Development Authority of the North Country

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PERSONNEL POLICY

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SECTION 1 – INTRODUCTION

1.1 Welcome to the Development Authority of the North Country

An interesting and challenging experience awaits you as an employee of the Development Authority of the North Country (Authority). To answer some of the questions you may have concerning the Authority and its policies, we have written this Personnel Policy. Its purpose is to establish guidelines for fair, consistent and legal treatment of Authority employees. Please read it thoroughly and retain it for future reference. The Personnel Policy is subject to change at the sole discretion of the Authority and supersede any prior written or unwritten policies. The Personnel Policy may also be modified, as deemed necessary, to accommodate individual employment circumstances. From time to time, you may receive updated information concerning changes in the policy. Should you have any questions regarding any policies, please ask your manager.

The purpose of this Personnel Policy is to provide a general guide to the Authority's policies, programs, and benefits. As with all Authority communications, this Personnel Policy is provided to employees for their general information. This Personnel Policy does not include all the information employees will need during the course of their employment; therefore, employees are encouraged to contact their managers for additional information when necessary, and to review other Authority policies and procedures as applicable.

This Personnel Policy is not a contract guaranteeing employment, and nothing in it, or any other policy or communication, changes the fact that employment with the Authority is at-will. At-will employment means you can leave the Authority at any time, and the Authority can terminate your employment at any time, for any reason.

We wish you the best of luck and success in your position and hope that your employment relationship with the Authority will be a rewarding experience.

1.2 Authority Mission

The mission of the Development Authority of the North Country is to serve the common interests of Jefferson, Lewis and St. Lawrence Counties by providing technical services and infrastructure, which will enhance economic opportunities in the region and promote the health and well-being of its communities and Fort Drum.

1.3 Authority Principles

We will measure our achievements against these standards in all our activities.

A. Integrity

- We will be honest and responsible in dealing with customers, suppliers, partners and coworkers.

B. Environment

- We will strive to protect, conserve and enhance the health and well-being of our region, for current and future generations.

C. Quality and Excellence

- We will provide services that meet or exceed the needs and expectations of our customers.
- We will listen to our customers and pursue improvement and innovation in all our operations.

D. People

- People are the key to our success and our most important resource. Our employees will have equal opportunity in an environment that fosters communications and continuous improvement through employee involvement. We will treat our employees the way we expect them to treat our customers.

E. Leadership and Accountability

- We will identify opportunities that will benefit our customers and partners, and will focus our resources to take advantage of those opportunities. We will be accountable and responsible - individually and as an organization - for our actions and results.

F. Partnership

- We will work collectively and cooperatively with our coworkers and customers to achieve together what we could not achieve alone.

G. Stewardship

- We will maintain the highest level of fiscal responsibility and trust in our dealings.

SECTION 2 - EMPLOYMENT POLICIES

2.1 Equal Employment Opportunity

The Authority is an equal opportunity Employer and does not discriminate against any applicant or employee because of race, color, creed, religion, national origin, age, sex, sexual preference, sexual orientation, marital status, domestic violence victim status, gender identity or expression, familial status, military status, veteran's status, disability, genetic predisposition or carrier status, a known disability or any other characteristics protected by law. This policy applies to all terms and conditions of recruitment and employment, including, but not limited to, hiring, placement, promotion, working conditions, termination, layoff, recall, transfer, leave of absence, discipline, compensation, and training.

To further the principles of equal employment opportunity for all, the Authority has developed affirmative action practices for minorities, women, handicapped individuals, and Vietnam-era special disabled veterans. The Executive Director is responsible for administering and ensuring compliance with these policies.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate manager, the Human Resources Department or Executive Director. Employees can raise concerns and make reports without fear of reprisal. Every effort will be made to maintain the confidentiality of the matter consistent with the Authority's need to thoroughly investigate the allegations. Complete confidentiality cannot however be guaranteed. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

2.2 Prohibition of Discrimination Based on Reproductive Health Decision Making

The Authority will not access an employee's personal information regarding the employee's or the employee's dependent's reproductive health decision making, discriminate or take any retaliatory action against any employee with respect to compensation, terms, conditions, or privileges of employment because of or on the basis of the employee's or their dependent's reproductive health decision making, or require an employee to sign a waiver or other document which purports to deny an employee the right to make their own reproductive health care decisions. For purposes of this policy "reproductive health decision making" includes, but is not limited to, a decision to use or access a particular drug, device, or

medical service. In addition to reporting any alleged violations of this policy to the Authority, employees may also choose to pursue legal remedies by initiating a civil action in court for damages, injunctive relief, reinstatement, and/or liquidated damages.

No employee will be subject to retaliation or discipline by the Authority as a result of making or threatening to make a complaint against the Authority, a co-worker, or a public body, with respect to rights guaranteed under applicable law that have been violated; causing to be instituted any proceeding alleging violations of applicable law; or providing information to, or testifying before, any public body conducting an investigation, hearing, or inquiry into any alleged violation by the Authority of applicable law, rule, or regulation.

Any employee who believes that they have been subject to discriminatory or retaliatory behavior in violation of this policy should report it immediately to Human Resources or the Executive Director.

2.3 Personal Privacy Protection and Employee Access to Personnel Records

I. Personnel files are the property of the Authority.

II. The Authority complies with Article 6A of the Public Officers Law with respect to the privacy of personnel records.

III. Upon request, each employee of the Authority will be allowed to inspect their personnel records in the presence of their manager or Human Resources. An employee may request inaccurate information be corrected and/or may submit corrections to the records. If a request to correct records is denied, the employee may file a written appeal with the Executive Director.

2.4 Employee Complaint Process

The Authority has an internal complaint and right of appeal process to enable an employee to request assistance, report sexual harassment or other discrimination, or address any perceived unfairness. Through this process, the Authority can eliminate conditions, which may be discriminatory or detrimental to an employee or the Authority's efficiency and reputation.

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally; however, should a situation persist that you believe is detrimental to you or to the Authority, you should follow the procedure described here for bringing your complaint to management's attention.

Step One: Discussion of the problem with your immediate manager or Division Director is encouraged as a first step. If, however, you don't believe a discussion with your manager is appropriate, you may proceed directly to Step Two.

Step Two: If your problem is not resolved after discussion with your manager or if you feel discussion with your manager is inappropriate, you are encouraged to request a meeting with Human Resources. In an effort to resolve the problem, the Authority will consider the facts, conduct an investigation, and will normally respond within five working days.

Step Three: If you are not satisfied with this decision and wish to pursue the problem or complaint further, you may prepare a written summary of your concerns and request that the matter be reviewed by the Executive Director and/or Governance Committee. If the Executive Director has already been consulted during Step Two, the issue will be reviewed by the Governance Committee.

The committee, after a full examination of the facts (which would include a review of the written summary of your statement, and may include discussions with all individuals concerned, and a further investigation if necessary), will normally advise you of its decision within fifteen working days. The decision of the committee shall be final.

All requests will be reviewed as quickly and thoroughly as possible. The concern or complaint will be treated with complete respect and confidentiality, except as may be otherwise required by law.

2.5 Employee Assistance Program

I. The Authority recognizes that a wide range of problems — such as marital or family distress, alcoholism, and drug abuse — not directly associated with an individual's job function can nonetheless be detrimental to an employee's performance on the job. Consequently, we believe it is in the interest of employees and the Authority to provide an effective program to assist employees and their families in resolving problems such as these as the need arises.

II. Pivot Employee Assistance Services (EAP), is a confidential referral service available to all employees. The program provides crisis intervention and pretreatment counseling and referral to appropriate professional services for any employee with a personal problem that is adversely affecting job performance. Employees wishing this confidential service may call 315-788-4790.

