

# **Village of Rye Brook Employee Manual**

## **Summary of Non-Union Benefits**

## TABLE OF CONTENTS

I.	EMPLOYMENT PRACTICES & BENEFITS .....	PAGE 1
A.	HOURS OF WORK.....	1
B.	WORK WEEK.....	1
C.	OVERTIME.....	1
D.	ATTENDANCE AND PUNCTUALITY .....	1
E.	EVALUATION PROCESS.....	2
F.	SEPARATION FROM EMPLOYMENT.....	2
G.	HOLIDAYS.....	2
H.	VACATION.....	2
I.	PERSONAL LEAVE.....	3
J.	SICK LEAVE.....	4
K.	GENERAL LEAVE PROVISIONS.....	5
L.	SICK LEAVE INCENTIVE.....	5
M.	MEDICAL, DENTAL AND VISION BENEFITS.....	5
N.	DISABILITY .....	6
O.	WORKERS COMPENSATION.....	6
P.	LIFE INSURANCE .....	7
Q.	BEREAVEMENT LEAVE.....	7
R.	PROFESSIONAL DEVELOPMENT.....	7
S.	LONGEVITY PAYMENTS.....	7
T.	CHILDREN IN THE WORKPLACE.....	7
U.	APPEARANCE AND ATTIRE.....	8
V.	COMPENSATORY TIME.....	9

## **I. EMPLOYMENT PRACTICES AND BENEFITS**

**A. HOURS OF WORK** The normal work week for regular, full-time, non-management employees is thirty-five (35) hours. The normal hours of business are 8:30 AM – 4:30 PM. One hour shall be provided as a lunch break to be taken between the hours of 11:00 A.M. and 2:30 P.M. No other official breaks are authorized, although it is understood that employees may need minimal times away from their desks for other purposes (i.e. bathroom, coffee, etc.). Employees leaving their offices for unofficial breaks (other than bathroom breaks) shall notify their supervisor of their location and purpose for the break and these breaks should be kept to a minimum.

**B. WORK WEEK & PAY CYCLE** The *work week* for full-time employees is Monday through Friday. The *work week* for part-time employees is also Monday through Friday. The *pay cycle* for all full-time employees is Thursday through Wednesday, and the *pay cycle* for all part-time and seasonal employees is Wednesday through Tuesday.

**C. OVERTIME** Any non-management employee who is paid on an annual basis and who is authorized or required to work more than thirty-five (35) hours in any week, may be allowed compensatory time off or, in the discretion of the Department Head, may receive compensation for hours worked in excess of thirty-five (35) hours, but not exceeding forty (40) hours in any week at his normal base pay. Any employee who is paid on an annual basis who is authorized or required to work more than forty (40) hours in any week may be allowed compensatory time off in the same pay period as that in which overtime occurred, or, in the discretion of the Department Head, shall receive overtime compensation for hours worked in excess of forty (40) hours in any week at one and one half times his hourly rate. Overtime pay shall not be paid where compensatory time off can be granted. The amount received as overtime shall be regarded as salary or compensation for the purpose of pension or retirement contribution. Overtime payments are made in accordance with all applicable governmental laws and regulations.

**D. ATTENDANCE, AND PUNCTUALITY** The effectiveness of our operation is greatly dependent upon each employee meeting his or her responsibility to be at work regularly and on time. Besides the increased cost for excessive absenteeism and tardiness, an unfair burden is placed upon other members of the work team, who must adjust their work schedules to cover for those who are absent or tardy. Employees arriving late or leaving early cannot make up their time during their lunch hour except in very rare and extreme cases.

Excessive absence and lateness shall be grounds for disciplinary action up to and including termination, in accordance with applicable law. Employees are required to call in to their supervisors by 8:30 AM if they will be absent or late on a given day, to provide adequate notice.

**E. EVALUATION PROCESS** Supervision and evaluation are aimed toward increasing the effectiveness of personnel to improve the quality of services to residents. An employee performance evaluation will be conducted at least once a year by his/her Department Head. All new employees shall be given an evaluation after completing six (6) months of service.

**F. SEPARATION FROM EMPLOYMENT** All employees who resign in good standing, retire, or die while still an active employee will be compensated for unused vacation days which have already accrued in the current year or were accrued and carried over from the preceding year with a supervisor's consent, or compensatory time credited to him/her which he/she has not used. If an employee has 10 (ten) years of service as of 6/1/01, he/she must retire from (i.e. begin receiving retirement benefits) or be terminated (i.e. fired, not a resignation) by the Village to receive health insurance coverage. In the event of any employee's death, his/her beneficiary will be entitled to any compensation which would have been received by the employee.

Federal law requires most employer sponsored group health plans to offer employees and their families the opportunity to temporarily extend their existing health coverage ("continuation coverage") at their own cost under circumstances when coverage would otherwise end.

