

From Employee Handbook

If you are involved in an accident, and are in possession of a Town issued cell phone that has picture taking capabilities, or if you have any other picture recording device, you are encouraged to take appropriate photographs.

Visitors

Effective date 01/01/2014

Although the Town allows employees to have family and friends visit while on duty, those visits should not interfere with work and work areas.

The Town prohibits guests from having unescorted access to Town facilities and/or private offices/work areas, unless that facility or work area is available for use by the general public.

At no time are guests allowed in offices/work area while Town business is being conducted and/or community members are present. When you do have a non-employee in your office, please ensure that any non-public Town information is secure and not visible to the public eye.

Unless they are service animals, animals are prohibited from being brought into the workplace.

Wages

01/01/2014

The Town strives to pay fair and equitable wages to all employees. Union employees will have their wages administered through their applicable agreements. Non-union employees will have their wages administered the same as the teamsters.

Whistleblower Protection

Effective date 01/01/2014

The Town encourages its employees to report improper activities in the workplace, and will protect employees from retaliation for making any such report in good faith. Employees have the right to report, without suffering retaliation, any activity by a Town employee, or Board Member, that the employee reasonably believes violates any state or federal law; amounts to noncompliance with a state or federal rule or regulation; or violates fiduciary responsibilities by an organization to its stakeholders or employees.

Employees can refuse to participate in an activity that would result in a violation of state or federal statutes, or a violation or noncompliance with a state or federal rule or regulation.

The whistleblower protection laws do not entitle employees to violate a confidential privilege of the Town (such as the attorney-client privilege) or improperly disclose proprietary or information critical to the legal operations of the Town.

Employees have the duty to comply with all applicable laws and to assist the Town to ensure legal compliance. An employee who suspects a problem with legal compliance is required to report the situation to the Town Supervisor. If the problem is with the Town Supervisor, the employee may contact their department's Town Board Member Liaison.

Attendance – Absence and Call-in Procedures

The Town expects regular attendance and punctuality from all employees. Taking unscheduled days off can negatively affect the standard of service to the community and other employees.

Occasions may arise when an employee is late or absent because of unexpected emergency events. In instances when employees cannot avoid being late to work or are unable to work as scheduled, the employee is required to phone, or text, his/her supervisor/department head, or in their absence phone the Town Supervisor's office. This phone call, or text message, must be made/sent no later than 60 minutes prior to their employee's scheduled start time, unless physically unable to do so, or unless an emergency occurs on the way to work. Employees must make the contact themselves, unless severe illness or injury prevents them from doing so. The reason for the lateness or absence, including the duration if known, must be provided.

Unless instructed otherwise by his or her supervisor or other management, employees who are absent for more than one day, but not on an approved leave of absence (i.e. medical), are required to call in each day of their absence to speak to his/her supervisor with regard to their absence status and to discuss any unfinished work projects.

In the event an employee is absent for two days or more without prior notice or approval from their management, such absence is viewed as job abandonment. The employee will be separated from employment as a voluntary quit.

Compensatory Time

Because the Town is a public employer, Department of Labor Regulations allow us to offer compensatory time to hourly (non-exempt) employees in lieu of paying overtime as long as the employee agrees to it.

If an hourly employee works over 40 hours in a work week, he or she may elect to save that time as comp time or be paid an overtime rate (reference Pay policy/Overtime). Comp time will be banked/saved at 1.5 times the number of hours worked over 40 in a work week.

Only actual time worked counts towards time for the purpose of calculating comp time. Any paid time off during a particular work week (such as holiday, sick, etc.) does not count as time worked for the purpose of calculating any comp time an employee is eligible for.

Hourly employees will be allowed to accumulate/save up to 8 hours of comp time. The employee must use those 8 hours within 30 days of the last "deposit". Any time not used will be forfeited. Keep in mind that since comp time is banked at 1.5 times your hours worked, it will then be paid out at your regular rate (not overtime rate).

Requests of when to use comp time will be given every consideration and allowed according to departmental operational needs. Employee requests to use comp time shall not be unreasonably denied.

Overtime

As required by wage and hour laws, non-exempt/hourly employees will be paid a rate of time and one-half their regular hourly rate for all hours worked over 40 in a work week.

Paid holiday time and paid sick time count as hours worked towards the calculation of overtime pay. Any other paid time, other than hours actually worked, does not count as time worked for the purpose of computing overtime pay.

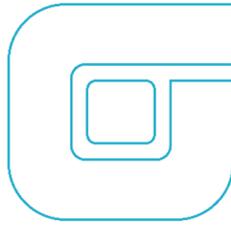
Employees covered by a labor agreement will be paid for overtime according to their specific agreement.

The Town allows compensatory time in certain circumstances; please reference the Comp Time policy for additional information.

Non-exempt employees are not permitted to work overtime without the advance approval of the employee's supervisor/department head. Employees will be provided with advance notice of the need to work overtime whenever possible; however, employees need to be flexible in accepting overtime to best serve the community.

Reference also the applicable labor agreement with regard to additional overtime provisions.

