

**COUNTY OF CATTARAUGUS INDUSTRIAL DEVELOPMENT AGENCY
and
CATTARAUGUS COUNTY CAPITAL RESOURCE CORPORATION**

PERSONNEL POLICY

Introduction

This Personnel Policy (“Policy”) shall apply to the County of Cattaraugus Industrial Development Agency (“CCIDA”) and its affiliated corporation: Cattaraugus County Capital Resource Corporation (“CCCRC”) and any other affiliated entities that may be established by the CCIDA (hereinafter collectively referred to as the “Agency”) upon approval by the respective Board of Directors or Members of the Agency.

This policy is not intended to create contractual obligations with respect to any matters it covers and does not create a contract guaranteeing employment for any specific time period. If a written contract is inconsistent with the Employee Handbook, the written contract is controlling. The Agency reserves the right to revise, delete and add to the provisions of this policy at any time without notice.

Work Hours

Normal work hours are 8:30 a.m. to 4:30 p.m. Monday - Friday. The Executive Director has latitude to allow flex hours during mid-June to Labor Day, when the office will be open from 8:00 a.m. to 4:00 p.m.

Rest Periods

Employees shall receive two breaks per day each of fifteen (15) minute duration. These breaks will be scheduled at the convenience of the Employer, but as near as possible to the middle of each period of work. A 45 minute lunch period will be provided to all employees of the agency.

Holidays

The Agency observes the following as paid holidays. When they fall on Saturday, they will be taken on the preceding workday. When they fall on Sunday, they will be taken on the following workday.

- New Year's Day
- Martin Luther King, Jr.'s Day
- Patriot's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

If a holiday(s) falls within the vacation period of an employee, the employee will not be charged for a vacation day(s) within his/her vacation period.

Sick Leave

All employees shall be allowed sick leave credits at the rate of five (5) working days per each half year in service and shall become cumulative up to 30 working days maximum. After this maximum is reached no more sick leave credits may be earned by the employee except to the extent of restoring credits subsequently drawn for sick leave and thereby building up accruals again to the appropriate number of maximum days.

Calculations of sick leave shall be based on a year beginning January 1 (note: but less than one year of permanent full-time service will not receive any sick days until January 1). The unit for computation of sick leave shall not be less than one-half day. Credits cannot be earned for the period an employee is on leave of absence without pay or under disciplinary punishment involving loss of work time or for employees who are on probation. For the calculation of sick leave credits, the time recorded on the payroll at the full rate of pay shall be considered as time "served" by the employee. Sick leave will also be calculated every January 1 and July 1 for the preceding 1/2 year.

Sick leave may be used for the diagnosis, care, or treatment of your own illness, injury, or health condition or need for medical diagnosis or preventive care. If an employee needs to use sick leave, he or she should notify the Executive Director on the first working day of such absence and within one-half hour after the beginning of the workday. After three (3) consecutive days of absence, the Agency may require documentation from a medical provider certifying the reason for the absence. If an employee is absent for 30 consecutive calendar days, it will be the employee's responsibility to present each month during their absence, a document prepared by a physician of the employee's choice which certifies as to the employee's continued disability.

Sick Leave Incentive

For each quarter year with 0 sick days used, a \$50 savings bond will be given to those employees. Absences for bereavement purposes shall not be considered absences for the purpose of this section.

Vacations

All Agency employees, with the exception of the Executive Director, in addition to time off for holidays, will be granted annual vacation with pay as per the following schedule: (Continuous service shall not be necessary)

On January 1, new permanent employees who have not completed one (1) full year of service shall be credited, as of the upcoming January 1, with one (1) day of vacation for each full month worked up to a maximum of ten (10) days' vacation. From the employees 6th year anniversary date and thereafter, the employee will receive one (1) additional paid vacation day for each annual anniversary date up to fifteen (15) paid vacation days maximum.

All vacations must be earned and earned vacations may be taken by the employee at a time convenient to the Agency with approval of the Executive Director. Vacation can accumulate to a

total of twenty (20) days. Any exception must be approved by the Board of Directors. No vacation will accumulate while an employee is absent, on leave, or without pay, or under the disciplinary punishment involving loss of work time. Upon separation from the Agency for any reason, any unused vacation credits shall be paid for at the current salary of the position.

Requests for vacation leave shall be submitted to the Executive Director at least one calendar month prior to the beginning date of the vacation. Requests will be approved according to the workload of the Agency. Conflicts in scheduling of annual leave will be resolved by the Executive Director.

All employees should take a vacation of at least one whole week once during the year and that unused vacation up to a maximum of 10 days would be paid for at 1/2 the employees current salary during the last payroll of the year in question.

Personal Leave

Upon appointment with the Agency, a permanent employee is credited with three (3) days personal leave for the year. Each January 1st, all permanent employees will be credited with three (3) personal leave days. Such personal leave may be used for religious observance, funerals, extreme emergency or for pressing personal obligations which cannot be handled outside working hours. It can also be used for days, if any, when the office is closed due to inclement weather conditions, other than in emergency weather conditions. Approval for personal leave must be requested at least 24 hours in advance from the Executive Director and cannot be used before nor after a holiday.

