

Village of Brownville

216 Brown Blvd.
Brownville, NY 13615
Phone:315-782-7650

RESOLUTION 5 OF 2026

ADOPTION OF PERSONNEL POLICY

WHEREAS, the Village Board of the Village of Brownville, New York is empowered to consider, draft, and adopt policies to address important aspects of good governance; and

WHEREAS, the Village Board has determined that a policy addressing Personnel matters is appropriate; and

WHEREAS, the Village has prepared a policy to address Personnel issues, and a copy is attached as Exhibit "1".

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Brownville, New York as follows:

1. The foregoing recitations are incorporated herein and made a part hereof as if set forth hereafter.
2. The Village adopts the Personnel Policy attached as Exhibit "1".
3. The Personnel Policy shall be readily available to all Village personnel, filed **with** the Village Clerk of the Village of Brownville and posted to the Village Website.
4. This resolution shall take effect immediately.



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PERSONNEL POLICY

ADOPTED BY VILLAGE BOARD RESOLUTION 5 of 2026

• REVISED FEBRUARY 18, 2026 •

SECTION 1

INTRODUCTION

This Personnel Policy establishes the employment guidelines, expectations, and procedures for all employees of the Village of Brownville. It is intended to promote consistency, fairness, and compliance with New York State and federal law. Nothing in this policy constitutes a contract for employment. The Village reserves the right to amend, modify, or repeal any portion of this policy at any time by resolution of the Village Board.

The Village of Brownville is an equal opportunity employer. Employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, gender identity, or any other protected category under federal or state law.

The term “working day” as used in these rules shall not include Saturday, Sunday, or legal holidays except for shift work.

PAID TIME OFF

- A. Each non-union village employee who holds a provisional or permanent full-time appointment shall earn annual leave with pay according to the following schedule:

Length of Service

6 months – 2 years
2 years – 6 years
6 years – 11 years
11 years– 16years
16 – up years

Leave Credit

1 day each month
1-1/4 days each month
1-1/2 days each month
1-3/4 days each month
2 days each month

HOLIDAYS

A. General

1. Village employees shall be entitled to observe legal holidays off duty with pay in accordance with the provisions of these rules.
2. Special memoranda will be issued by the mayor regarding any extension of holiday time, particularly when holidays occur on or about the weekend, and any change in working time.

B. Legal holidays of all personnel.

1. Employees on full-time employment will be allowed time off duty with pay to observe the following holidays:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veterans' Day
Good Friday	Thanksgiving Day
Memorial Day	Black Friday
Independence Day	Christmas Day

2. Plus, an extra (1) floating holiday will be observed.
3. When any of the above holidays fall on Saturday, the employees shall be given equivalent time off on the preceding day, Friday.
4. Employees who cannot be spared on these holidays shall be granted a day off in lieu of this as soon as possible thereafter. Employees may opt to work on Good Friday in lieu of the Friday of General Brown Weekend.

FUNERAL LEAVE

- A. In the event of a death in an employee's immediate family, namely: spouse, children, brothers, sisters, parents or parents-in law, grandparents or grandparents-in law, grandchild, father or mother-in-law, son or daughter-in-law, aunt or uncle, he/she shall be paid in full for time lost not to exceed three (3) days. In the event of the death of an aunt or uncle-in-law, niece, nephew, cousin, brother, or sister-in law the employee shall be paid in full for time lost not to exceed one (1) day. Such leave shall not be accumulated.
- B. If there are extenuating circumstances the Employer will make every attempt to accommodate the bereaved.

- E. The normal forty (40) hour work week of the DPW employees covered by this agreement shall be five (5) eight (8) hour days, Monday through Friday, 7:00 AM – 3:30 PM. Employees will be provided one thirty (30) minute lunch period daily and two (2) fifteen-minute paid breaks daily, per each normal (8) hour day. All hours worked, more than eight (8) hours per day of forty (40) hours per week, shall be paid for at the rate of one- and one half times. Any employee who is called in before his/her normal starting time shall be granted the opportunity of finishing the eight (8) hour shift or finishing the normal workday.
- F. During the months of May, June, July, and August the normal work week of the DPW employees will be four (4) ten (10) days Monday through Thursday 6:00 A.M. to 4:30 P.M. breaks will remain the same as above. **The “summer schedule” list above may be extended at the discretion of the Board, beginning a month earlier, ending a month later and/or both.**
- G. All on-call employees start at noon (11:00 AM) on Thursday or Friday depending on the work schedule for a one-week period and shall receive forty (40) hours of pay.
- H. The DPW Superintendent shall be eligible to accrue compensation time under the same terms, conditions, and accrual limits applicable to union employees as set forth in the Teamsters Contract.