III. Participation in EAP does not excuse employees from complying with normal Authority policies or from meeting normal job requirements during or after receiving EAP assistance. Nor will participation in our EAP prevent the Authority from taking disciplinary action against any employee for performance problems that occur before, during, or after the employee's seeking assistance through the EAP.

2.6 Physical Evaluation/Alcohol and Substance Abuse

Drug and alcohol dependency is an illness and a major health problem, which effects employee job performance. Furthermore, such abuse creates potential safety and security problems. For these reasons, the Authority has developed this policy.

I. As part of the Authority's employment procedures, all job applicants offered a position with the Authority will be required to have a pre-employment medical examination and drug screen conducted by a physician designated by the Authority. Any offer of employment by the Authority is contingent upon, among other things, satisfactory completion of these examinations, and a determination by the Authority and its examining physicians that the applicant is capable of performing the responsibilities of the position that has been offered.

II. Further, as a condition of continued employment, employees may also be required to undergo periodic medical examinations, at times specified by the Authority. Examinations may be required post-job injury or incident/accident. In connection with these examinations, employees are required to provide the Authority with access to their medical records, if requested. Further, it should be understood that the Authority receives a full medical report from its examining physicians regarding the applicant's or employee's state of health. Questions about medical examinations or alcohol and drug screening should be directed to Human Resources.

III. The Authority is required to comply with the Omnibus Transportation Employee Testing Act of 1991 (the "Act") and the U.S. Department of Transportation Regulation 49 CFR Part 40 (the "Regulation"). Job applicants for a position that requires a CDL will be required to have a pre-employment alcohol and controlled substance screening. Procedures for compliance with the

Act and Regulation have been adopted by the Authority and communicated to covered employees.

IV. All Authority required medical examinations and alcohol and drug screenings are paid by the Authority.

V. Employees are expected and required to report to work on time and in mental and physical condition for work. Reporting to work under the influence of alcohol or a controlled substance is prohibited.

VI. The manufacture, distribution, dispensation, possession, or use of alcohol, marijuana or any controlled substance on Authority premises or while conducting Authority business off premises is prohibited. Violations of this policy will result in disciplinary action, which may include termination of employment.

VII. The Authority encourages employees needing help in dealing with such problems to use the Pivot Employee Assistance Services, 315-788-4790.

2.7 Conflicts of Interest

I. Authority employees may not have any interest, direct or indirect, financial or otherwise, or engage in any business activity or transaction which is in conflict or creates the appearance of a conflict with the proper discharge of the employee's duties for the Authority. All personnel will sign an annual certification, declaring any conflicts of interest, or affirming none exist.

II. All business of the Authority must be conducted on an objective basis, solely on its merits and in accordance with Section 74 of the Public Officers Law, "Code of Ethics", and the Authority's Ethics Policy.

2.8 Confidential Information

I. Employees may not use their knowledge gained in the course of employment with the Authority in any way except to serve the authorized purposes of the Authority.

II. All of the business transacted by the Authority and all records, correspondence and general information is to be considered confidential except as specifically identified otherwise by the Executive Director, in accordance with the Authority's Public Access to Records policy.

III. Employees found to be violating this policy are subject to disciplinary action, up to and including termination, and may be subject to civil and/or criminal penalties for violations of, among other things, applicable securities laws.

2.9 Outside Employment

I. No Authority employee may engage in outside employment of the same nature, or provide similar services as provided by the Authority. An employee may engage in unrelated employment outside the Authority during hours that do not interfere with their work schedule or performance.

II. Authority employees who serve as directors, owners, employees or agents of companies seeking to do business with the Authority shall disclose in writing such interest to the Executive Director, who shall determine whether a prohibited conflict exists. The Executive Director shall update and review such relationships on an annual basis.

III. This guideline does not apply to volunteer, civic and humanitarian organizations.

2.10 Personal Conduct and Disciplinary Procedures

I. Each Authority employee is expected to be aware of and personally exemplify the highest standards of professional, ethical and moral conduct.

II. Whether you are on duty or off, your conduct reflects on the Authority. You are, consequently, encouraged to observe the highest standards of professionalism at all times.

III. Types of behavior and conduct that the Authority considers inappropriate include, but are not limited to, the following:

- Falsifying employment or other Authority records
- Violating the Authority's nondiscrimination and/or sexual harassment policy
- Excessive absenteeism or tardiness
- Excessive, unnecessary, or unauthorized use of supplies, particularly for personal purposes
- Reporting to work intoxicated or under the influence of non-prescribed drugs, and illegal manufacture, possession, use, sale, distribution or transportation of drugs
- Bringing or using alcoholic beverages, marijuana or any illegal drug on Authority property or using alcoholic beverages, marijuana or any illegal drug while engaged in Authority business
- Fighting or using obscene, abusive, or threatening language or gestures
- Theft of property
- Possession of firearms on Authority premises or while on Authority business
- Disregarding safety or security regulations
- Insubordination
- Failing to maintain required confidentiality

IV. Violations of the Authority's work rules, instances of unacceptable behavior or misconduct, or continued poor performance will generally be subject to progressive discipline. Progressive discipline means that employees will be assessed penalties that become increasingly severe each time an offense is repeated or a performance improvement is not forthcoming. However, some types of misconduct and/or job performance are so serious that they may result in further discipline to include an immediate dismissal from employment.

2.11 Solicitations

I. Solicitation or distribution of literature of any kind by or of Authority employees is not permitted during working time or in working areas. Employees who are not on working time, such as during meal periods, break time, or other non-working time, may not solicit employees who are on working time. The intent of this prohibition is not to preclude supporting the fundraising efforts of adjudged community benefit organizations. All such proposed solicitations shall be approved, and conditions of approval detailed, by the soliciting employee's manager.

II. Non-employees are not permitted to solicit or distribute literature at any time on Authority property.

2.12 Personal Business and Use of Authority Equipment

I. The Authority expects all of its employees to perform Authority work during their normal work hours. Employees are expected to use discretion with regard to incoming and outgoing personal calls, and the carrying out of personal business during normal work hours.

II. Employee work areas, desks, lockers, and office equipment are provided by the Authority. The control of these areas and equipment remains with the Authority and the Authority reserves the right to enter these workspaces and monitor the use of other equipment when deemed appropriate.

III. The Authority's computer system provides e-mail capabilities. The system is subject to monitoring by the Authority and the use of electronic mail program amounts to employee consent of such monitoring. Employees using Authority computers may, from time to time, find it necessary to use a password to protect confidential material. When a confidential password is used, it must also be given to the employee's manager as needed. The Authority's computer system is governed by the Authority's Information Technology and Security Policy and associated IT procedures.

IV. The Authority also reserves the right to open all mail delivered to the Authority; therefore, employees are encouraged to have personal mail delivered to their homes.

V. Personal use of Authority equipment or supplies, including, but not limited to, copying machines, fax machines, computers, and office supplies, is generally prohibited. The intent of this policy is not to preclude reasonable use of such equipment by the employee when the employee's manager determines that such use is in the interest of the Authority given specific circumstances. Use of Authority equipment or supplies for outside employment is strictly prohibited.

VI. Personal use of Authority automobiles and other equipment is prohibited.

2.13 Safety and Wellness

Providing you with safe working conditions is a primary concern of the Authority. To this end, the Authority makes every effort to comply with relevant Federal and State Occupational Health and Safety Laws, but the prevention of injuries and accidents cannot be accomplished without the continuous sincere effort of all employees. We encourage you to be constantly on the alert for incidents of human error and mechanical failure. Report any condition or employee practice that is likely to cause an accident to your manager immediately. For more information regarding safety and health, refer to the Health & Safety Manual located on the Authority website.

