

Minutes of a Special Meeting of the Town Board of the Town of Riverhead, held in the Town Hall on Tuesday, June 8, 1965 at 10:00 A. M.

Present:

Robert B. Vojvoda, Supervisor

Bruno F. Zaloga, Jr.

Thomas R. Costello, Justices of the Peace

Vincent B. Grodski

George G. Young, Councilmen

Also present: Shepard M. Scheinberg, Town Attorney.

COMMUNICATIONS:

Loyal Order of Moose, dated June 4, 1965, requesting permission to park a house trailer on East Main Street, for the purpose of conducting a Hearing Screening Program during the week of June 14-19. Filed.

Permission granted by the Town Board and the Town Clerk was directed to so advise the Loyal Order of Moose.

Aquebogue Civic Association, dated May 29, 1965, recommending signs be erected limiting speed of boats in Aquebogue Creeks and matters relating to Lighthouse Marina on Meeting House Road. Filed.

The communication was referred to Supervisor Vojvoda for reply.

Councilman Grodski offered the following resolution which was seconded by Councilman Young.

RESOLVED, That the Town Board of the Town of Riverhead hereby accepts the applicability of the State Building Construction Code for the Town of Riverhead in accordance with the provisions of Section 374-a of the Executive Law, and it is

FURTHER RESOLVED, That the Town Clerk be, and hereby is, instructed to file a certified copy of this resolution in the principal office of the State Building Code Council, Division of Housing and Community Renewal, at 393 Seventh Avenue, New York 1, New York, and in the office of the Secretary of State at Albany, New York.

The vote, Councilman Young, Yes, Councilman Grodski, Yes, Justice Zaloga, Yes, Justice Costello, Yes, and Supervisor Vojvoda, Yes. The resolution was thereupon declared duly adopted.

Councilman Grodski offered the following resolution which was seconded by Councilman Young.

RESOLVED, That the annual salary of Sophie Waski, Bookkeeper, be and is hereby increased from an annual salary of \$4300 to \$4800, commencing the third day of July, 1965.

The vote, Councilman Young, Yes, Councilman Grodski, Yes, Justice Zaloga, Yes, Justice Costello, Yes, and Supervisor Vojvoda, Yes. The resolution was thereupon declared duly adopted.

Justice Zaloga offered the following resolution which was seconded by Justice Costello.

RESOLVED, That Merrill Nelson be and he is hereby appointed Beach Attendant to serve on the Town Beaches effective June 19, 1965, to and including September 6, 1965, to be paid bi-weekly at the rate of \$1.50 per hour and to serve at the pleasure of the Town Board.

The vote, Councilman Young, Yes, Councilman Grodski, Yes, Justice Zaloga, Yes, Justice Costello, Yes, and Supervisor Vojvoda, Yes. The resolution was thereupon declared duly adopted.

Justice Zaloga offered the following resolution which was seconded by Councilman Grodski.

RESOLVED, That the hourly salary of Eliot Barth, Groundsman, be and is hereby increased from \$2.00 per hour to \$2.25 per hour, commencing the third day of July, 1965.

The vote, Councilman Young, Yes, Councilman Grodski, Yes, Justice Zaloga, Yes, Justice Costello, Yes, and Supervisor Vojvoda, Yes. The resolution was thereupon declared duly adopted.

Justice Costello offered the following resolution which was seconded by Justice Zaloga.

RESOLVED, That the Supervisor be and is hereby authorized to pay Edward J. Gadzinski for filing the town's records in the record room located at the Riverhead Water District Plant, at a rate of \$2.00 per hour for 24 hours.

The vote, Councilman Young, Yes, Councilman Grodski, Yes, Justice Zaloga, Yes, Justice Costello, Yes, and Supervisor Vojvoda, Yes. The resolution was thereupon declared duly adopted.

