

Resolution 15-069

**RESOLUTION AMENDING THE PERSONNEL MANUAL OF
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 amending, supplementing, and updating the Personnel Manual with the language set forth at Appendix A, attached hereto and made a part hereof, establishing the policies and procedures relevant to employment at the RVRSA; and

WHEREAS, said Manual and Attachment A 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 on this 13th day of August, 2015 as follows:

1. The RVRSA Personnel Manual entitled, "Personnel Manual- Policies and Procedures" (Personnel Manual) is hereby amended, supplemented and revised as follows:

a. SECTION TWO – ATTENDANCE AND WORK HOURS, Page 1, "Flexible hours of work must be approved by the Executive Director" is hereby revised to read, "Flexible hours of work must be approved by the Department Manager." Further, the provision establishing that "Swing schedules are not permitted by salaried employees or, hourly staff, i.e. the employee may not schedule their own hours of work without prior approval by the Executive Director" is hereby amended to establish that "Swing schedules are permitted by salaried employees and hourly (non-union) staff with prior approval by the Department Manager."

b. SECTION THREE – PAID AND UNPAID TIME OFF, Page 2, Vacation Leave, is hereby revised to delete " Employees are not permitted to use vacation time to cover for a sick day" and amended to provide that "Employees are permitted to use vacation time to cover for a sick day provided that all sick time has been exhausted." Further, Sick Leave is hereby revised to delete "Sick Leave may be used in four (4) hour increments" and amended to provide that "Sick Leave may be used in half (1/2) hour increments".

c. SECTION THREE – PAID AND UNPAID TIME OFF, Page 3, Leave of Absence, is hereby revised to delete the words "two months" and "three months" is substituted in its place. Additionally, this Section is amended to include the following: "A

Leave of Absence beyond three (3) months may be requested and will be reviewed (or approved) on a case by case basis.”

d. SECTION THREE – PAID AND UNPAID TIME OFF, Page 6, FMLA, Subsection (F), Procedure (i), is revised as follows: “Forms are available in the RVRSA’s Executive Director for this purpose” is hereby amended to establish that “Forms are available from the Human Resource Specialist and the RVRSA Finance Department for this purpose.”

e. SECTION ONE is hereby supplemented to include the CONTROLLED SUBSTANCE USE AND ALCOHOL ABUSE POLICY FOR SAFETY-SENSITIVE EMPLOYEES (CDL HOLDERS) attached hereto and made a part hereof.

f. SECTION THREE is hereby supplemented to include the BONDING TIME POLICY attached hereto and made a part hereof.

g. The RVRSA Personnel Manual is hereby amended to include NEW SECTION 7 entitled, “SHORT TERM DISABILITY POLICY (all personnel)” in accord with the “Short Term Disability Policy (all personnel)” attached hereto and made a part hereof.

h. The RVRSA Personnel Manual is hereby amended to include NEW SECTION 8 entitled, “LONG TERM DISABILITY POLICY (non-union personnel only)” in accord with the Long Term Disability Policy (non-union personnel) attached hereto and made a part hereof.

2. Except as amended, supplemented or revised hereby, all of the terms and conditions of the Personnel Manual of the Rockaway Valley Regional Sewerage Authority shall remain in full force and effect.

3. This Resolution shall take effect immediately.

I hereby certify that this Resolution was adopted at a meeting of the Rockaway Valley Regional Sewerage Authority held on the 13th of August, 2015.

On motion of Michael Guadagno
Seconded by John Cegelka

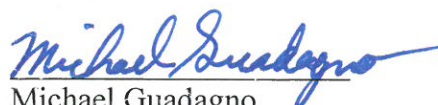
And a Roll Call Vote as Follows:

Yeas: (8) Andes, Cegelka, Guadagno, Lowell, Recchia, Schaefer, Schorno and Vincitore

Nays: (0) None

Abstain: (0) None

Absent: (2) Corbett and Secco


Michael Guadagno
Board Secretary