2.14 Workplace Violence Prevention Program

The Authority is a New York State public benefit corporation and therefore, is required to follow NYCRP Part 800.6 Workplace Violence Prevention regulations. The requirements of the regulation mandates annual training for all employees at time of hire and annually thereafter of what workplace violence is, conduct a risk evaluation to identify possible danger before they happen and provide a written workplace violence prevention program for employee review. For more information regarding the Authority's Workplace Violence Prevention Program, refer to the program details in the Health & Safety Manual.

2.15 Prohibition and Scope of Domestic & Gender-Based Violence in the Workplace Policy

The Authority strictly prohibits the following conduct, whether it occurs on Authority premises, at Authority sponsored events, or in connection with Authority business:

- Acts or threats of violence
- Intimidation, harassment, or coercion
- Gender-based or domestic violence related conduct

More information is available in the Domestic & Gender-Based Violence Policy, which can be found on the Authority's website under Governance Related Documents.

2.16 Smoking Policy

The purpose of this policy is to establish guidelines whereby the Authority provides a smoke-free work environment for our employees and complies with all federal and state indoor Clean Air Acts. This policy applies to all employees, vendors, visitors and contractors. Any use of tobacco must be 25 feet away from Authority buildings.

I. Discipline: All employees share in the responsibility for adhering to and enforcing the Smoking Policy. In all cases, the right of the non-smoker to protect their health and comfort will take precedence over an employee desiring to smoke. Employees who violate this policy may receive a written safety violation notice and may be disciplined, up to and including termination of employment, based on the severity of the violation.

II. Employee Assistance: The Authority provides an Employee Assistance Program for its employees. This program includes assistance with smoking cessation. In addition, community-based programs are available and the Authority will assist any interested employee (Reference Personnel Policy Section 2.5., Employee Assistance Program).

2.17 Recording in the Workplace Policy

The Authority prohibits its employees from secretly recording or directing others to secretly record, by audio or video tape or other electronic means, discussions or meeting between or among employees, vendors, visitors or and contractors while on Authority premises, and/or between or among employees while outside the Authority-on-Authority business without the prior express written approval by the Executive Director. Anyone violating this policy will be disciplined up to and including termination from employment.

2.18 Nursing Mothers Policy

The Authority will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child. The break time should, if possible, be taken concurrently with other break periods already provided. The Authority will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, for the employee to express milk in private.

Employees should notify their manager, or a member of Human Resources to request time to express breast milk under this policy. The Authority reserves the right to delay or postpone an employee's request for a lactation break by up to 30 minutes if the additional break time will seriously disrupt operations and in accordance with applicable law.

No provision of this policy applies or is enforced if it conflicts with or is superseded by any requirement or prohibition contained in a federal, state or local law or regulation. Anyone with knowledge of such a

conflict or potential conflict should contact Human Resources.

2.19 Telecommuting Policy

The Authority has a Telecommuting policy that establishes guidelines for telecommuting arrangements for employees. Telecommuting arrangements are not a right or entitlement of employment; they are discretionary and subject to operational needs. Telecommuting arrangements can be rescinded at any time with appropriate notice. The appeals process does not apply when a telecommuting arrangement has been denied or rescinded.

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. The Authority considers telecommuting to be a viable, flexible work option when both the employee and the job are suited for such an arrangement. Telecommuting may be appropriate for some employees and jobs, but not for others. Telecommuting is not an entitlement, it is not an Authority-wide benefit, and it in no way changes the terms and conditions of employment between the employee and the Authority. It is important to note that Telecommuting approved on a one-off or otherwise irregular basis is not a telecommuting arrangement as defined under the policy.

Telecommuting arrangements require the initial and ongoing approval of the employee's Division Director, Human Resources, and the Executive Director. For more information regarding the policy, refer to the program on the Authority website.

To maintain a secure and professional environment, the Authority prohibits conducting in person business meetings at an employee's personal residence. Home settings do not meet the necessary standards for business discussions. Employees are expected to hold meetings in designated office spaces, conference rooms, or through approved virtual platforms.

2.20 Employment References and Background Checks

Employment References for New Employees
To ensure that individuals who join the Authority staff are well qualified and have a strong potential to be productive and successful, it is the policy of the Authority to check the employment references of a person selected for hire as a condition of employment.

Background and Credit Checks
Likewise, the Authority will perform background checks on candidates selected for employment. In addition, for specific positions, the Authority will conduct credit checks on candidates selected for employment or promotion into those positions. The Authority will comply with the federal Fair Credit Reporting Act and applicable state laws, including providing the selected person for hire or employee with any required notices and forms. Consistent with legal requirements, the Authority requires a person selected for hire or an employee selected for a promotion to sign the appropriate authorization and release forms, as requested, as a condition of employment or promotion.

External Employment Reference Checks
The Authority receives employment reference checks from external sources, including reference checks from lending institutions for current employees, and from other employers for former employees. All employment reference check requests received by Authority personnel must be forwarded to Human Resources. Only Human Resources may provide this employment information on behalf of the Authority. Prior to responding to such requests, Human Resources will contact the employee to validate that the request is legitimate.

Employment reference checks must be submitted to Human Resources in writing. Responses to such inquires will confirm dates of employment, wage rates and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the

inquiry.

Letter of Recommendation

Employees are not permitted to write business letters of recommendation for existing or former employees on behalf of the Authority. All formal requests for a letter of recommendation must be sent to Human Resources for a reply.

An employee may provide a personal letter of recommendation regarding an existing or former employee as long as the letter is not on Authority letterhead, does not reference the writer's Authority position title and is completed on personal time. If the letter references the Authority in the body of the letter, a disclaimer must be noted on the letter stating, "This letter does not represent the opinion of the Development Authority of the North Country".

SECTION 3 - COMPENSATION POLICIES

3.1 Salary Administration Definitions

I. Employees

A. Full-Time - Any employee who is regularly scheduled to work 30 hours or more per week. Full-Time employees are eligible for the benefits detailed in Section 4.

B. Part-Time - Any employee who is regularly scheduled to work less than 30 hours per week or less than 1,560 hours, in any fiscal year. Part-Time employees are not eligible for benefits as described in Section 4, except for participation in the New York State Employees' Retirement System and those benefits that are statutorily required. Part-Time employees receive workers' compensation as mandated by law. Part-Time employees working a minimum of 20 hours per week receive short-term disability coverage.

C. Temporary - Any employee who is hired for a special project or period of time and works fewer than 12 months or less than 1,560 hours, in any fiscal year. Temporary employees are not eligible for benefits as described in Section 4, except for participation in the New York State Employees' Retirement System and those benefits that are statutorily required. Temporary employees receive workers' compensation as mandated by law. Temporary employees working a minimum of 20 hours per week receive short-term disability coverage.

D. Workers provided by a third-party contractor, or a consultant who is retained as an independent contractor by the Authority, are not covered under these Personnel Policies.

II. Orientation Period

A. Newly hired employees will have a 180 calendar-day orientation period. The orientation period provides both the employee and the Authority an opportunity to get to know one another. At the end of the period, the employee will receive a review by their manager.

B. Successful completion of the orientation period should not be construed as creating a contract guaranteeing any special privileges.

III. Basic Work Week

A. Each work week begins Sunday and ends Saturday midnight, and is considered individually. Work schedules are as established by management. Standard work days can be changed

from time to time by management to meet changing operating requirements.

IV. Base Salary

A. Base salary is compensation regularly paid to each employee as remuneration for work performed. Base salary does not include overtime pay.

V. Employee Status and Overtime Pay

A. Exempt employees are those employees whose duties meet the standards for exemption from the U.S. Fair Labor Standards Act (FLSA), the New York Labor Law and the implementing regulations, including the exemptions for executive (managerial and supervisory), administrative, and professional employees, and computer-related occupations. Exempt employees do not receive overtime compensation for hours worked in excess of 40 hours in a work week.

