - Employees who are elected by popular vote. Due to their unique status, Elected Officials are exempt from leave and attendance requirements. They are also exempt from the probation period.

Positions within each category are included in Attachment A.

I. Appointments

1. Full-Time Appointments

Unrepresented Department Heads, Management employees, and Management/Confidential employees are for fixed or continuing terms.

- a. Fixed Term Appointments - Certain appointments are for a pre-established number of years as prescribed by the N.Y.S. Constitution, State Law, City Charter, General Municipal Law, and Local Law or Rule. Included in this category are appointments which are made for the “Term of the Council”, which is two years.
- b. Continuous Term Appointment - The remainder of appointments are continuous and, in most instances, afforded Civil Service Status and Protection, and are renewed contingent on satisfactory performance and authorization by the City Council and/or the Mayor. This group includes administrative employees who are appointed “at the pleasure of” the Mayor, within the confines of Civil Service. Information regarding the type of appointment is provided to candidates during the recruitment and selection process. Questions concerning the term of appointment may be directed to the Human Resources / Civil Service Office.

2. Part-time Appointments and Benefits

In certain cases, the City Council may establish part-time and/or temporary appointments to accommodate unique situations. Employees appointed to part-time positions and who work less than the standard work week, shall receive the approved salary for the position and the statutory benefits referenced herein, including Retirement (if eligible), Unemployment Insurance, Social Security, Worker’s Compensation and, in some cases, Health Insurance. There shall be no earned leave benefits unless said part-time appointment consists of a regular schedule equal to or greater than one-half (1/2) of the standard work week for the position. In this case, leave benefits shall be prorated. Corporation Council and Deputy Corporation Council titles shall not receive any leave, severance or health insurance benefits unless otherwise provided by City Council resolution.

Fringe benefits shall be limited to the above-referenced items unless otherwise approved by the City Council.

3. Probationary Period

Employees in the classified service are subject to a probationary period in accordance with The City of Lockport Civil Service Rules. The classified service includes the Competitive, Non-Competitive, Exempt, and Labor classes of Civil Service. Employees who have been promoted to a position in the classified service are also subject to a probationary period.

Employees in the unclassified service or elected classification are not subject to a probationary period.

4. Promotions

Administrative positions are critical to the efficient and effective operation of City government. It is the policy of the City of Lockport to seek professionals with the qualifications and experience necessary to fulfill this goal. Emphasis will be placed on recruitment of current employees who possess the qualifications, experience, and employment history necessary for the quality operation of the department. Employees who are promoted or working out-of-title shall be placed at the minimum of the new grade unless the current hourly rate is above the minimum, in which case, they will be placed in the Step immediately above their current hourly rate. No one shall exceed the top of the range for the new grade. Out-of-title shall be defined as duties and responsibilities assigned beyond that of an employee's regular position for a period greater than five consecutive business days due to an absence, exclusive of annual leave.

5. Secondary Employment

Employees covered by this policy understand and agree that their employment with the City is of basic and primary importance, and that secondary employment must not inhibit or impede the efficient and effective performance of their job duties, responsibilities, or attendance; nor shall it impair their judgement in the exercising of their official duties. Employees engaged in secondary employment will notify the Mayor's Office in writing of the details of their employment.

Certain positions covered by this manual also have a prohibition on secondary employment embodied in New York State statute or local rule.

II. Compensation

1. Annual Salary

The City of Lockport maintains a competitive salary structure and benefit package for administrative employees.

- A. A six step increment system (equal to a 5% increase between two year steps) shall be implemented fitting each employee into the proper grade and step in accordance with the duties and responsibilities of an employee's position and length of service in an employee's title. All employees covered by this policy manual are placed in the graded salary schedule which has been adopted by the City Council. This graded salary schedule shall receive an annual salary review during budget deliberations by the Personnel Committee of the Council and the Mayor and shall be adjusted annually, as deemed appropriate. Following this review, the City Council will review the recommendations of the Personnel Committee along with recommendations of the Mayor. At the conclusion of this review, a total compensation plan, including any cost of living adjustment, shall be submitted to the City Council for approval.