The Town Clerk was directed to advise the Planning Board that the Town Board adopted the State Building Code on June 8, 1965 and request that its Board meet at the earliest possible time and give its immediate attention to the matter of preparing an enabling ordinance including fee schedules, said ordinance to be known as the Riverhead Building Code in order to put into effect the New York State Building Code.

Councilman Young offered the following resolution which was seconded by Councilman Grodski.

RESOLVED, That the following Employees' Handbook of the Town of Riverhead shall be the official guide in connection with all matters involving employment by the Town of Riverhead, and

FURTHER RESOLVED, That said Employees' Handbook be printed into booklet form.

#### PROBATION

Before your position becomes permanent you must serve a probationary term of ~~12 weeks~~ <sup>12 months</sup> from the date of hire. During this time you must prove your ability to learn and handle the job for which you were hired. If your work is not satisfactory in the sole discretion of your superior, your services will be terminated at any time during the twelve week period, with a notice of one week's termination of service. Your starting rate of pay is determined by the Riverhead Town Board.

\* amended by Town Board Resolution July 6, 1965 - pages 145-146, H. M. Beak, Town Clerk.

TRAINING

Your training starts the minute you report for work. Your superior or a fellow worker explains your new job to you. A great deal is up to you. It is your duty to develop your own capabilities as far as you can. The more you learn about your department and its functions and about your own part in its work, the more valuable you will become to the Town of Riverhead.

SUSPENSIONS

Your department head may suspend you temporarily for disciplinary reasons or until charges of incompetence or misconduct leading to dismissal have been settled.

COMPLAINTS AND GRIEVANCES

If you have a complaint or a grievance about your working conditions you should talk it over with your department head. He will do what he can to help you. Most problems can be solved in this way. If you are unable to settle the problem with your department head, please follow the grievance procedure, a copy of which can be obtained from the Town Clerk.

PROMOTION

There are opportunities to take examinations for higher level positions when you have acquired the necessary amount of experience.

PAY DAY

You will be paid by check every two weeks, ~~for the pay period that ended one week before you get your check.~~ The amounts deducted for Federal and New York State Income Taxes and Social Security are based upon your earnings and the number of dependents you have.

*amended by Town Bd. Resolution July 6, 1965. pages 148-149. Helene M. Beak, Town Clerk*

HOURS OF WORK

Your exact work day is determined by your department and the kind of work you do. Most of the people working in offices have a thirty-five hour week, all other a forty-hour week. The usual hours are 9 AM to 5 PM with one hour for lunch, except for the months of July and August when the hours are 9 AM to 4 PM.

OVERTIME

If you are required to work overtime because of an emergency, you will be given compensatory time off, or if this is not feasible, you will be paid at your regular hourly rate with the approval of the Town Board, which Board approves all overtime.

HOLIDAYS

There are eleven legal holidays which will be allowed as days off with pay. They are New Year's Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving Day and Christmas Day. Holidays falling on Sunday are observed on Monday and Holidays falling on a Saturday are observed on the Friday prior thereto. Employees who work on the above Holidays will be given compensatory time off for Holidays worked.

VACATION

1. After Six Months of continuous service in any year - 1 week.

VACATION continued:

2. After One Year continuous service - 2 weeks.
3. Members of Police Department or other departments who have worked at least 5 Holidays during the course of the vacation year without compensatory time therefor - 3 weeks.

There will be no vacation entitlement given for dismissal or discharge for cause and vacation entitlement will be given for resignation only if six months of continuous employment is completed in the year of entitlement.

SICK LEAVE

All employees are to serve or to have served a period of six months in order to qualify for sick leave. Thereafter sick leave will be granted for every month completed at the rate of one day per month for a total maximum accumulated sick leave of 120 days.

In order to qualify for sick leave benefits, all employees, shall when absent because of sickness for more than three days, furnish their department heads with medical certification as to such sickness. Failure to do so will result in loss of pay for the sick leave over three days duration without medical certification thereof.