1. Special rules apply to Public Agency employees. An exempt employee of a public agency may have their pay reduced or may be placed on unpaid leave for absences due to personal reasons of less than one full day when leave is not used by the employee because:

a. Permission to use leave has not been sought or permission has been sought and denied;
b. The employee's accrued leave has been exhausted; or
c. The employee chooses to use leave without pay;

Provided that the employee is paid according to a pay system established by statue, ordinance or regulation or by a policy or practice established pursuant to the principles of public accountability, under which the employee accrues personal leave and sick leave and which requires the public agency employee's pay to be reduced for such absences.

B. Non-Exempt employees are those employees covered by the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA) and the New York Labor Law, and include all non-salaried (hourly) workers. Non-exempt employees who work more than 40-hours in a work week will receive compensation at the rate of 1 and ½ times their regular hourly rate for all hours worked in excess of 40 in a work week.

1. Overtime hours should be approved in advance by the Division Director or manager.
2. Solely for overtime pay purposes, hours worked include designated holidays, vacation, personal, and sick leave hours.

C. Employees will be informed of their status at the time of hire and when a change occurs due to a promotion or transfer.

VI. Call-In Pay

A Full-Time, hourly employee who is called in to work outside of their scheduled work hours will be guaranteed a minimum of two (2) hours pay.

VII. On-Call Pay

A Full-Time employee, in a pay grade less than 18 who is scheduled to be on-call will receive a stipend for the duration of the on-call period. The amount of the stipend will be determined by the Authority and reviewed on an annual basis.

3.2 Longevity Incentive Pay

Full-Time employees are eligible for a one-time, non-recurring payment upon reaching five, ten, fifteen, twenty and twenty-five years of continuous service with the Authority. The amount of the longevity incentive is as follows:

Years of Service	Dollar Amount
5	$500
10	$1,000
15	$1,500
20	$2,000
25	$2,000

The payment will be issued on the next payday following the employee's anniversary date with the Authority and is not included in the employee's annual salary. The Executive Director reserves the right to withhold the payment for reasons related to performance or just cause.

3.3 Salary Administration Policy

I. Job Description

A. Each position has a written job description. Employees will sign a copy of their job description at time of hire, and again if there are any significant changes to their position, or due to a promotion or transfer.

II. Salaries and Wages

A. Newly hired employees will start at a competitive rate commensurate with their job function and experience.

B. Salaries and wages will be reviewed periodically to determine overall competitiveness. Reviews will compare the Authority's salaries with available resources such as private industry, state, county, and city salary ranges for similar job descriptions.

III. Performance Reviews

To ensure that you perform your job to the best of your abilities, it is important that you are recognized for good performance and that you receive appropriate suggestions for improvement when necessary. Consistent with this goal, your performance will be evaluated by your manager on an ongoing basis. Such evaluations will normally occur at the completion of the Orientation Period, and on a periodic basis thereafter.

An annual review will occur during the fourth quarter of each fiscal year and will be based on your overall performance from January to December of the previous calendar year. Your annual review will become the basis for annual wage adjustments. Your manager will notify you of the schedule each year for completion of your annual review.

If you are promoted or transferred to a new position; your job performance may be evaluated after you have been in your new job for ninety days.

All performance reviews will be based on your overall performance in relation to your goals, job responsibilities, and will also take into account your conduct, demeanor, and record of attendance. Special written performance reviews may be conducted by your manager at any time to advise you of the existence of performance problems. Completed performance reviews will be maintained in a confidential employee file in the Authority's HRIS software system.

IV. Annual Adjustment Pool

An annual adjustment pool system has been established for all employees. Each fiscal year, prior to April 1, the pool shall be reviewed by management and the Board of Directors to determine if an annual adjustment should be implemented based on cost of living, wage comparability and other factors. Any such adjustments will be made as part of the annual budget adoption process. The total of all pay adjustments shall not exceed the pool established in a given year.

On the first pay period on or after April 1 of each year, all employees may be eligible for a pay adjustment subject to the following conditions:

- The employee must have worked for six (6) months in a full-time capacity.
- The employee must have a satisfactory performance review for the current rating period.
- Individual performance is a key criterion in determining increases in an employee's pay.

The Executive Director shall approve all pay increases.

V. Executive Director's Compensation

The Governance Committee of the Board of Directors recommends modifications to the Executive Director's compensation. The Board of Directors then reviews, approves or denies the recommendation on an annual basis. The Executive Director's compensation may be subject to an employment contract.

VI. Promotions, Change of Title and Organizational Changes

A. The Executive Director submits to the Governance Committee and/or Finance and Budget Committee recommendations with supporting documentation, if required by the Authority's By-Laws.

B. Upon Committee approval, recommended action(s) are submitted to the Board for approval, if required.

C. When an employee is promoted to a new position, their pay increase will be determined based on several factors, including:

a. The relationship of their new pay rate to the pay rates of subordinates (if applicable).
b. The alignment of their salary with the minimum range for the new position.
c. The potential loss of overtime eligibility (if applicable).

VII. Salary Advances

Employee salary advances are not permitted.

VIII. Employee Garnishments

The Authority complies with employee wage garnishment and levy notices, which will

have no impact on employment.

3.4 Employee Payroll

I. The Authority requests all newly hired employees to enroll in direct deposit for payroll purposes. The Authority will provide pay statements by email each payroll period.

SECTION 4 – BENEFITS

4.1 Benefit Policies

Benefit policies are established for the health and welfare of Authority employees.

This Section contains a brief description of the various benefits provided to eligible employees by the Authority. For the actual descriptions of the benefits available, reference must be made to the individual benefit plans. Where benefits are governed by formal plan documents or master policies, the exact terms of the plans or policies will govern. The Authority has discretionary authority to construe all benefit plans and policies and the provisions of this Personnel Policy, including discretionary authority to interpret any disputed provisions and to resolve all issues that arise under such plans and policies.

The Authority has no plans at this time to discontinue its current benefit plans and policies. However, the Authority expressly reserves the unqualified right, by action of the Board of Directors, to modify, amend or terminate any plan or policy at any time and for any reason, including changes that may increase the contributions required for employees and/or retired employees for a benefit beyond the levels stated in this Personnel Policy and/or the benefit plans and policies.

Retirement does not confer upon any person any irrevocable right to continued benefits under any Plan or policy of the Authority. The Authority makes no promise to continue any particular benefits in the future and rights to future benefits do not vest.

4.2 Medical Insurance

I. Authority Employees

The Authority currently provides medical insurance plans to Full-Time Authority employees and their spouses and dependent children (collectively, “dependents”), or as required by law. Effective January 1, 2016, employees will continue to contribute a fixed amount of employee contribution as established annually by the Governance Committee of the Authority Board.

II. Health Insurance Stipend

An employee who is eligible for Authority provided medical coverage who has medical insurance coverage from another qualified source may opt NOT to participate in the Authority’s medical insurance plan and is eligible to receive a cash stipend upon providing proof of such qualified alternative medical coverage. The amount of the stipend will be established annually by the Governance Committee of the Authority Board and is paid bi-weekly over the course of the year as part of the employee taxable compensation. The stipend will stop if the employee chooses to enroll in the Authority’s medical insurance plan part way through the year, (assuming this enrollment is permitted by the medical insurance plan).

III. Retirees

A retiring employee may choose to continue medical coverage if they are employed by the Authority at the time of retirement, are at least 55 years of age, and meet one of the following conditions: 1) employees who have retired prior to April 1, 2008, must have a minimum of ten (10) years of service; 2) current active employees hired prior to April 1, 2008, must have a minimum of fifteen (15) years of service; 3) employees hired after April 1, 2008, must have a minimum of twenty (20) years of service. When the retiree reaches age 65, Medicare will provide primary coverage, except as otherwise required by law. The Authority may elect to provide an alternative supplemental insurance plan.