- B. Employees not at the job rate of the grade shall move to the next step upon the completion of 2, 4, 6, 8, or 10 years in the title upon their anniversary in that position. No employee may exceed the job rate of the grade.
- C. Employees shall begin employment at the Step 1 for the grade unless the Personnel Committee determines that the need for the services or the employee's experience require that compensation be fixed at a higher Step.

2. Health Insurance

A. Health Insurance:

The City of Lockport provides group health, hospitalization, major medical insurance, and prescription drug coverage through various self-insured Point of Service plans for all full time and part-time employees covered by this policy and their eligible dependents. Effective January 1, 2019, both the full and part-time employee share of this coverage shall be fifteen percent (15%), except for those employees covered under Resolution 122105.9 and the respective agreements memorizing said resolution. The City's Health Benefits Program is fully described in the Plan Booklet. Effective January 1, 2019 employees shall only be eligible to receive benefits equivalent to the Blue Cross POS 298 – Class 3 Plus \$0/\$20 co-pay plan.

Prescription Drug Coverage:

The City Health Insurance Plan includes a three (3)-tier formulary plan for prescription drugs. Each employee who participates will contribute \$7.00 co-pay for generic prescriptions, \$15.00 co-pay for formulary (brand name) prescriptions and \$35.00 co-pay for non-formulary prescriptions.

Employees shall be required to fill all prescriptions with the generic brand when available. Should the employee voluntarily elect not to fill with the generic brand, the employee will be responsible for the cost between the generic and the drug selected (name brand or formulary), plus the co-pay for the name brand or formulary. In the event that the employee cannot take a generic drug due to a medical reason determined by the prescribing medical provider, the employee will not be required to pay the difference between the generic drug and the drug selected. The employee will be responsible for the formulary co-pay. Employees will be afforded the opportunity to utilize a generic multi-month maintenance medication program at one (1) co-pay per prescription. Generic maintenance medications can be filled for a three (3) month supply with one co-pay.

Employee contributions / Eligibility:

Employee contributions for the health insurance premium shall be deducted in equal amounts from each bi-weekly paycheck. Coverage for new employees shall commence upon hire.

Enrollment in the health insurance plan shall take effect as described herein or during the open enrollment period held during the month of October of each year.

The Employer provides the I.R.S. Section 105 Health Reimbursement Account plan for employee contributions toward Health and other authorized and applicable health care related costs. The plan is administered by a Third Party Administrator of the City's choice and conforms to I.R.S. regulations. The City will not contribute to an employee's HRA account and any balance remaining at the end of a plan year shall become the property of the City and used in accordance with I.R.S. regulations.

3. Health Insurance coverage upon retirement

Except for those employees covered under Resolution 122105.9 and the respective agreements memorializing said resolution, employees shall be eligible to continue health coverage for themselves and any eligible dependents in retirement at the same employee contribution as of the date of retirement, provided they have met the following requirements:

- a. completion of a minimum of ten (10) years continuous service with the City of Lockport during which the employee was eligible to receive Health Insurance; and
- b. are employed by the City of Lockport at the time of retirement; and
- c. are enrolled in the health plan at the time of retirement; and
- d. provide the Employer with proof of retirement and otherwise meet the definition of retirement as specified by the NYS Retirement System.
- e. Be at least 55 years old;

The retiree share of this coverage shall be the same as paid as an active employee.

For All Retirees: Upon qualification for Medicare Part B, all retirees, the eligible spouse or eligible dependent must enroll and provide the Medicare Part B required information to the Payroll Office. Any employee retiring on or after January 1, 2016, shall be responsible for all Medicare Part B co-payments and/or deductibles.

The surviving spouse or eligible dependent of any employee retiree may continue to participate in the City's Health Plan upon payment of 100% of the monthly premium equivalent.

