

Village of Brownville

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

RESOLUTION 7 of 2026

ADOPTION OF POLICY STATE EMERGENCY RESPONSE

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 State Emergency Response Policy pursuant to NYS Labor Law §27-C is appropriate; and

WHEREAS, the Village has prepared a policy to address State Emergency Response and a copy is attached as Exhibit "I".


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 State Emergency Response Policy attached as Exhibit " I".
3. The State Emergency Response Policy shall be filed with the Village Clerk of the Village of Brownville and posted to the Village Website.
4. This resolution shall take effect immediately.

The foregoing Resolution was offered by Board Member, Mike Walrath, and seconded by Board Member, Amy Baker and upon roll call vote of the Board was duly adopted as follows:

	YES	NO
Patrick Connor, Mayor	<u>X</u>	_____
Steve Mott, Trustee	<u>X</u>	_____
Mike Walrath, Trustee	<u>X</u>	_____
Robert D. Goutremout, Trustee	<u>X</u>	_____
Amy Baker, Trustee	<u>X</u>	_____

Dated: March 10, 2026



Amber Klusacek, Village Clerk



PO BOX 118 • 216 BROWN BLVD • BROWNVILLE, NY 13615 • 315-782-7650
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STATE EMERGENCY RESPONSE POLICY PURSUANT TO NEW YORK STATE LABOR LAW SECTION 27-C

ADOPTED BY VILLAGE BOARD RESOLUTION 7 OF 2026

I. Purpose

This policy outlines the procedures and protections for employees of the Village of Brownville in the event of a declared public health emergency. The Village is committed to ensuring the safety, well-being, and rights of its employees during times of health emergencies while maintaining essential public services.

II. Scope

This policy applies to all employees of the Village of Brownville, including full-time, part-time, seasonal, and temporary workers, as well as independent contractors performing services for the Village, in accordance with **New York Labor Law Section 27-C** and any other applicable local, state, or federal laws.

III. Definitions

- A. **Public Health Emergency:** A situation where the Governor of New York State, or another relevant authority, has declared a public health emergency that affects public health, safety, and welfare, such as an epidemic or pandemic.
- B. **Emergency Leave:** Time off from work granted to employees due to circumstances related to a public health emergency, which may include quarantine, illness, caregiving, or school closures.
- C. **Paid Sick Leave:** Leave granted to employees during a public health emergency for reasons such as illness, quarantine, or self-isolation due to exposure to a contagious disease.

III. Public Health Emergency Leave Entitlement

In accordance with **Labor Law Section 27-C**, employees are entitled to the following benefits during a declared public health emergency:

1. Paid Sick Leave:

- A. Employees may be entitled to **paid sick leave** during a public health emergency, with the amount of leave dependent on the size of the employer and the specific circumstances.

- B. For full-time employees, the Village will provide up to **14 days** (or 112 hours) of paid sick leave for the duration of the public health emergency.
 - C. For part-time employees, the amount of paid leave is determined based on the employee's average workweek hours over the past six months.
2. **Quarantine and Isolation Leave:**
- A. Employees who are directed to quarantine or isolate by a public health authority or medical professional will receive paid leave for the duration of the quarantine or isolation period.
 - B. Employees must submit documentation (such as a medical certificate or government directive) to qualify for quarantine leave.
3. **Caregiver Leave:**
Employees may use paid sick leave if they are unable to work because they need to care for a dependent child whose school or daycare has closed due to a public health emergency.

V. Worker Protections

1. **Non-Retaliation:**
Employees are protected from retaliation for using their paid sick leave under this policy. This includes protection from termination, demotion, or other adverse actions as a result of taking time off due to a public health emergency.
2. **Job Security:**
Employees who take public health emergency leave will be guaranteed that their job will be available when they return to work, provided they return within a reasonable period once they are able to resume work.

VI. Workplace Safety and Health Measures

1. **Health and Safety Protocols:**
During a public health emergency, the Village will take appropriate steps to maintain a safe work environment, which may include:
- A. Social distancing measures
 - B. Providing masks or personal protective equipment (PPE)
 - C. Sanitization of public and workspaces
 - D. Allowing for remote work or telecommuting where feasible.
2. **Remote Work:**
When applicable, the Village may allow employees to work remotely, especially if their duties can be performed effectively from home. Remote work arrangements may be provided as a temporary measure during a public health emergency.
3. **Health Monitoring:**
Employees may be required to complete health screening questionnaires or temperature checks before reporting to work during an active public health emergency.

VII. Leave Procedures and Documentation

1. Request for Leave:

Employees must notify their immediate supervisor or department head as soon as possible if they require leave due to a public health emergency. Notification should be made in writing, through email, or by phone, outlining the reason for leave (illness, quarantine, caregiving, etc.).

2. Documentation:

Employees must provide supporting documentation for the leave, such as:

- A. A health care provider's note for illness or quarantine
- B. Official government directives for isolation or quarantine
- C. Documentation from the school or daycare for caregiving leave.

3. Approval of Leave:

Requests for leave will be reviewed promptly, and employees will be notified if their leave is approved. The Village will ensure that all employees are granted their entitled leave, in accordance with applicable laws and regulations.

VIII. Return to Work

1. Clearance for Return:

- 2. Employees who were absent due to illness or quarantine must provide a clearance from a health care provider or public health authority before returning to work. This ensures that employees are not a health risk to others in the workplace.

3. Phased Return:

Employees may be offered a phased return to work, if necessary, based on the recommendations of their healthcare provider or public health guidance.

IX. Recordkeeping and Compliance

1. Leave Records:

The Village will maintain records of all public health emergency leave requests, including documentation provided by employees. These records will be confidential and kept in accordance with applicable privacy laws.

2. Compliance with State and Federal Laws:

This policy is intended to comply with all relevant provisions under **New York Labor Law Section 27-C**, as well as federal and state labor laws related to public health emergencies (e.g., the **Families First Coronavirus Response Act**).

X. Review and Updates

This policy will be reviewed annually or after any declared public health emergency to ensure compliance with the law and to make any necessary adjustments based on changes in regulations or Village needs. Any changes to the policy will be communicated to all employees.



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State Emergency Response Policy
Pursuant to New York State Labor Law Section 27-C

ADOPTED BY VILLAGE BOARD RESOLUTION ____ OF 2026

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