WINGPEOPLE LIST	
Ahern, Donald	
Carey, Kevin	
Coon, John	
Cordell, Robert	
DeFuoco, Michael	
Dreverman, Kyle	
Dudzinski, Chester	
Elderbroom, Harvey	
Engbretsen, Blake	
Ennault, Tase	
Ferstler, P. Michael	
Garvey, B. Joe	
Harvey, Brandon	
Henderson, Robin	
Hogan, Allan	
Joss, Randy	
Kearney, Peter	
Leonard, Anthony	
Lottermoser, Jeffrey	
Mayers, Benjamin	
Mayers, Eric	
Mayers, Laura	
Mayers, Richard	
Mutter, Brandon	
Nadeau, Samantha	
Reardon, Ronald	
Sherback, Brittany	
Spenard, Greta	
Slate, Ray	
Stone, Adelbert	
Stuhler, Charles	
Taylor, T.J.	
Ventre, Roger	
Wood, Stewart	
Woznica, Frederick	
Woznica, Joseph	
Woznica, Pamela	
Zacholl, Arthur	



November 10, 2015

Town Board

Town of Cicero
8236 Brewerton Road
Cicero, New York 13039
Attention: Jessica Zambrano, Supervisor

RE: Mandorla Gardens/Loretto Securities
FILE: 0101/61478.112

Dear Board Members,

The Developer for the referenced project has securities in place for punchlist items and road guarantee per a July 24, 2014 letter from C&S Engineers, Inc. A recent inspection of the site confirms that the punchlist items have been completed and the road is in good condition. Subject to any comments from the Town Highway Department and the Codes Enforcement Department it is recommended the securities be released as follows:

	<u>Previous Amount</u>	<u>Amended Amount</u>
1. Overland drainage and grading	\$ 3,000	\$ 0
2. Stockpile stabilization and silt fencing	\$ 9,000	\$ 0
3. Utility maintenance guarantee	\$ 14,500	\$ 0
4. Road guarantee	\$ 8,600	\$ 0
5. Monument deposit	\$ 1,800	\$ 0
6. Stop sign (2) installation	\$ 200	\$ 0
Total	\$ 37,100	\$ 0

If you have any questions or comments, please do not hesitate to contact us.

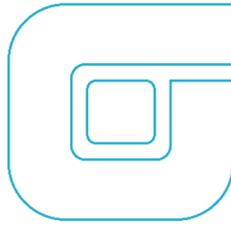
Very truly yours,
O'BRIEN & GERE ENGINEERS, INC.

Mark C. Parrish, P.E.
Managing Engineer

cc: Shirlie Stuart, Comptroller – Town of Cicero
Chris Woznica, Superintendent – Town of Cicero Highway Department
Richard Hooper, Director of Code Enforcement - Town of Cicero
Robert Germain, Esq. – Germain & Germain
David Mooney – Loretto Group
Stephen Snell, P.E. – O'Brien & Gere

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November 12, 2015

Town Board

Town of Cicero
8236 Brewerton Road
Cicero, New York 13039
Attention: Jessica Zambrano, Supervisor

RE: Wallington Meadows Section No. 7A
FILE: 0101/61478.114

Dear Board Members,

The Developer for the referenced project has securities in place for installation of the top course and road guarantee. The top course has been installed satisfactorily and the road guarantee should be held for a one year period. Subject to comments from the Town Highway Department and the Codes Enforcement Department it is recommended the securities be reduced as follows:

	<u>Previous Amount</u>	<u>Amended Amount</u>
1. Top course	\$ 18,500	\$ 0
2. Road guarantee	<u>\$ 8,000</u>	<u>\$ 8,000</u>
Total	\$ 26,500	\$ 8,000

If you have any questions or comments, please do not hesitate to contact us.

Very truly yours,
O'BRIEN & GERE ENGINEERS, INC.

Mark C. Parrish, P.E.
Managing Engineer

cc: Shirlie Stuart, Comptroller – Town of Cicero
Chris Woznica, Superintendent – Town of Cicero Highway Department
Richard Hooper, Director of Code Enforcement - Town of Cicero
Robert Germain, Esq. – Germain & Germain
Mike D'Amico – Combat Construction
Stephen Snell, P.E. – O'Brien & Gere



Date December 23, 2015

Highway Department Agenda Items

Move the adoption of a resolution to approve the following:

Wingperson list for 2015-2016 season- see last agenda

(A) PURCHASE: fuel tank, straps trk #43

VENDOR: Stadium International

AMOUNT: \$ 2500.00

ACCOUNT CODE: DB513046

(B) PURCHASE: air compressor for #12

VENDOR: Fleetpride

AMOUNT: \$ 1700.00

ACCOUNT CODE: DB513046

(C) PURCHASE: Various parts for trks #36,35,12,41

VENDOR: Beam Mack

AMOUNT: \$3000.00

ACCOUNT CODE: DB513046

(D) PURCHASE: Light Stone Fill, Rip Rap for the Oxbow

VENDOR: TH Kinsella Inc.

AMOUNT: \$ 3,094.17

ACCOUNT CODE: DB511242

(E) PURCHASE : 58 loads leaves and brush

VENDOR: C. Mattes, Inc.

AMOUNT: \$ 4,640.00

ACCOUNT CODE: DB514047

TO: Town Board
FROM: Jody L. Rogers, Director
DATE: December 15, 2015
RE: AGENDA 12/23/15

Purchase Approvals:

ITEM: General supplies, replace sump pump, supplies for parade float
VENDOR: Home Depot
AMOUNT: \$1772.97
Budget Code: A7110.40 1556.37
A7150.40 216.60

ITEM: Bennett Street change orders – funding through grant funds
VENDOR: Environmental Paving Solutions
AMOUNT: \$6949.25
Budget Code: A69894 LWRP III