4. Retirement

The City participates in the New York State Employee's Retirement System with all rights and benefits presently provided by the Career Retirement Plan under Section 75i and 14b of the Retirement and Social Security Law. All permanent, full-time employees are enrolled in the New York State and Local Retirement System. A Retirement System booklet is provided at orientation. This booklet provides all basic information on the Retirement System benefits. Due to changing legislation and regulations, you should check with the N.Y.S. and Local Retirement System directly to obtain information regarding your benefits.

In addition, The City of Lockport offers the following Retirement Enhancements:

* May not apply to 14b members

1. Section 41(j) - the application of unused sick leave accruals towards additional service credit upon retirement

5. Social Security

Social Security provides income protection when an employee's earnings either cease or are reduced as a result of retirement, disability, or death. Social Security benefits are based on the employee's salary history up to the maximum Social Security taxable wage base. Each payroll period, payroll deductions made by the employee are matched by The City of Lockport to provide this benefit. Complete information is available from the Social Security Office.

6. Worker's Compensation

Employees who suffer an injury or illness which is directly related to their employment shall be eligible for Worker's Compensation Benefits amounting to a maximum of two-thirds of an employee's salary, depending on the degree of injury. Employees must file the required report form immediately following the job related accident.

7. Employee Assistance Program

The City will provide an Employee Assistance Program through a qualified provider of the City's choice. Employees will be responsible for any co-payments applicable to the services provided. All records of the Employee Assistance Program are confidential between the employee and the provider. The fact that an employee utilizes such assistance shall not impact promotional opportunities or job security.

8. Defense and Indemnification

The City of Lockport shall provide for the defense and indemnification of employees covered by this policy for actions or omissions made in the ordinary course of their employment in accordance with the procedures and policy outlined by Local Law. Employees requesting assistance under this section are advised to make a written request to the City Attorney and Mayor within three (3) business days of their receipt of any summons, complaint, process, notice, demand, or pleading that may require defense and indemnification coverage.

9. Deferred Compensation Plan (457c)

A Deferred Compensation Plan is a voluntary savings program created by federal and state law that enables public employees to save a portion of their gross pay before federal, state,

and local income taxes are deducted. The amount deferred accumulates tax free until the funds plus earnings are distributed, generally after retirement. Information regarding the complete details of the Deferred Compensation Program and payroll deduction forms are available in the Payroll Office.

10. Direct Deposit

Should an employee desire to use the direct deposit payroll option, the City's bank will transfer funds to the employee's savings or checking account.

11. Travel for City Business

Employees covered by this policy will be reimbursed for necessary and reasonable expenses incurred in the performance of City business in accordance with separate policy and upon submission of an approved claim form. Generally, mileage will be reimbursed at the rate in cents per mile that is allowed by the IRS.

Travel authorization and conference attendance shall be required as provided in the City's Travel policy and within budgetary appropriation for all cases involving out of City and overnight travel. Travel authorization shall be submitted on the approved form in writing to the Department Head or Mayor no later than seven (7) days prior to the first date of travel.

12. Civil Service Exam Fees

The City of Lockport Managers and Administrators taking civil service examinations for City of Lockport positions shall pay only the fee assessed the City by the New York State Municipal Service Division.

13. Safety Equipment

The City will, at its cost through reimbursement, provide managerial-level employees with necessary safety equipment and/or uniforms to carry out job duties. Requests for reimbursement will be processed by voucher submitted to the Director of Finance.

III. Attendance and Leave Benefits

1. Office Hours

City Offices shall be open for the conduct of business and convenience of the public in strict accordance with the hours prescribed by the City of Lockport Council and in accordance with existing State and City regulations.
(Generally, 8:30 a.m. - 4:30 p.m.)

2. Base Work Day/Work Week

- A. Employees are responsible for performing the duties of their office. The work day is determined by the tasks to be performed. The work week shall be a minimum of 35 hours per week or 40 hours per week, depending on the position.

Unrepresented Department Heads and Management employees are not eligible for overtime compensation or compensatory time.