Effective January 1, 2016, the rate of retired employees' individual coverage contributions will be established as a fixed amount of contribution as established by the Governance Committee of the Authority Board. If retiree/spouse, retiree/child(ren) or family coverage is elected instead, the Authority will pay for such costs up to the dollar amount provided for individual coverage.

A retiring employee must be a member of the Authority's health insurance plan to continue coverage. If an employee is participating in the "stipend medical insurance alternative", the employee must enroll in the Authority's health insurance plan during the enrollment period prior to the anticipated year of retirement.

If a retired employee does not satisfy the requirements, medical coverage for both the retired employee and any dependents who had medical coverage will terminate at retirement. Both the retired employee and dependents will have the right to continue coverage for a period of time at their own expense under the "COBRA" rules.

IV. Consolidated Omnibus Budget Reconciliation Act (COBRA)

The Consolidated Omnibus Budget Reconciliation Act of 1986, as amended ("COBRA"), requires that previously covered employees and dependents who are considered "qualified beneficiaries" have the opportunity to elect continuing coverage under the medical plan for a specified period, at their own expense, when coverage would otherwise end due to an employee's termination of employment (or reduction in hours of employment). In addition, dependents that are qualified beneficiaries have the right to elect COBRA coverage upon the occurrence of certain other events that are "qualifying events" under the COBRA rules.

4.3 Retirement Plans

At the time of employment, all Authority employees have the option to enter in to the New York State Employee's Retirement System (ERS), or the New York State Voluntary Defined Contribution (VDC) Program (as applicable).

Option 1: New York State Employee's Retirement System (ERS) ***/*** Defined Benefit Plan
The Authority participates in the New York State Employees' Retirement System (ERS). In addition, the Authority has elected to provide additional credit toward retirement through an Allowance for Unused Sick Leave [RSSL Sec. 41(j)]. Participation by Authority employees is required under Article 15 of the Retirement and Social Security Law of New York State. For purposes of calculating days worked for an employee's retirement, NYSLR requires the Authority to first establish the number of hours that constitutes a standard work day for each Authority position. Appendix B lists the standard workday by position title. For more information, go to https://www.osc.ny.gov/retirement.

Option 2: New York State Voluntary Defined Contribution (VDC) Program
The Authority participates in the New York State Voluntary Defined Contribution (VDC) Program.

This retirement option will be made available to all unrepresented employees of NYS public employers who are paid at a rate of $75,000 or more on an annual basis as an alternative to the Employees' Retirement System (ERS) defined benefit plan system, at time of hire. Transferring State employees whose immediately preceding employment was with another department, division, or agency of the State are not eligible for the VDC retirement option and must remain with their current retirement system. For more information about the VDC Program, go to https://www.tiaa.org/public/ms/nyvdc/employee.

4.4 New York State Deferred Compensation Plan (Optional Participation)

The Authority participates in this optional plan. The New York State Deferred Compensation Plan provides employees with additional retirement savings and investment opportunities. Contributions to the Deferred Compensation Plan can be on an after-tax or a pre-tax basis. For more information, go to https://www.nysdcp.com/rsc-web-preauth/index.html.

4.5 Section 125 Flexible Benefits Plan (Optional Participation)

The Authority participates in this optional plan, which allows Full-Time employee to establish a pre-tax account to fund: (1) existing medical insurance employee contributions, and a (2) Flexible Spending Account (FSA) to pay qualifying health care and dependent care expenses. Information on the Section 125 Plan is distributed to each employee.

4.6 Other Benefits

The Authority may provide additional benefits, fully paid for by an employee and at no cost to the Authority (e.g., dental coverage, vision coverage, etc.).

4.7 Sick Leave

Sick leave is provided for the benefit of Authority Full-Time employees. Leave time to care for self, dependents, or family members may be from accrued sick time, personal time, and vacation time. Family Medical Leave (FML) will run concurrently, if applicable as provided for in Section 4.10.

Employees accrue sick leave at the rate of 3.08 hours per pay period or an equivalent of ten (10) workdays per year.

- Sick accrual is based upon hire date; accrual begins on the hire date.
- Maximum accrual cannot exceed 200 days or 1600 hours.
- The Executive Director is authorized to modify the applicable accruals and accrual rate for the purposes of recruitment and retention of personnel, or other extenuating circumstances.

Employees must notify their manager of an absence due to sickness within two (2) hours of the start of that workday. Failure to properly notify the Authority will result in absence without leave, and may result in pay being reduced accordingly.

Employees who have been on sick leave for three (3) or more consecutive workdays may be requested to provide a medical certificate.

Accrued unused sick leave is not payable upon resignation, retirement, death or other termination of employment. The Authority has elected to provide additional credit toward retirement through an Allowance for Unused Sick Leave [RSSL Sec. 41(j)]. Up to 165 sick days may be so applied for Tiers 1 through 5, and 100 sick days for Tier 6.

4.8 Workers Compensation

Any Authority employee suffering an injury or illness while on the job are eligible for Workers' Compensation benefits in accordance with New York State law. All payments made by the Authority's insurance carrier for wage reimbursements will be received at the Administrative Office of the NYS Insurance Fund and forwarded to the employee.

The day of occurrence (Day 0) of the injury or illness, where the employee is required to obtain medical attention, will be considered a full day of regular employment at the employee's usual wage rate. Time lost due to the injury or illness on the day of occurrence will not be charged against accrued sick time.

For the next seven calendar days (Days 1-7), the employee may utilize accrued time off for the number of regularly scheduled hours of work lost due to the injury or illness. The employee may not claim time off in excess of the amount accrued.

After seven calendar days, Workers' Compensation benefits become payable to the employee. The employee will not receive compensation from the Authority while eligible for such benefits.

For injuries or illnesses requiring the employee to remain away from work for more than fifteen calendar days, Workers' Compensation will begin to pay benefits for wages during the first seven calendar days. Such retroactive benefits will be returned to the Authority by the employee. In return, the Authority will reinstate the employee's accrued time off on a prorated basis.

Employees will continue to accrue vacation and sick time during the first seven calendar days of time lost due to injury or illness, if utilizing accrued time off during such period. Accrual of paid leave will terminate on the eighth calendar day and will be resumed upon the employee's return to work.

For purposes of retirement, the employee will not be considered to be on the Authority payroll while receiving Workers' Compensation benefits. During that time, no contributions will be made on behalf of the employee nor will time of service be credited.

Family and Medical Leave (FML) will run concurrently when an employee is out of work on Workers' Compensation as provided for in Section 4.10. Alternative or limited duty may be provided by the Authority, as available and/or appropriate, to employees able to return to work on such a basis.

4.9 Short Term Disability

Short-Term Disability benefits provide partial insurance protection to an employee in the event of a non-job-related injury or illness that prevents any Authority employee from working. The absence from work must be for more than 8 work days to be eligible for coverage. The Short-Term Disability benefit is a maximum of 60% of base weekly income for up to 25 weeks. The Authority provides this Short-Term Disability benefit to employees (at no cost to the employee) who work a minimum of 20-hours per week. If an employee becomes disabled, the employee will receive full pay through available accrued sick leave for the first 8 days of disability. In addition, after the first 8 work days, employees may elect to receive full pay to the extent that the employee's accrued sick leave covers the un-insured portion of the employee's weekly pay. Sick time will not be paid beyond the maximum 25 weeks disability benefit period. Family Medical Leave (FML) will run concurrent as provided for in Section 4.10.