HEALTH AND WELFARE

- A. The Village will offer to the employee an individual, 2-person, or family insurance plan with Teamsters Health & Hospital Plan.
- B. New employees hired on or after **September 26, 2025**, will contribute to the monthly cost of their health insurance plan as set forth in the Teamsters Contract.
- C. Employees who choose to opt out of health insurance coverage will be eligible for one buyout payment in January each year, equal to 20% of the current yearly cost of a single plan.

PENSION AND RETIREMENT

All full-time employees will be offered New York State Retirement. All other benefits as required by New York State law will be provided and to include Social Security, Unemployment Insurance and Workmen's Compensation Insurance.

WORK CLOTHES

If the Employer requires employees to wear a uniform the Village agrees to provide each employee uniforms at no cost to the employee. A boot allowance not to exceed the sum of one hundred dollars (\$150.00) per fiscal year, per employee, will also be provided.

SECTION 2

WORKPLACE VIOLENCE PREVENTION

PURPOSE

The purpose of this policy is to establish the **Village of Brownville's** commitment to preventing workplace violence and ensuring the safety of employees, visitors, and all individuals within the workplace. This policy provides a framework for identifying, assessing, and responding to potential and actual workplace violence incidents in compliance with **General Municipal Law Section 27-b**. This policy applies to all Village employees, contractors, volunteers, visitors, and other individuals who are on Village property or engaging in Village business. It covers all workplaces under the authority of the Village, including offices, public works areas, parks, and any other sites where Village operations are conducted.

This policy aims to:

- A. Prevent workplace violence through proactive measures.
- B. Educate and train employees on recognizing, avoiding, and reporting potential violence.
- C. Establish procedures for responding to and investigating incidents of workplace violence.
- D. Ensure appropriate actions are taken to prevent recurrence.

DEFINITIONS

1. WORKPLACE VIOLENCE

Any act of violence, threat of violence, harassment, or intimidation that occurs in or around the workplace and includes:

- a. Physical assaults (hitting, pushing, shoving, slapping).
- b. Verbal threats of harm, intimidation, or harassment.
- c. Aggressive behavior that causes fear or distress.
- d. Any behavior that endangers the safety or well-being of employees, contractors, or visitors.

2. TYPES OF WORKPLACE VIOLENCE

- a. **Type I:** Violence by strangers or people with no relationship to the workplace.
- b. **Type II:** Violence directed at employees by customers, clients, or patients.
- c. **Type III:** Violence between coworkers or employee-on-employee violence.

D. REPORTING WORKPLACE VIOLENCE

- vii. Employees who witness or experience workplace violence must report the incident immediately to their supervisor, department head, or the Village Administrator.
- viii. A confidential, anonymous reporting system will be made available if an employee is uncomfortable directly reporting a workplace violence incident.
- ix. In emergencies, employees should contact law enforcement or emergency medical services, as necessary.

5. PREVENTION AND CONTROL MEASURES

a) RISK ASSESSMENT

The Village will conduct periodic assessments of workplace violence risks, considering factors such as job functions, environments, and employee interactions. The assessment will help to identify vulnerabilities and inform the development of strategies to mitigate risks.

b) EMPLOYEE TRAINING

- i. All employees will receive training on workplace violence prevention, including recognizing early warning signs, de-escalation techniques, and emergency response procedures. We use the training through NYMIR.
- ii. New employees will receive training within their first 30 days of employment, and annual refresher courses will be conducted.

c) WORKPLACE DESIGN AND SAFETY

- i. Where applicable, the Village will implement physical security measures such as surveillance cameras, security lighting, panic buttons, or secure entryways.
- ii. Employees working in high-risk environments may be provided with additional safety measures, such as radios or cellular phones, to ensure they can contact help when needed.

6. PROCEDURES FOR RESPONDING TO WORKPLACE VIOLENCE INCIDENTS

a. INITIAL RESPONSE

- i. In the event of a violent incident or threat, the priority is to ensure the safety of all individuals involved.
- ii. Employees should immediately remove themselves from the situation if possible and seek help from supervisors, security personnel, or law enforcement.