B. Management-Confidential employees are required to work the hours and schedule determined by the Department Head. Designated Management-Confidential employees may receive overtime compensation subject to budgeted appropriations and approval of the Department Head and the Mayor. Employees in this class may accrue compensatory time provided they have received prior approval from the Department Head. Compensatory time may be accumulated as follows:

- For a thirty-five (35) hour regular workweek, a maximum of thirty-five (35) hours may be accumulated on leave accruals at one time;
- For a forty (40) hour regular workweek, a maximum of forty (40) hours may be accumulated on leave accruals at one time.

Once the maximum accumulation of compensatory time is attained, overtime shall be paid.

C. All employees covered by this policy, except elected officials, are required to complete time and attendance forms in accordance with City policy.

3. Emergency Management Responsibilities

It shall be the responsibility of all employees covered by this policy to report for duty at times and places designated by the Mayor, or their designee, when a natural disaster or emergency has occurred. Designated radio and television station(s) shall be considered as carrying official information. A designated phone number and City website will also be accessible.

4. Holidays

Employees covered by this policy will be allowed time off with pay to observe the following holidays, provided such employee shall have worked the work day immediately preceding such holiday and provided such employee works the work day immediately following such holiday unless the employee is using paid benefit time, other than sick time, for which prior approval has been given. Employees who are required to work on a holiday will receive equal time off in lieu of the holiday.

New Year's Day	Columbus Day
Martin Luther King's Birthday	Veterans Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	Christmas Eve
Labor Day	Christmas Day

An annual holiday calendar will be issued by the Payroll Office designating when holidays will be observed.

In addition, employees on payroll prior to July 1st of any year will receive two (2) floating holidays.

If an employee is absent from work due to illness on either the last regularly scheduled work day prior to the holiday or the first regularly scheduled work day following the holiday, shall forfeit being paid for the holiday unless the absence is verified by a medical provider's statement, if requested by the Department Head or Mayor.

5. Annual Leave

- A. Annual Leave will be earned and credited monthly. New employees must start on or before the 15th of a month to receive annual leave credit for that month. Annual leave will be credited as follows and can be used when earned:

Years of Credit	Days of Vacation Accrued Monthly	Maximum Days Earned Annually
At Least		
1 month through year 4	0.8333	10
Year 5 through year 9	1.25	15
Year 10 through year 14	1.4167	17
Year 15 through year 19	1.6667	20
Year 20 through year 24	1.8333	22
25 or more years	2.0833	25

Part-time employees regularly scheduled to work greater than half the Full Time Equivalent will receive a pro-rated value of annual leave.

Employees shall not accrue vacation leave for any period during which they are off the payroll for more than half of the working days per month.

- B. Employees may carry a maximum balance of 25 days of accumulated annual leave credit.
- C. Upon the termination of an employee, either by resignation or retirement, and when at least two weeks notice is given by such employee of his intended termination, any unused annual leave credits are to be compensated at the employee's regular rate of pay. Employees will receive a lump sum payment during the last payroll period for accumulated annual leave credits.
- D. Employees shall submit requests for approval of use of annual leave to the Mayor, in writing, of their intent to use consecutive days of annual leave, at least one (1) week in advance of the intended leave date, unless or except in special circumstances. Employees shall notify the Mayor when expecting to not report for work for the day.
- E. Annual Leave shall be used in minimum increments of one half day.

6. Sick Leave

Absence from duty by an employee of the City of Lockport by reason of the employee's own sickness, disability, or medical/dental appointments or that of their immediate family, shall be allowed as provided in this section. Absence from duty for such reasons, if duly granted by the Department Head, shall be considered and known as "sick leave".