Any keys, Village Identification Card, and all other Village property issued to the employee must be returned upon termination.

An exit interview is required with an employee's Department Head and the Village Administrator.

**G. HOLIDAYS** Non-union employees on an annual salary basis shall be given time off for legal holidays which are observed on a work day. The Board of Trustees shall establish the schedule of legal holidays. Currently they are as follows:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth	Christmas Day
Independence Day	

Non-Union employees in coordination with their department head have the option to replace Rosh Hashanah (2 days) and Yom Kippur (1 day) on any days occurring during the week with other holidays.

**H. VACATION** Regular full-time employees shall be allowed, with the approval of the Department Head as to scheduling, a vacation with pay for such time as provided herein. Such vacation shall be earned based upon years of service. For new employees

vacation time shall be accrued at the rate of .8 days per month. Beginning January 1, 2016, all such employees with six months of completed service will be credited with one (1) week of vacation time; all such employees with one to four years of completed service shall be credited with two (2) weeks of vacation time; all such employees with five to nine years of completed service shall be credited with three (3) weeks of vacation time; all such employees with ten to fourteen years of completed service shall be credited with four (4) weeks of vacation time; and all such employees with fifteen+ years of completed service shall be credited with five (5) weeks of vacation time.

The minimum increment to utilize vacation leave is 1/2 day.

As a general rule, vacation must be taken during the year in which it is accrued. In exceptional cases, any employee may, on the recommendation of the Department Head and with approval of the Village Administrator, carry over his/her unused vacation time from one year to the next so that all or any part of the vacation allowed for two years may be taken during the second calendar year provided that the interests of the Village are not adversely affected thereby. In no event may vacation be carried over for more than one year. Vacation schedules and actual vacation time taken shall be reported to the Deputy Treasurer on a monthly basis by the Department Head. Unused vacation accrued in the year of termination and/or carried over pursuant to this paragraph shall be paid at termination.

An employee with less than ten (10) years of service with the Village of Rye Brook may request up to five (5) vacation days vacation pay in lieu of taking the vacation days until that employee reaches ten (10) years of service. Any such request must be made in writing to the Village Administrator and at least one year must elapse between requests.

An employee with ten (10) or more years of service with the Village of Rye Brook may request up to ten (10) days vacation paying lieu of taking the vacation days, but may not take more than half of their accumulated vacation day balance. Any such request must be made in writing to the Village Administrator and at least one year must elapse between requests.

**I. PERSONAL LEAVE** Personal leave is leave with pay for personal reasons and is intended to be available for use for religious observance, necessary absences due to extraordinary weather conditions, attendance at conventions other than on Village business, personal or family appointments, or for other personal reasons. A maximum of five (5) personal days per year shall be permitted. Personal days shall be accumulated at the rate of 1.25 days per quarter (three months). The minimum increment to utilize personal leave is 1/2 day. Personal leave will not be carried over from year to year and is not to be used in conjunction with vacation time. Additionally, there shall be no payout for unused personal days. Personal leave is to be taken only with advance departmental approval so as not to interfere with the proper operation of government. Personal leave shall be reported to the Deputy Treasurer by the Department Head on a monthly basis. Employees must make their request in writing at least five days in advance. The Village

retains discretion in approving the request, subject to the needs and demands of the department.

**J. SICK LEAVE & EXTENDED SICK LEAVE** An annual sick leave of fifteen (15) days will be permitted in any calendar year. The minimum increment to utilize sick leave is 1/4 day. If an employee has a doctor or dentist appointment and is medically able to work prior to or following the appointment, the minimum sick leave increment should be utilized (i.e. not a full day). Sick leave is defined as absence from employment because of illness, injury, or quarantine resulting from exposure to contagious disease. Sick leave will be allowed only for such purposes as stated above. Two (2) sick leave days per year may be utilized to attend to a sick immediate family member (not the employee) and these two (2) sick days shall not count against the sick leave incentive program. The Administrator or Department Head may require substantiation of sick leave as may be deemed necessary, or after ten (10) days of absence in one calendar year. An employee who is out sick for more than two consecutive days may be required to submit a doctor's note upon return to work. Sick days taken shall be reported to the Deputy Treasurer by the Department Head on a monthly basis. In the event an employee does not use his/her annual sick leave of fifteen (15) days, he/she will be permitted to accumulate his/her unused sick leave for purpose of applying such days toward the retirement benefit granted in 41 (j) of the Social Security and Retirement law.

Sick leave shall be credited to all employees at a rate of 1.25 days per month of employment. As of January 1<sup>st</sup> of each year, an employee shall be credited with fifteen (15) days of sick leave. In no event shall any payment be made in lieu of accumulated sick leave.

