

**WESTERLO TOWN BOARD  
WORKSHOP MEETING  
TUESDAY, AUGUST 20, 2013**

The Westerlo Town Board met on Tue. Aug. 20, 2013 at the Town Hall located at 933 CR 401 in Westerlo at 7:00 PM. Supervisor Richard H. Rapp opened the workshop with the Pledge of Allegiance to the Flag.

**PRESENT WERE:** Supervisor Richard H. Rapp  
Councilman Alfred L. Field  
Councilman William F. Bichteman Jr.

**ABSENT WERE:** Theodore S. Lounsbury III  
Anthony W. Sherman

Also present were Deputy Supervisor Edwin H. Lawson, Town Clerk Kathleen Spinnato, Zoning Board member John Sefcik and three residents.

The Town Board present reviewed the Employee Handbook dated 1997 and also made a comparison to a draft employee handbook which was never adopted.

Councilman Field asked if they could again review what was covered at the July 9<sup>th</sup> workshop since he was unable to attend. Councilman Field asked about making some suggested changes. The Town Board members present reviewed the following:

- Page 16 – Controlled substance & Alcohol, he suggested adding: Possession or use of controlled substance or alcohol use prior to shift leading to BAC equal to or in excess of the legal limit.
- Page 24 – compressed work week; need to talk to Highway Superintendent Keith Wright Sr. for suggestions.
- Page 24, Section 501. Councilman Field stated there is nothing in the 1997 handbook regarding Comp Time. Councilman Field thought it had to be used by October. Supervisor Rapp thought it was by year end. Ed Lawson believed it was in the draft handbook under Section #800-7 Personal leave, after Dec. 31<sup>st</sup> it would be canceled. Councilman Field thought this section was for Personal leave only not for Comp Time. Discussion followed on topic of Comp Time vs. OT. Councilman Bichteman had mixed feelings on Comp Time, Supervisor Rapp was in favor of keeping Comp Time. Councilman Field suggested putting in this section under Departmental Hours the potential addition of Comp Time.
- Page 29, Section 509 - Mechanical Tool & Equipment: Councilman Field also agreed this should be removed.
- Page 30, Section 510 - Maintenance of Work Area: After short discussion & comparison to pg. 60, Section 1001 the Town Board agreed to leave in, not repetitive.
- Page 37 – Medical Insurance Premium Payments: Councilman Field questioned the reason for the paragraph starting with Circumstances beyond employee's control, especially the line that reads; Employee's spouse unexpectedly transferred to job location more than 75 miles from employee's worksite. Discussion followed regarding Family & Medical Leave Act, Military Leave, Federal, State, & Civil Service laws. The whole 600 Section needs to be reconciled between the 1997 employee handbook and the draft employee handbook. May be stated better on pg. 37 in the draft version.
- Councilman Bichteman suggested incorporating the changes from the 1997 Employee Handbook with the draft. He can scan the document to compile a revised draft of the Employee Handbook that could then be adopted as the revised 2013 Employee

Handbook. Councilman Field stated the revised Employee Handbook will need to address employee medical records.

- Page 39, Over Time Pay – Credit for Paid Leave: Councilman Field questioned 2 ½ rate of pay, vacation, bereavement, sick leave, jury duty, and what section to make a revision in were discussed. Suggestions were made: to remove sick & jury duty, the need for an amendment to Section 501 - Departmental Hours regarding Over Time; Seniority, and a Call-In Policy regarding employees on leave was discussed. Councilman Bichteman then suggested the amending the sentence: The department head may require an employee to work additional hours beyond the employee’s normal workday or work week, employee chosen available for work is not on leave.
- Page 29, Section 508 - Councilman Field suggested adding: Phone Usage; regarding talking or texting on cell phones or electronic devices prohibited while operating motorized vehicles or equipment.
- Page 41, Holiday Pay - Councilman Field suggested on the compressed work week for Holiday pay receive only 8 hours period, not 10 hrs of Holiday pay. He explained if the compressed work week is normally Mon. –Thur. for a total of 10 hours per day and a Holiday falls on Friday, Sat., or Sunday the employee would receive 50 hours pay, this is currently not addressed in the handbook and should be revised. Councilman Bichteman agreed if the holiday falls on a non work day of the compressed work week, should receive only 8 hours holiday pay not 10 hours. Suggestion was made if the Holiday falls within the 40 hr. compressed work week on a work day would receive 10 hours Holiday pay. If the Holiday falls outside the 40 hr. compressed work week on a nonwork day would receive 8 hours Holiday pay.
- Page 42, Councilman Field had a discussion regarding time accumulation for employees hired after 1997 compared to employees hired prior to 1997. Discussion followed on the subject.
- Page 45, Section 804 Personal Leave Policy –Councilman Field suggested changing: From: 5 years of Service - 48 hours, To: 5 years of service - 40 hours. Councilman Bichteman agreed.
- Page 46, Section 805 – Insurance Coverage OK  
Page 46, Section 806 – Premium Payment: Councilman Field believed the elected full-time position of Town Clerk should be eligible to receive insurance. In paragraph three the last sentence he suggested adding the Town Clerk, keeping the Town Attorney and removing the Town Board members in the last sentence. There was discussion regarding the language needed, suggestions by Councilmen Field & Bichteman were: insurance made available to Town Clerk vs. insurance provided to the Town Clerk. The Town Board will determine the appropriate language revision necessary.
- Page 46, Councilman Bichteman suggested dropping the words Premium Payment and changing titles to read: Elected Employees, Full Time Employees & Part Time Employees.
- Page 46, Councilman Field suggested adding language regarding hours for PT (20 Hrs) & Full Time Employees. Councilman Bichteman suggested the following revision: Full Time Employees – Work 30 Hrs. or more per week. Part Time Employees – Work Less than 30 Hrs. per week.
- Page 46, Insurance Plan Section – Councilman Bichteman will revise & add employee contribution plan which will basically cover preexisting employees that preceded this plan.

- Page 47, Record Keeping- revise title From: Clerk to Supervisor To: Assistant to the Supervisor.
- Page 48-49, Section 807 through 813: Need to compare 1997 employee handbook to the draft employee handbook to see if any revisions are needed.

Councilman Bichteman will try to incorporate documents together. At future meeting will continue review of Employee Handbook starting from Page 50.

Councilman Field made a motion to adjourn the workshop. Supervisor Rapp seconded the motion and carried all present in favor. The workshop adjourned at 9:10 PM.

Respectfully Submitted,

Kathleen Spinnato