An employee absent on sick leave shall notify his superior of such absence and the reason therefor within the first two hours of the working day or within two hours of the start of the shift which ever would apply. Failure to do this will result in the employee not being paid.

Sick leave is for sickness only and cannot be used for equivalent time off with pay, if sick leave not taken, same will not be paid therefor.

TARDINESS

Continual lateness on the employee's part may result in suspension or dismissal of the employee.

LEAVE

All employees are to serve or to have served a period of six months in order to qualify for a leave for personal reasons.

Under no circumstances shall a leave of more than three days in any calendar year be granted an employee by a department head for personal reasons.

LEAVES OF ABSENCE

No leave of absence will be granted except by the approval of the Town Board.

JURY DUTY

This is considered part of your duty as a citizen and you are given leave with pay. The fees paid to you by the Court must then be paid to the Town of Riverhead.

Unauthorized absences shall be deemed unauthorized and will not be paid therefor and may be cause for dismissal unless such absences are predicated upon:

- a - Vacation time
- b - Sick Leave - with medical certificate
- c - Personal leave
- d - Jury Duty
- e - Leave of Absence granted by Town Board

### BENEFITS

Compensation Insurance which is mandatory and for which the Town pays for completely.

Social Security which is mandatory and the Town share approximately 4% of salary and employee shares approximately 4%.

Retirement System mandatory except for laborers, "exempt" employees and elected officials who may enter system if they choose. Share of Town and employee determined by age and Plan employee chooses. The Town's average share is 14% of salary and the employee's average share is 8% of salary.

### PRE-EMPLOYMENT MEDICAL EXAMINATIONS

All new employees are required to take a medical examination to protect your own health as well as to protect the health of your fellow employees. The failure to pass this medical examination will result in your non-employment by the Town of Riverhead.

### SAFETY

Your safety depends on how well you follow the safety rules that were made for your protection. Your superior will instruct you in safe practices; but unless you cooperate fully, a serious injury can result. Safety is largely a matter of good judgment and habit. It takes good judgment to learn the safe way and good habits to continue to work safely.

### WORKMEN'S COMPENSATION

If you are injured on the job, you will receive time off with no charge against sick leave, until your physician allows you to return to work.

### RESIGNATIONS

Every resignation must be in writing and goes into effect immediately upon presentation to the department head if no date is specified. If you are absent without leave and without explanation for more than ten days, it is assumed that you resigned as of the date of the commencement of the absence.

### NOTICE

All employees shall notify department heads of their inability to report for work at the proper time and of their inability to work the regular day. Failure to do so, may result in a deduction of pay for the absent time.

### RECORDS

Department heads shall keep a record of the starting and quitting time of all employees and of the tardiness of same as well as the attendance of all employees in their respective departments.

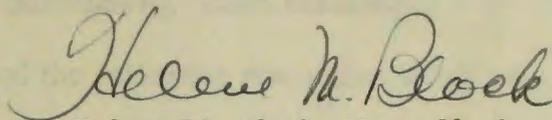
Time and attendance records will be given each department head by the Town Supervisor and these records are to be forwarded weekly to the Town Supervisor for review and action if necessary.

MEETING THE PUBLIC

As Riverhead Town Employees, some of you will deal directly with the public more than others, but all of you will have some contact with them either through letters, over the telephone, or from citizens asking directions. Remember that the taxpayer is your employer and is entitled to expect courtesy, efficiency and a neat well groomed appearance. Many of the people who come have a complaint of some kind to make; they may be upset or angry, but it is your job to always remain pleasant, calm and helpful.

The vote, Councilman Young, Yes, Councilman Grodski, Yes, Justice Zaloga, Yes, Justice Costello, Yes, and Supervisor Vojvoda, Yes. The resolution was thereupon declared duly adopted.

There being no further business to come before the meeting, on motion and vote, the meeting adjourned.



Helene M. Block, Town Clerk

HMB.