Section 3

SEXUAL HARASSMENT PREVENTION

1. PURPOSE

The **Village of Brownville** is committed to providing a work environment free from sexual harassment. This policy aims to prevent and address sexual harassment by setting clear expectations for employee conduct and providing procedures for reporting and investigating harassment incidents. This policy is intended to comply with **Labor Law § 201-g**, which mandates the adoption of a sexual harassment prevention policy and the provision of annual training for all employees. This policy applies to all Village employees, contractors, volunteers, visitors, and other individuals who are on Village property or engaging in Village business. It covers all workplaces under the authority of the Village, including offices, public works areas, parks, and any other sites where Village operations are conducted.

2. SCOPE

This policy applies to all employees of the Village of Brownville, including full-time, part-time, seasonal, temporary workers, interns, volunteers, contractors, and any other individuals performing work for the Village. The policy also applies to interactions with third parties such as visitors, customers, and vendors, both on and off Village premises.

3. DEFINITIONS

a. SEXUAL HARASSMENT

Sexual harassment is unwelcome conduct of a sexual nature that creates an intimidating, hostile, or offensive work environment. It includes, but is not limited to:

- i. **Verbal harassment:** making sexually suggestive comments, jokes, or remarks.
- ii. **Physical harassment:** unwelcome physical contact, such as touching, hugging, kissing, or other inappropriate gestures.
- iii. **Non-verbal harassment:** displaying sexually explicit material, gestures, or suggestive behaviors.
- iv. **Quid pro quo harassment:** when submission to or rejection of sexual advances is used as a condition for employment decisions (e.g., promotion, hiring, salary increases).

b. HOSTILE WORK ENVIRONMENT

A work environment that is intimidating, offensive, or oppressive due to sexual harassment. The environment can be created by repeated offensive comments, jokes, or actions that interfere with an employee's ability to perform their job or create a damaging or uncomfortable workplace atmosphere.

c. RETALIATION

Any adverse action taken against an employee who reports sexual harassment or participates in an investigation. Retaliation is prohibited.

- ii. The responsibilities of employees and employers in preventing and responding to sexual harassment.
- iii. The Village's reporting procedures for sexual harassment complaints.
- iv. The prohibition against retaliation for reporting harassment or participating in an investigation.
- a. **Training for New Employees:**
New employees will receive sexual harassment prevention training as part of their orientation, within 30 days of hire.
- b. **Documentation:**
The Village will maintain records of all training, including dates, topics, and attendees. Employees will be required to sign an acknowledgment of their participation in the training.

7. DISCIPLINARY ACTION

- a) **Consequences of Violations:**
Any employee who violates this policy by engaging in sexual harassment, retaliation, or failure to comply with reporting procedures will be subject to disciplinary action, up to and including termination of employment.
- b) **Corrective Actions:**
In cases where sexual harassment is found, the Village will take appropriate corrective actions, which may include:
 - i. Counseling and training for the harasser.
 - ii. Reprimands or formal warnings.
 - iii. Suspension or termination, depending on the severity of the incident.

8. PREVENTION AND EDUCATION

- a) **Workplace Culture:**
The Village is committed to fostering a respectful and inclusive workplace culture where all employees are treated with dignity and respect. Regular communication and education will be provided to employees to reinforce the importance of professional conduct and the Village's zero-tolerance policy for sexual harassment.
- b) **Support Services:**
Employees who are affected by sexual harassment can access the Village's Employee Assistance Program (EAP) for confidential counseling and support services.

f) **PROHIBITED ACTIVITIES**

- i. The following activities are prohibited on Village computers and e-mail systems:
- ii. Accessing or distributing offensive, obscene, or harassing material.
- iii. Downloading or sharing pirated or illegal software or content.
- iv. Using Village systems for unauthorized fundraising, lobbying, or political campaigning.
- v. Unauthorized access to another employee's account, files, or communications.
- vi. Actions that could damage or disrupt the Village's computer systems, networks, or data security.

g) **RECORD RETENTION**

- i. E-mails and electronic files must be managed in accordance with the New York State Archives records retention schedule.
- ii. Users are responsible for maintaining e-mail records that constitute official business communications.

h) **ENFORCEMENT**

- i. Violations of this policy may result in disciplinary action up to and including termination, restitution for damages, and/or legal action.
- ii. Misuse of Village e-mail or computer systems for unlawful purposes may be referred to law enforcement.

Section 5

FUEL AND VEHICLE USE

1. PURPOSE

The purpose of this policy is to provide clear guidelines for the proper and efficient use of Village-owned vehicles and fuel resources. This policy is intended to:

- a. Ensure the proper and authorized use of all Village vehicles.
- b. Promote fuel efficiency and minimize fuel consumption.
- c. Safeguard Village assets by establishing maintenance and accountability procedures.
- d. Ensure compliance with applicable laws, regulations, and environmental standards.