4.10 Family and Medical Leave Act (FMLA)

The Authority complies with the Family Medical Leave Act (FMLA) and will grant up to 12 weeks of leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver leave).

The purpose of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law. If you have any questions, concerns or disputes with this policy, please contact the Director of Human Resources.

The terms used in this policy are defined and governed by the Family and Medical Leave Act (FMLA), 29 U.S.C. § 2601 et seq., and the implementing regulations issued by the U.S. Department of Labor, 29 CFR Part 825. Where this policy uses simplified language to explain an FMLA term, the applicable statute and regulations control.

Eligibility

To be eligible for leave under this policy, employees must meet all of the following requirements:

- Have worked at least twelve (12) months for the Authority, and
- Have worked at least 1,250 hours for the Authority over the twelve (12) months preceding the date the leave would commence.

The 12 months of employment do not have to be consecutive. All periods of absence from work due to or necessitated by service in the uniformed services are counted as hours worked in determining eligibility.

Reason for Leave

To qualify as FMLA leave under this policy, the leave must be for one of the following reasons:

- The birth of a child or placement of a child with the employee for adoption or foster care.
- To care for a spouse (husband or wife, including those in valid same-sex or common law marriages), child (a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability" at the time that FMLA leave is to commence, or parent (a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents "in law) who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the essential functions of their job. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. This can include conditions with short-term, chronic, long-term or permanent periods of incapacity.
- For any qualifying exigency arising out of the fact that a spouse, child, or parent is a military member on covered active duty or on call to covered active-duty status. A qualifying exigency includes short-notice deployment, military events and activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.
- To care for a covered service member with a serious injury or illness as defined by FMLA. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is receiving medical treatment, recuperation or therapy, or is in outpatient status or on the temporary disability retired list for a serious injury or illness.

Amount of Leave

Eligible employee may take up to 12 weeks of FMLA leave within a 12-month period. The Authority administers FMLA leave using a rolling 12-month period measured backward from the date FMLA leave is used. FMLA leave runs concurrently with other applicable leave entitlements and benefits, as permitted by law and Authority policy. Each time an employee requests FMLA qualifying leave, the Authority will track the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the total 12 weeks of available leave. The remaining balance is the amount the employee is entitled to take for the current request.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave during a single 12-month period. For this military caregiver leave, the Authority will measure the 12-month period as a single 12-month period measured forward from the first day the employee begins such leave. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

Eligible spouses who both work for the Authority may only take a combined total of 12 workweeks of leave for the birth of a child, adoption, or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition. Both may only take a combined total of 26 weeks of leave to care for a covered injured or ill service member (if each spouse is a parent, spouse, child, or next of kin of the service member).

Intermittent Leave or a Reduced Work Schedule
Employee may take FMLA in one consecutive block of time, may use the leave intermittently (take time periodically when needed over the 12-month), or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member) in a 12-month period.

The Authority may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable, and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth or placement for adoption or foster care.

For the birth, adoption, or foster care of a child, the Authority and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption, or foster care of a child must be taken within one year of the birth or placement of the child.

When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the Authority's operations.

Employee Notice Requirement
All employees requesting FMLA leave should provide written notice of the need for leave to the Director of Human Resources as soon as practicable under the circumstances. Managers and Division Directors who become aware of an employee's need for leave must notify the Director of Human Resources.

When the need for the leave is foreseeable, the employee must provide the Authority with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave fewer than 30 days in advance, the employee must provide notice as soon as practicable under the circumstances, generally the same or next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the Authority's usual and customary notice and procedural requirements for requesting leave, or reporting an absence from work.

Within five business days after the employee has provided this notice, Human Resources will complete and provide the employee with a Notice of Eligibility and Rights and request a medical certification or other supporting documentation as necessary.

Designation of FMLA Leave
Within five business days after the employee has submitted the required certification or other documentation, Human Resources will complete and provide the employee with a written response to the employee's request for FMLA leave using the FMLA Designation Notice.

Employee Status and Benefits During Leave
The Authority will continue the employee's health, dental, and vision benefits during the approved leave period at the same level and under the same conditions as if the employee was continuously at work.

While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of insurance premiums.

While on unpaid leave, employees do not accrue retirement credit or paid leave benefits (e.g., vacation or sick) and the employee must make payment for their share of insurance premiums by either:

- Submitting payment by check; or
- Repaying the amount through payroll deductions within 6 pay periods.

If an employee does not return to active employment status, at the conclusion of approved FMLA leave, the Authority will require the employee to reimburse the Authority the amount it paid for the employee's insurance coverage, as permitted by law; except where the failure to return is due to a serious health condition or other circumstances beyond the employee's control. The employee and covered dependents may also be entitled to continue coverage under COBRA, as applicable.

Health Insurance Stipend
Employees receiving a health insurance stipend prior to an approved leave of absence will continue to receive the stipend for up to 12 weeks. If an employee remains in inactive status for 61 or more workdays, the stipend will be discontinued.

Intent to Return to Work from FMLA Leave
The Authority may require an employee on FMLA leave to report periodically on their status and intent to return to work. Upon return from FMLA leave, employees will be restored to the same or an equivalent position with equivalent pay, benefits, and terms and conditions of employment, as required by law.

No Retaliation
The Authority prohibits interference with, restraint of, or denial of any rights provided under the FMLA and this policy, and prohibits retaliation against employees for exercising such rights.

4.11 Holidays

Holiday schedules are established on an annual basis and will be posted by Management. Depending on operating requirements, divisions may have different schedules.

If a holiday falls on a Saturday or Sunday, the Authority holiday is observed on the workday closest to the actual holiday.

An employee's final official workday with the Authority may not fall on a recognized Authority holiday. If an employee's planned separation date would otherwise occur on a holiday, the employee's final official workday shall be the last scheduled workday immediately preceding the recognize Authority holiday.

4.12 Personal Days

Full-Time employees are eligible for two (2) paid personal days per fiscal year. New employees hired after the start of the fiscal year will receive credit for personal days prorated for the time remaining in the fiscal year. These days may be taken at the convenience of the employee and the Authority for such occasions as religious observances, birthdays or personal business. Personal days may not be carried over to the next fiscal year.

4.13 Vacations

I. The Authority provides annual paid vacation to Full-Time employees and it is administered and scheduled on a fiscal year basis (April 1 – March 31) to meet the requirements of the Authority and, whenever possible, the convenience of the employee.

II. Vacations are scheduled with consideration of other employees' requests. If a conflict in scheduling occurs, the employee with the longest continuous service with the Authority has first choice.

III. Vacation accrual is based upon hire date and length of service; accrual begins on the hire date.

IV. Eligible employees accrue vacation at the following rates:

Hire date through completion of 5 years of service - accrual rate 4.62 hours per pay period, equivalent to 3 work weeks per year.

5 years through completion of 10 years of service - accrual rate 5.38 hours per pay period, equivalent to 3.5 work weeks per year.

10 years through completion of 15 years of service - accrual rate 6.15 hours per pay period, equivalent to 4 work weeks per year.

15 years through completion of 20 years of service – accrual rate 6.92 hours per pay period, equivalent to 4.5 work weeks per year.

20 or more years of service – accrual rate 7.69 hours per pay period, equivalent to 5 work weeks per year.

The Executive Director is authorized to modify the applicable accruals and accrual rates for the purposes of recruitment and retention of personnel, or other extenuating circumstances.

A. Employees may accumulate unused vacation up to a maximum of one- and one-half times (1 and 1/2) the annual entitlement at fiscal year-end (March 31st) as long as all other provisions of the vacation policy are met.

B. Employees are not permitted to take paid vacation in excess of hours accrued.

C. Eligible employees will be paid at the then effective rate for any unused accrued vacation (up to 1½ times the annual entitlement) upon resignation, retirement, death, or other termination of employment.

