

Resolution 14-051

**RESOLUTION AUTHORIZING ADOPTION  
OF SUPPLEMENT TO PERSONNEL MANUAL FOR THE  
ROCKAWAY VALLEY REGIONAL SEWERAGE AUTHORITY**

**WHEREAS**, the Board of the Rockaway Valley Regional Sewerage Authority (RVRSA), has developed a Personnel Manual entitled, "Personnel Manual- Policies and Procedures" (Personnel Manual); and

**WHEREAS**, the RVRSA is desirous of supplementing Section 6 of the Personnel Manual regarding Model Forms, Appendix A, attached hereto and made a part hereof, establishing a form entitled RVRSA Counseling/Training Session; and

**WHEREAS**, said Manual and Supplement have been reviewed and approved by RVRSA's Labor Counsel, Stephen E. Trimboli, Esq. of the firm of Trimboli & Prusinowski, LLC.

**NOW THEREFORE BE IT RESOLVED** by the Rockaway Valley Regional Sewerage Authority that Section 6 entitled Model Forms of the RVRSA "Personnel Manual – Policies and Procedures" is hereby amended and supplemented to include Appendix A, RVRSA Counseling/Training Session, attached hereto.

I hereby certify that this Resolution was adopted at a meeting of the Rockaway Valley Regional Sewerage Authority held on June 12, 2014

On motion of: Michael Guadagno

Seconded by: Glenn Corbett

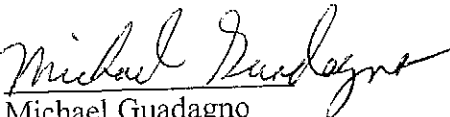
And a Roll Call Vote as Follows:

Yeas: (9) Andes, Cegelka, Corbett, Guadagno, Lowell, Recchia, Schaefer, Schorno and Secco

Nays: (0) None

Abstain: (0) None

Absent: (1) Vincitore

  
Michael Guadagno  
Board Secretary



**RVRSA COUNSELING/TRAINING SESSION**

EMPLOYEE NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ POSITION: \_\_\_\_\_

I met with the above employee to provide training regarding the following issue(s):

This is *written* meeting with this employee concerning this/these matter(s).

State the reason for the counseling/training session:

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Employee's performance is not acceptable for the following specific reasons:

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## SECTION SIX

### Model Forms

- Notice of Personnel Discussion
- Employee Complaint Form
- Employee Counseling Action Plan
- Employee Counseling/Training Session Form

Employee must achieve the following goals in order to reach acceptable standards:

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Employee should reach these goals by:

Immediately

Consequences of failure to improve or achieve goals:

May result in a Counseling Action Plan and Disciplinary Action, up to and including termination.

Employee's Comments:

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I have read the above. I understand that this is a training session and it contains training that I need to attain the stated performance goals. I also understand the consequences of my failure to improve or attain the above goals may result in a Counseling Action Plan and Disciplinary Action. This training session will be added to your personnel file.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_