*Extended sick leave* for a long-term illness or injury shall be granted in the following manner, provided it is consistent with the Village's Family and Medical Leave Act policy:

1. Once all existing sick leave has been exhausted, the employee may convert any other accumulated time (e.g. unused vacation days from the current and prior year and unused personal days from the current year) to sick leave.
2. Once the time accumulation mentioned in 1 above is exhausted, the employee shall be granted an additional week at half pay for every year of service to the Village.
3. Once the above has been exhausted, other employees may donate sick leave to a co-worker on a voluntary basis.

**K. GENERAL LEAVE PROVISIONS** Accumulated leave is administratively credited on January 1<sup>st</sup> each year, but any retirement or termination pay for accumulated leave days shall be pro-rated based upon the employee's anniversary date of hire.

**L. SICK LEAVE INCENTIVE**

Effective January 1, 2005 the following Sick Leave Incentive will be in effect:

<b><u>No. of Sick Days</u></b>	<b><u>Bonus Hours Paid</u></b>
0	28
1 or less	24
2 or less	20
3 or less	14
4 or less	10
Over 4	0

Please note that new employees must be on payroll during the entire annual period to receive any payments.

**M. MEDICAL, DENTAL AND VISION BENEFITS:**

The general description or summary of benefits which follows is not intended to create any rights to any particular benefit or level of benefit. The plan documents establishing the respective benefits and the Village's participation govern eligibility requirements. All benefit plans and programs are subject to modification, change or termination by the Village or the insurance carriers, at any time. Such changes may include, but are not limited to, benefits, benefit levels, coverage, eligibility, vesting, participation, carrier and insurance companies, as well as the plans themselves.

**MEDICAL BENEFITS:** All employees will receive medical benefits as may be approved by the Board of Trustees. Employees hired on after January 1, 2022 who have at least fifteen years experience working full-time in Rye Brook will continue to receive health insurance as a retiree for the life of the retiree and spouse. All employees hired on or after January 1, 2006 must contribute 10% towards individual plan health insurance premiums and 25% towards family plan health insurance benefits as an active employee and in retirement. "Retirement" shall be considered when an Employee begins receiving retirement benefits directly following employment in Rye Brook, not when they are simply "eligible" to receive these benefits.

**MEDICAL BENEFITS BUYOUT:** Employees may opt out of the Village's health insurance program in whole or in part for periods of a full year by completing the appropriate form furnished by the Village. In order to be eligible for this option, the employee must certify that he or she has health insurance through a source other than

the Village. An employee opting out of the Village's program for family coverage or individual coverage will receive a cash payment in the amount of \$5,000 for family or \$2000 for individual. The payment will be subject to all usual payroll deductions and will be made on the payroll that includes the employee's anniversary (provided that the employee remains uncovered by the Village for twelve consecutive months). Employees electing to decline coverage must do so by filing their forms no later than November 30 in any year, with the provisions of this plan taking effect on January 1. Once a waiver form has been filed with the Village, the waiver shall continue to be in effect from year to year unless the employee elects to re-enroll. Once an employee waives coverage for a given year, he or she may not reinstate coverage for that year except for a change in family status consistent with the rules of the Village's policy and applicable law and regulations. A change in family status may include death or divorce of a spouse or termination of employment of a spouse whose employer had provided the alternate insurance. It does not include the voluntary declination of insurance offered by the spouse's employer, changes in the cost of coverage offered by the alternate source, or the onset of a medical condition during the time the employee has waived coverage by the Village. (If an employee reinstates coverage during the course of the year, the employee must repay any amount already paid in return for the waiver. If an employee who had waived coverage elects to reinstate coverage for the following year, he or she must notify the Village no later than November 30.)

**DENTAL BENEFITS:** All employees shall be entitled to a dental benefit as may be approved by the Board of Trustees.

**VISION CARE:.** Optometry Plan – Vision Care for Village employees shall be determined by the Board of Trustees. The current level of benefits is as follows:

<u>Optometry Vision Care Allowance Per Employee</u>	
Vision and Health Eye Exam (annual)	\$ 125.00
Frames and Lenses (every two years)	\$350.00

- N. **DISABILITY.** An employee, upon filing appropriate medical evidence that he/she is medically disabled, will be permitted to use any annual sick leave for the period of the disability. As of June 1, 2001 the Village provides short-term disability coverage.

In addition to the preceding leave with pay, an employee may be granted, upon request to the Village, a leave of absence without pay for a minimum of six months, which may be extended, upon the recommendation of the Department Head, up to a maximum of one year. An employee on unpaid medical leave is required to give advance notice of his or her plans to return to work.