D. Accrued vacation paid upon termination may not be used to extend length of service beyond the last day worked.

4.14 Excused Leave for Cancer Screenings

Pursuant to New York State Civil Service Law Section 159-b, effective March 18, 2018, all Authority employees are entitled to take up to a maximum of four (4) hours of paid leave per fiscal year for any type of cancer screening without deducting from any other leave time (i.e., sick, personal, or vacation).

4.15 Bereavement, Jury Duty, and Military Leave

Bereavement:

If a death occurs in an employee's or their spouse's immediate family, defined as mother/stepmother,

father/stepfather, legal guardian, brother/stepbrother, sister/stepsister, grandparent, spouse, or child/stepchild, the employee may be granted bereavement leave with pay for up to five (5) days.

Up to one (3) days of paid bereavement leave, may be granted for the death of other relatives (e.g.: aunts, uncles, and cousins.) The same bereavement time applies to employees in a committed domestic partner relationship or same-sex domestic partner relationship.

Bereavement leave is intended to allow employees time to attend services or manage related responsibilities. Requests for leave should be submitted promptly for approval.

Jury Duty:
Any employee required to serve jury duty will receive an equivalent of their full pay for the days absent from work. It is the responsibility of the employee to provide proper documentation as proof of service. Such documentation will be placed in the confidential employee file.

Military:
Leaves of absence for military or Reserve duty are granted to all employees in accordance with applicable federal and state laws. Employees are not required to use paid time off before taking unpaid Military leave.

4.16 Leave of Absence

A Leave of Absence (LOA) without pay from active employment at the Authority may be granted, at the sole determination of the Executive Director. Prior written approval must be obtained from the Executive Director, except in emergencies. Employees will submit a written request for a LOA to their immediate manager at least two (2) weeks in advance. All paid time off must be used before any time will be granted unpaid.

I. If the Leave of Absence (LOA) is not Family Medical Leave (FML) protected time away from work, and extends for a period of less than eight (8) weeks, the employee will be returned to the same job at the same rate of pay. If the LOA extends for more than eight (8) weeks, the employee will generally be eligible for the first suitable opening for which the employee is qualified.

II. Employees must use all of their accrued time and the remaining time will be unpaid. The employee does not continue to accrue vacation and sick leave benefits, and retirement payments will cease.

III. If the Leave of Absence (LOA) is not Family Medical Leave (FML) protected time away from work, the Authority will continue to make contributions on behalf of the employee for their elected health, dental, vision and disability insurances for up to eight (8) weeks of inactive status, and the employee is overall responsible for paying their employee insurance premiums while they are out of work on the Leave of Absence (LOA). The employee insurance premium payback can be done in either one of two ways: The employee may pay the Authority while they are out of work on a monthly basis. Or, pay the total amount due in full within 6 pay periods upon their return from the LOA. After eight (8) weeks of inactive status, the inactive employee and their covered dependents may elect to continue their health, dental and vision coverage under COBRA.

IV. If the employee does not return to work in active status, they will be responsible for the Employer and employee portion of the health, dental and vision premiums paid on their behalf during the LOA. In addition, the employee will be responsible for the premiums paid on behalf of the employee for any voluntary benefit, if applicable.

V. If the employee was receiving a health insurance stipend before they were on a leave of absence, the Authority will continue to reimburse an employee the health insurance stipend, biweekly, for up to eight (8) weeks. If the employee is in an inactive work status after eight (8) weeks, the health insurance stipend will end.

4.17 Return to Work / Inability to Return to Work Procedure

The Authority strives to assist employees to return to work at the earliest possible date following an injury or illness when the Authority has work that the employee can perform safely given any medical restrictions. A return-to-work program has several benefits for both the Authority and our employees by minimizing time lost from work. For more information, call Human Resources.

SECTION 5 - TRAINING AND DEVELOPMENT

5.1 Training and Development Policies

I. The Authority provides an onboarding session for new employees to acquaint them with the terms and benefits of their employment and with their role and responsibilities as an employee of the Authority.

II. Training and development policies are established to aid an employee in improving performance and productivity in their current position. The Authority supports training and development as a long-term strategy for improving organizational effectiveness.

III. It is the intent of the Authority that for a period of 24 months from the completion of a college course leading to a degree, or a training program leading to a professional license, for which tuition assistance is provided, the Authority may recover the cost of such training from the employee if the employee chooses to leave the Authority.

5.2 Tuition Reimbursement

I. Training and Development

A. The Authority will sponsor employees in external programs, non-college programs, workshops and seminars when the training provides a direct benefit to their job function and is required by the Authority.

B. All fees will be 100% paid for by the Authority, including related travel, consistent with Authority Travel and Miscellaneous Expense Policy.

C. Specific approval of the Executive Director is required prior to enrollment.

II. <u>Continuing Education</u>

A. The Authority will reimburse eligible employees for the cost of tuition and books for college credits, non-credits, and credential related individual courses or courses that have been approved by the Executive Director.

B. The course or program must be work related or be a required part of degree requirements, and must be offered by an accredited institution of learning.

The employee must pay for tuition and books and submit a request for reimbursement at the end of each term.

C. The employee will be reimbursed as follows:

- 100% of tuition and books for achieving an A-, A or A+

- 90% of tuition and books for achieving a B-, B or B+
- 80% of tuition and books for achieving a C-, C or C+
- No reimbursement will occur if the grade is "D" or lower.

D. The reimbursement of tuition shall not exceed the established rates for the graduate and undergraduate levels of the State University of New York tuition schedule.

E. In special situations, at the discretion of the Executive Director, the Authority may pay for tuition, in advance, if the course is directly related to job performance and productivity.

F. Any employee receiving continuing education reimbursement shall enter into an agreement for a mandatory continued employment or payback schedule established as per the policy Continuing Education Assistance Program.

H. Only regular employees with one year or more of service are eligible for tuition reimbursement, unless specifically authorized by the Executive Director.

SECTION 6 - EMPLOYEE TRAVEL AND MISCELLANEOUS EXPENSES

I. The Authority's Travel and Miscellaneous Expense Policy is contained in a separate document. The purpose of the policy is to provide for reimbursement of allowable travel expenses incurred when business is conducted away from the employee's assigned location and for reimbursement of certain other expenses.

II. The policy applies to the Board of Directors and employees of the Authority.

III. Refer to the Travel and Miscellaneous Expense Policy for detailed guidance.

SECTION 7 – RECORD OF REVISIONS

Revision Date:	**Resolution No./Notes:**
May 3, 2016	No Resolution Required (Section 3. B. 9. a. "requests" replaces "requires")
March 23, 2017	2017-03-25
February 22, 2018	2018-02-02
March 28, 2018	2018-03-32
December 20, 2018	2018-12-123
March 28, 2019	2019-03-32
May 16, 2019	2019-05-49 (recalculation/financial payroll & human resources reporting)
March 26, 2020	2020-03-27
August 27, 2020	2020-08-106 (Update Organizational Chart)
March 25, 2021	2021-03-56 (Update Appendix A-D)
March 24, 2022	2022-02-24
October 27, 2022	2022-10-76
March 23, 2023	2023-03-19(Added References and Background Checks, Revised Appendix A, added B)
March 28, 2024	2024-03-23 (Added: Special Rules Applicable to Public Agency, NYS Voluntary Defined Contribution (VDC). Updated: Section 4.15 Personal Leave of Absence, Appendix A (Organizational Chart) and Appendix B (Standard Work Day)
March 27, 2025	2025-03-20
August 27, 2026	2026-08-57

PERSONNEL POLICY ACKNOWLEDGEMENT FORM

This Personnel Policy, dated August 27, 2026, is not a contract guaranteeing employment, and nothing in it, or any other policy or communication, changes the fact that employment with the Development Authority of the North Country is at-will. At-will employment means you can leave the Development Authority at any time, and the Development Authority can terminate your employment at any time, for any reason.