2. SCOPE

This policy applies to all employees, contractors, or authorized individuals who operate or are responsible for the use of Village-owned vehicles and fuel resources. It covers all types of vehicles, including passenger cars, trucks, vans, specialized vehicles, and equipment that are part of the Village's fleet.

- c) If a vehicle is damaged or malfunctions during use, the driver must report the incident immediately to their supervisor and file an accident report if applicable.
- d) The Village will cover the cost of repairs for any damages that occur during authorized use. However, damage caused by negligence or misuse may result in disciplinary action or require the employee to cover repair costs.

9. CLEANLINESS

- a) Employees are responsible for maintaining the cleanliness and appearance of the vehicles they operate. This includes both the interior and exterior.
- b) Vehicles should be washed regularly and kept in good working order to preserve their value and prevent unnecessary maintenance costs.

10. REPORTING LOSS OR THEFT

- a) Any loss or theft of a Village vehicle or fuel should be reported immediately to the police and the Village Administrator. A written report should also be submitted to the Village Board.

11. COMPLIANCE WITH LAWS

- a) All drivers of Village vehicles must comply with all local, state, and federal laws and regulations, including traffic laws, safety standards, and environmental regulations.

12. DISCIPLINARY ACTION FOR MISUSE

- a) Any misuse of Village vehicles or fuel, including unauthorized use, failure to report fuel consumption, reckless driving, or damage caused by negligence, will result in disciplinary action.
- b) Violations of this policy may result in suspension of vehicle privileges, monetary responsibility for damages, or other disciplinary measures up to and including termination of employment.

13. EXCEPTIONS

Any exceptions to this policy must be approved in writing by the Village Administrator or Village Board.

6. Exceptions to Maximum Rates

The Village Board may approve exceptions to maximum lodging or meal rates when:

- a) The conference hotel is more expensive but avoids added transportation costs.
- b) Reasonably priced lodgings are unavailable nearby.
- c) Meals are included in the conference package.
- d) Special medical or accessibility needs require higher costs.

7. Communication Costs

- a) Official business telephone calls will be reimbursed unless made on a Village-issued phone.

8. Receipts

- a) Original, itemized receipts must be submitted for all expenses. Only actual and necessary expenses will be reimbursed.

9. Compliance

- a) Employees are personally responsible for improper or unauthorized expenses. False claims may result in denial of reimbursement, disciplinary action, and/or criminal prosecution.

10. Online Training

- a) Whenever possible, the Village encourages the use of online or remote training to reduce travel costs, with approval from the Village Board.

Section 7

CREDIT CARDS

1. PURPOSE

This policy establishes rules for the proper use of Village of Brownville credit cards. Credit cards are provided solely for authorized Village business expenses and must be used responsibly to protect public funds.

2. ISSUANCE

- a) All Village credit cards shall be issued under the authority of the Village Board of Trustees.
- b) The Village Clerk-Treasurer shall be responsible for issuing cards to authorized officers or employees when needed for approved Village business.
- c) The Clerk-Treasurer will maintain oversight of all cards and ensure compliance with this policy.

- c) Reimbursable expenses include lodging, reasonable tips, parking, and tolls.
- d) Non-reimbursable expenses include alcohol, entertainment, in-room movies, laundry, and personal services.
- e) Village employees are exempt from NYS hotel occupancy tax when using Form
- f) ST-129.
- g) Costs for spouses or other non-employees are the traveler's responsibility.

Section 9
VILLAGE OF BROWNVILLE
EMPLOYEE ACKNOWLEDGEMENT OF PERSONNEL POLICIES

Employee Name: _____

Position/Department: _____

Date: _____

I acknowledge that I have received a copy of the Village of Brownville Personnel Policy. I understand that it is my responsibility to:

- 1. Read and review the policies contained in the manual.**
- 2. Comply with the policies, procedures, and standards outlined by the Company.**
- 3. Ask questions if I need clarification regarding any policy or expectation.**
- 4. Understand that the policies described may be updated or revised at any time, and I will be notified of significant changes.**

I understand that this policy is not a contract of employment, nor does it guarantee continued employment. Unless otherwise stated in writing, employment with the Company is at-will, meaning either the Company or I may terminate the employment relationship at any time, with or without notice or cause.

By signing below, I confirm that I have received the manual, understand my responsibility to read it, and agree to follow the policies as a condition of my employment.

Employee Signature: _____

Date: _____

For Village Use:

Received by: _____ **(Clerk-Treasurer or Designee)**

Date: _____