- O. **WORKERS' COMPENSATION.** An employee must notify his/her department head immediately if he/she is injured on the job or becomes ill as a result of his/her job. When an employee reports the injury or illness to his/her department head, he/she



will be given an incident report to fill out. An employee is given 45 (forty-five) days of workers' compensation days per injury.

**P. LIFE INSURANCE.** The Village of Rye Brook has established a Group Life Insurance Plan to provide a \$40,000 policy for every active full-time employee. The Village of Rye Brook will pay a deceased active employee's current salary due at time of death, together with the life insurance benefit to the dependent heir or heirs.

**Q. BEREAVEMENT LEAVE** An employee shall be provided up to three (3) calendar days per occurrence relating to the death of a spouse, child, parent, grandparent, sister, brother, parent-in-law, sister-in-law, or brother-in-law.

**R. PROFESSIONAL DEVELOPMENT.** Any employee who takes courses which are job-related shall be eligible for up to \$1,000.00 per fiscal year for reimbursement of tuition and books. An employee's Department Head and the Village Administrator must pre-approve the courses. Forms can be obtained in the Treasurer's Office. If less than half of the Village employees utilize the Professional Development reimbursement, an employee who is utilizing this benefit will be entitled to receive an additional amount, but in no event shall the total benefit exceed \$2,000.00 for the year. Reimbursement shall be given after successful completion of the course(s) taken with a grade of "B" or better. By approval of the Village Administrator the Village of Rye Brook will pay \$500 towards the membership fee per year for employees who join a health club. The Village will make payment on a reimbursement basis upon completion of each year of membership. An employee must attend a health club at least three (3) times per month for a twelve consecutive month period. Payment will be made upon completion of each year. The membership fee is considered part of Professional Development.

**S. LONGEVITY PAYMENTS:**

Employees are eligible for longevity payments based upon the following schedule:

After 8 Years	\$ 450 per year
After 12 Years	\$ 700 per year
After 16 Years	\$1,000 per year

**T. CHILDREN IN THE WORKPLACE**

The Village recognizes that at times employees may want to bring their children to the office and that such visits may be appropriate. The following guidelines must be followed with respect to bringing children to work.

An employee may not bring his or her child to work for the entire day. Children may visit briefly or come to have lunch with a parent, but cannot stay all day or extended periods of time on multiple days. If a special short-term situation arises that is out of an employee's control that necessitates the need to bring a child to work for longer

than a brief visit, then advance written permission must be obtained from both the Supervisor and the Administrator.

Employees may not bring sick children to work. It is the employee's responsibility to either arrange for appropriate childcare or, where appropriate, use time off to care for the child.

#### **U. APPEARANCE AND ATTIRE:**

Appearance and attire should be "business casual" all week (M-F) and appropriate for a business office. Employees should exercise discretion based on the office, work environment and any meetings or functions being attended.

All village employees should strive to make a positive, professional impression to the public and any co-workers. The following guidance is provided for village offices:

For men, when working in the office it is okay to wear suits, sport jackets, collared shirts (button-down or polo), sweaters, pants such as khakis or "Dockers"-type, dress pants or trousers, leather shoes or loafers. It is not okay to wear non-collared shirts, t-shirts, tank-tops, sweatshirts or sweatpants, shorts, sneakers or sandals. Blue jeans are allowed, but employees are cautioned not to wear them every day and only as appropriate for the office environment (no rips, tears, cut-offs, etc.).

For women, when working in the office it is okay to wear blouses, dress shirts, sweaters, slacks, skirts and dresses, khakis, corduroy pants, linen pants or dress pants, leather shoes or similar. It is not okay to wear t-shirts, sweatshirts, sweatpants, tank tops, tight-fitting leggings, mini-skirts (or excessively short skirts and dresses, i.e. not reaching finger-tip length), shorts, excessively revealing tops (i.e. low-cut, midriff, off-the-shoulder, etc.) or sneakers. Blue jeans are allowed, but employees are cautioned not to wear them every day and only as appropriate for the office environment (no rips, tears, cut-offs, etc.).

Some exceptions to the above policy are when an employee is spending much of the day away from the office in the field, attending recreation programs, cleaning an office, or during/following emergency events. In such circumstances, the employee should still dress appropriately to make a good and professional impression.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business casual attire for work, please ask your supervisor or your human resources staff.

## **V. COMPENSATORY TIME:**

All requests for compensatory time must be made and agreed upon by the department head in writing in advance. All compensatory time balances of 3.5 hours or more must be exhausted prior to using any Vacation or Personal leave. Running Compensatory time balances should not exceed fourteen hours except those hours earned as a result of working at a community events (i.e Carnival), summer day camp or summer teen travel camp. In these rare circumstances, the maximum accumulation must be brought within the fourteen hour limit within 30 days following the conclusion of the event or camp,

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