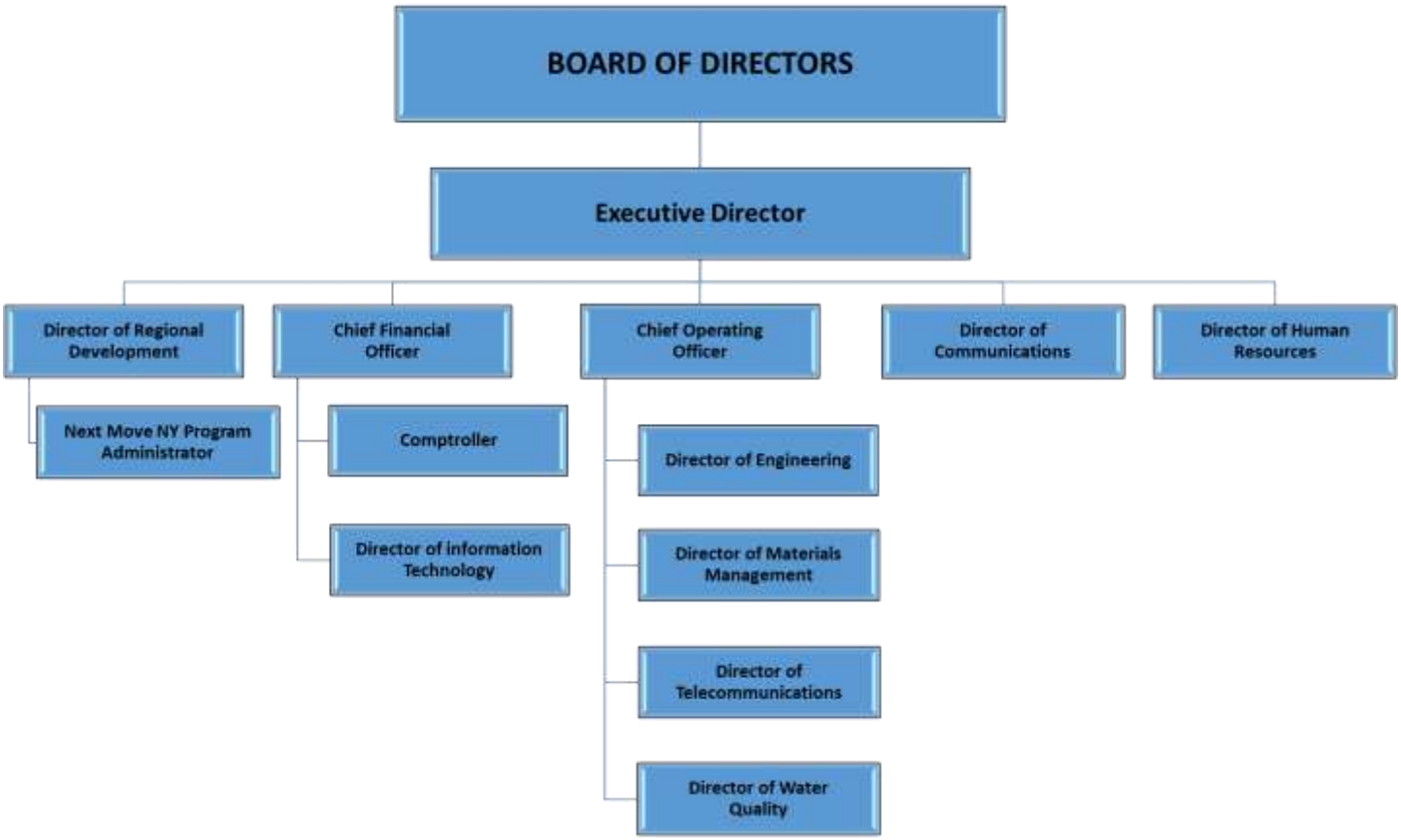
By signing this acknowledgment form, you confirm understanding and acknowledge the contents in the Authority's Personnel Policy. You further understand that the Personnel Policy can be found on the Authority's website at www.danc.org. Furthermore, you acknowledge you can ask your direct manager, human resources or the Executive Director, at any time, about the contents within the Personnel Policy.

The undersigned acknowledges the above statement:

_____ _____

Employee Name **Date**

APPENDIX A – ORGANIZATION CHART



APPENDIX B – STANDARD WORK DAY

Job Title	Standard Work Day	Job Title	Standard Work Day
Accounting Associate	8.0 Hours	IT Network Analyst	8.0 Hours
Administrative Associate - ADMIN	8.0 Hours	IT Systems Analyst	8.0 Hours
Administrative Specialist - Operations	8.0 Hours	Landfill Superintendent	8.0 Hours
Administrative Supervisor	8.0 Hours	MMF - Equipment Operator CDL-A	8.0 Hours
Assistant Director of Engineering	8.0 Hours	MMF - Equipment Operator CDL-B	8.0 Hours
Assistant Director of Telecom	8.0 Hours	MMF Lead Maintenance Technician	8.0 Hours
Assistant Director of Water Quality Management	8.0 Hours	MMF Maintenance Technician	8.0 Hours
Assistant Landfill Superintendent	8.0 Hours	MMF Maintenance Technician Assistant	8.0 Hours
Chief Financial Officer	8.0 Hours	Network Engineer	8.0 Hours
Chief Operating Officer	8.0 Hours	Network Technician	8.0 Hours
Comptroller	8.0 Hours	NEXT MOVE NY Program Administrator	8.0 Hours
Controls Engineer	8.0 Hours	NEXT MOVE NY Program Manager	8.0 Hours
Customer Service Coordinator	8.0 Hours	NEXT MOVE NY Regional Business Liaison	8.0 Hours
Deputy Comptroller	8.0 Hours	Optical Network Engineer	8.0 Hours
Director of Communications	8.0 Hours	Outside Plant Engineer	8.0 Hours
Director of Engineering	8.0 Hours	Procurement Coordinator	8.0 Hours
Director of Human Resources	8.0 Hours	Project Development Coordinator	8.0 Hours
Director of Information Technology	8.0 Hours	Project Development Specialist	8.0 Hours
Director of Materials Management	8.0 Hours	Project Engineer	8.0 Hours
Director of Network Engineering	8.0 Hours	Recycling Coordinator	8.0 Hours
Director of Regional Development	8.0 Hours	Safety & Environmental Technician I	8.0 Hours
Director of Service Delivery	8.0 Hours	Senior Accountant	8.0 Hours
Director of Telecommunications	8.0 Hours	Senior Project Development Specialist	8.0 Hours
Director of Water Quality Management	8.0 Hours	Supervisor of Outside Plant Engineering & Construction	8.0 Hours
Engineering Specialist	8.0 Hours	Telecommunications Sales Engineer	8.0 Hours
Environmental Health & Safety Engineer	8.0 Hours	Water Quality Coordinator	8.0 Hours
Environmental Specialist	8.0 Hours	Water Quality Maintenance Technician Assistant	8.0 Hours
Environmental Technician I	8.0 Hours	Water Quality Operator	8.0 Hours
Executive Assistant	8.0 Hours	Water Quality Senior Operator	8.0 Hours
Executive Director	8.0 Hours	Water Quality Supervisor	8.0 Hours
GIS Analyst	8.0 Hours	Water Quality Supervisor II	8.0 Hours
GIS Supervisor	8.0 Hours	Water Quality Technician	8.0 Hours
Human Resources Specialist	8.0 Hours		