- A. Sick leave shall be credited at the rate of one and one-half (1 ¼) days per month. Half-time employees shall earn a pro-rated amount of sick leave. Employees shall be charged sick leave time for actual hours used, in a minimum increment of fifteen (15) minutes. Sick leave credits will be earned when an employee is on full and active pay status for fifty percent (50%) of the working days in the calendar month. Days during which an employee is out on Worker's Compensation, in excess of 20 days are not considered to be days on full pay status for purposes of earning sick leave.
- B. An employee who is absent on sick leave shall report his absence, and reason therefore, to the Mayor at the earliest possible time but no later than 9:30 a.m.
- C. Sick leave shall be granted by the Mayor. Employees who are absent under the provisions of this section shall notify the Mayor if the absence is anticipated to be of an extended nature and/or will interfere with departmental operations.
- D. After 3 consecutive days of illness or after 12 cumulative days of illness during a 12 month period, a medical certificate may be required. When a pattern of abuse of sick leave is suspected, the City, upon advance notice, require an employee to provide proof of illness at any other time. The City also may require the employee to be examined, at the City's expense, by a physician designated by the Mayor and/or City Council.
- E. Employees may utilize sick leave during the statutory waiting period while under Workers' Compensation.
- F. Employees may accumulate unused sick leave up to a maximum of 200 days.
- G. Accrual of sick leave shall be unlimited. However, the total amount of sick leave that will be considered for credit purposes will be capped at 350 days. Employees shall have sick leave accrued time applied up to the maximum credit allowed toward retirement service credit under 41J. The remainder will be bought back by the City at 40%.

7. Emergency Pool

In conformance with the rules, the Mayor is authorized to permit the use of hours in the pool by any current City employee who qualifies and makes a request for such hours based on a personal or family emergency. All decisions by the Mayor shall be final and binding.

8. Family Sick Leave

Notwithstanding those benefits afforded under the Family Medical Leave Act, an employee shall be allowed to accumulated sick leave for absence from work necessitated by illness of the employee's parent (including stepparents and foster parents), spouse, child (including stepchild and foster child), sibling (including step sibling), grandparent, grandchild, parent-in-law, son/daughter-in-law or other person who is a member of the household. The City may request written documentation from the employee to verify residency of other household members.

9. Personal Leave

1. Personal leave with pay shall be granted for religious observance or personal business.
2. Effective January 1st of each year, employees shall be credited with three days of personal leave. Employees who work at least half time shall receive prorated personal leave. Employees hired after January 1 or terminating service before December 31st shall receive a prorated share of personal leave credit.
3. Whenever possible, a request for personal leave should be submitted to the Mayor forty-eight (48) hours prior to the requested dates.
4. Unused personal leave time shall be carried over at the end of the year credited as accumulated sick leave.

10. Family Medical Leave

An eligible employee shall be granted Family Medical Leave in satisfaction of the Federal Family Medical Leave Act not to exceed a total of twelve work weeks during any twelve month period for the following:

1. Because of the birth of a son or daughter of the employee in order to care for such son or daughter;
2. Because of the placement of a son or daughter with the employee for adoption or foster care;
3. In order to care for the spouse, son, daughter, or parent of the employee, if such spouse, son, daughter, or parent has a serious health condition;
4. Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee;

An eligible employee shall be required to use accrued paid vacation or personal leave for instances provided under subparagraphs 1 or 2 above. An eligible employee shall be required to use accrued paid vacation leave, personal leave, sick leave or family sick leave for leave provided under paragraph 3 or 4 above for any part of the twelve week period of such leave.

The City shall maintain coverage for health insurance to an employee on leave pursuant to this section for the duration of the twelve week period, and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave. The City may recover the premium that the City paid for maintaining coverage for the employee under such group health plan during any period of unpaid leave if the employee fails to return from leave after the twelve week period except if the employee fails to return because of the continuation, recurrence, or onset of a serious health condition that entitles the employee to leave under subparagraph 1 or 2 above or, other circumstances beyond the control of the employee.

Nothing contained in this provision shall otherwise limit the obligations of the employer or the employee under the provisions of the family leave act.

11. Leaves of Absence

- A. A leave of absence without pay of up to one year may be granted to employees covered by this policy. A written request for a leave of absence must be submitted to the Mayor at least four (4) weeks prior to the requested date of leave stating the reason for the leave and the anticipated duration of the leave.
- B. A leave of absence shall not be granted to accept other employment.
- C. No leave shall be authorized which may exceed the remaining period of a term appointment.
- D. Not less than thirty (30) days prior to the expiration of an employee's leave, the employee shall be required to submit written notification to the Mayor or Department Head of their intention to return to work.
- E. When an employee is on a leave of absence for one-half of a month or longer, sick leave, longevity and vacation will be pro-rated to reflect the leave. Employees on an unpaid leave of absence will be required to contribute the full cost of health insurance and any other paid fringe benefits for the period beyond three (3) months, except as otherwise provided by law or rule.