Personal leave cannot be accumulated from year to year. Upon termination of employment, no compensation will be paid in lieu of time left on the books.

Military Leave

The Agency will comply with the military leave law.

Jury Duty

The Agency will grant leave for permanent employees called for jury duty and will pay the employee his or her regular salary less any compensation received for the jury service. The maximum amount of leave to be granted for jury duty shall be ten (10) days. If additional time is needed the Agency Board must approve.

Witness and Victim of Crime Leave

Occasionally, employees may be the victims of a crime or legally compelled to attend a judicial proceeding as a witness. In these circumstances, an employee's attendance at work will be excused if the employee is a victim of a crime and attending or participating in legal proceedings pertaining to the crime (including consulting with the district attorney handling the prosecution) or if the employee is legally compelled to attend a judicial proceeding as a witness. Employees must notify their supervisor immediately of their need for leave under this Policy.

The Agency reserves the right to request verification of the employee's participation in legal proceedings, such as a copy of the summons or subpoena.

For non-exempt employees, leave under this policy will be unpaid, unless the employee chooses to use his/her accrued PTO time. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

An employee charged with a crime, who is required to attend a judicial proceeding relating to that charge, is not covered by this Policy.

Voting Leave

Employees who are registered to vote will be granted time off from work to vote in an election if they do not have sufficient time to vote outside of working hours, including up to three (3) hours of paid time off. The Agency may require that such time off be taken at the beginning or end of an employee's shift. Employees must request time off to vote from their supervisor at least two (2) working days prior to the election. The Agency will post a notice as required by state law no less than ten (10) working days before every election.

Exempt employees will be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Leave for Death in Family

A leave of absence with pay shall be granted to a permanent employee who is absent from duty because of the death of an immediate member of his or her family. The immediate family of an employee shall include spouse, mother, father, sister, brother, children, grandparents, father-in-law and mother-in-law. The employer shall grant a leave of absence with pay for the duration of time not to exceed (3) consecutive regularly scheduled work days from the date of occurrence to be taken against accumulated sick leave time, without being counted as sick leave use for the purpose of the sick leave incentive payment.

Health Insurance

This policy refers to current benefit plans maintained by the Agency. For more information, please refer to the actual plan documents and summary plan descriptions. To the extent that this policy conflicts with the plan documents, the plan documents are controlling.

The employer shall provide a Health Insurance Plan.

The Agency will pay 3/4 of the total cost for single coverage on an employee.

New permanent employees who do not have health insurance when they are hired, must wait a minimum of ninety (90) days, or when the next opening for health insurance occurs, before the coverage becomes effective.

Upon leaving the Agency, the health insurance coverage shall be terminated on the last working day or the last day of the month during which termination occurred.

If an employee elects not to be covered under the Agency's health insurance plan, due to other documented coverage, a quarterly bonus of one-half (1/2) of the employers cost for that appropriate coverage shall be paid quarterly to such employee. The employee shall have the option of taking the health insurance in October of each year for the following calendar year.

Retirement

New employees must join the New York State Retirement System at the present tier level.

Those presently in the New York State Retirement System, will remain in that system with the same conditions that now pertain to each permanent employees' situation except in place of sponsoring government entity contributing Agency would contribute.

Social Security

The employer share of Social Security and Medicare coverage for employees is provided for by the Agency. The employee and the employer are each required by law to contribute fifty percent (50) of the Social Security and Medicare costs based on the employees gross wage.

Unemployment Insurance

The Agency provides unemployment insurance coverage for its employees.

Workers' Compensation

The Agency provides for the cost of insurance for employees under the NYS Workers' Compensation Law. This insurance provides for payment of medical expenses and part of an employee's income in the event of absence due to accidents and diseases related to employment.

Disability Benefits

The Agency provides for the cost of insurance for employees under the NYS Disability Benefits Law. This insurance provides benefits for non-occupational disabilities.

Life Insurance

Life insurance for each employee is included in the NYS Retirement program.

Mileage and Expense Reimbursement

The Agency shall provide mileage to the Agency employee at the Cattaraugus County rate. Employees shall receive reimbursement under the following conditions:

A) mileage will be granted from the Agency office to the work assignment location(s) the employee is traveling to and return mileage to the Agency office

B) if an Agency employee is starting from their residence and directly traveling to the first work assignment on agency business, mileage will be awarded from the residence. This is also the case in reverse at the end of the work day.

C) the Agency shall have the right to pay a monthly/annual vehicle allowance to any full-time employee it desires.

In addition to a mileage allowance, the Agency will pay any tolls and parking of the employee while on official Agency business.

Amended and adopted this 22nd day of March, 2022
by the respective Boards of each corporation referenced above.