12. Bereavement Leave

- A. In the event of the death of an employee's parent (including stepparents and foster parents), spouse, child (including stepchild and foster child), sibling (including step sibling), grandparent, grandchild, parent-in-law, and any other person who is a member of the household (the City may request written documentation from the employee to verify residency of other household members), the employee shall be excused from work, if the employee was scheduled to work, with pay at his/her request, for up to four (4) days. One (1) day of the four (4) may be retained for later interment.

- B. In the event of the death of any relative not outlined in Section A of this Article, the employee shall be excused from work at his/her request for a maximum of two (2) days to attend the funeral utilizing accrued personal leave, vacation leave, floating holiday or comp time.
- C. Employees covered by this Agreement who are less than full-time shall receive a pro-rated value of the full-time equivalent of the scheduled full-time hours.

11. Jury Duty

Upon receipt of proof of the necessity of jury services or appearance as a witness to subpoena or other order of the court (for job related actions only), employees shall be granted leave with pay to provide time as needed for such service. Any compensation received, less expenses, for said service shall be returned to the City Treasurer within five (5) working days from the time it is received by the employee. An employee, who is dismissed for the day or from service within two (2) hours or more remaining in his/her regular scheduled work day is required to report to work.

12. Military Leave

Employees serving as a member of an organized militia or any reserve force or reserve component of the Armed Forces of the United States are entitled to paid leave not to exceed thirty (30) calendar days or twenty-two (22) work days, which ever occurs first, in accordance with Section 242 of Military Law. Requests for military leave should be presented to the Department Head or Mayor as soon as possible upon receipt of orders.

Miscellaneous

IV. Reasonable Suspicion Alcohol and Controlled Substance Policy

The City of Lockport intends to maintain a drug and alcohol free workplace and, as such, has adopted procedures for conducting screenings of all employees for the use of illegal drugs and improper use of prescription drugs and alcohol based upon reasonable suspicion.

V. Personal Appearance of Employees

It is important that all City employees project a professional image to the patients, clients and/or members of the general public with whom they interact. Employees are expected to dress in a manner appropriate to their working environment and to the type of work performed. Employees who are required to wear uniforms and safety equipment are expected to wear them in their entirety.

VI. Equal Employment Opportunity

It is the policy of The City of Lockport to provide equal opportunity in employment for all qualified persons; to prohibit unlawful discrimination in employment; and to promote the full realization of equal opportunity on a continuing basis through a realistic Affirmative Action Plan.

This Policy of Equal Employment Opportunity:

Applies to all persons without regard to sexuality, race, color, creed, national origin, age (18-70), sex, disability, religion, marital status, political affiliation, or criminal record.

Applies to all City organizational departments and governs all City employment practices, policies, and actions.

Provides that no local practice, or procedure or policy exists which serves to diminish or negate such equal opportunity.

All Unrepresented Department Heads, Management, and Management-Confidential employees are expected to comply with this policy directive and to insure equal opportunity in all Human Resources practices within their individual departments.

VIII. Code of Ethics

Employees shall be bound by Section 806 of the General Municipal Law and Resolution of the City Council adopting a Code of Ethics. Employees shall behave in the highest moral and ethical conduct in accordance with State and City Law. A copy of the City's Code of Ethics is provided upon hire.

IX. Questions of Intent or Application of this Policy

Questions regarding the intent of proper application of any provision of this policy shall be directed to the Personnel Committee, City Council and/or Mayor as deemed appropriate.

X. Discipline and Discharge

Any employee covered by this policy who has successfully completed their probationary period shall be entitled to the procedures and rights afforded and specified within Sections 75, 76, and 77 of the New York State Civil Service Law for all matters involving discipline and discharge.