

PUTNAM COUNTY PERSONNEL DEPARTMENT
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EMPLOYEE HANDBOOK

Revised 11/2026

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Welcome to Putnam County

As a member of our team, you play an integral part in serving the people of Putnam County! This handbook serves as an introduction to Putnam County and covers the rights, benefits, responsibilities, and duties you have as an employee[1]. We encourage you to use it as a resource to help you DO the best you can for the people we all serve.

For some employees, this handbook will differ from their collective bargaining agreement. Please be sure to follow your collective bargaining agreement in those situations.

From time to time, it may become necessary to revise County policies. Therefore, Putnam County reserves the right to change the policies contained herein. This updated Employee Handbook replaces all earlier versions.

To view the Putnam County Charter, click here

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Putnam County is an Equal Opportunity Employer. Discrimination on the basis of race, color, sex, religion, age, national origin, marital status, disability or veteran status will not be tolerated.

This policy applies to all terms and conditions of employment, including but not limited to employment advertising, hiring, placement, compensation, training, promotion, demotion, termination, layoff, transfer, disciplinary actions, leave of absence or any other benefits. Discrimination based on any of the above is strictly prohibited and any supervisor, administrator or employee who engages in or tolerates such behavior is subject to disciplinary action in accordance with the Civil Service Law, collective bargaining agreements or any other applicable State of Federal Laws.

If an employee believes that he or she has encountered violations of this policy, the employee may advise his or her Department Head. In addition, an employee can file a written complaint with the Personnel Department within (3) calendar days of the incident. Retaliation against the complainant will not be tolerated. False accusations will be treated as a disciplinary offense and will result in the same level of punishment as would be administered to one who engages in such behavior.

Putnam County's policy is to investigate all such complaints, thoroughly and promptly. To the fullest extent practical, Putnam County will keep complaints and their resolutions confidential. If an investigation confirms that a violation has occurred, Putnam County will take corrective action, including any discipline that is appropriate up to and including immediate termination of employment of the offender. Putnam County will cooperate with any State or Federal agency involved in the investigation of any complaint.

[1] Nothing contained in this Handbook shall be construed to deny or restrict any employee of the rights granted under the New York State Civil Rights Law, Civil Service Law, or any other applicable laws and regulations

PUTNAM COUNTY EXECUTIVE
KEVIN M. BYRNE

Dear New Putnam County Employee,

Welcome to Putnam County Government and thank you for coming on board as a vital member of our team.

Know that as public servants, we must put our best self forward to represent the values and ethics of the constituents we've been charged to serve. The services our county workforce provides impacts so many people who call this county home. I know these services would not be possible without the skilled workforce you have now joined. The work you will provide is meaningful, and I hope you can take pride in that during your tenure here.

On behalf of the nearly 100,000 residents of Putnam County, thank you for the dedication and service to our community.

Sincerely,

Kevin M. Byrne
Putnam County Executive

40 Gleneida Avenue | Carmel, New York 10512 | Office: 845.808.1001 | Fax: 845.808.1901

WWW.PUTNAMCOUNTYNY.COM

Putnam County: A brief history

Putnam: Origins

The Half Moon, a Dutch East India trading company vessel, anchored in the Hudson in 1609, and encountered the local inhabitants, a band of Native Americans called the Wappingers. In 1691, two Dutch traders purchased a portion of what would become Putnam County from the Wappingers. They sold it six years later to Adolph Philipse who then obtained a royal patent for land extending all the way from the Hudson to Connecticut, an area to be known as the Philipse Patent.

In 1737, the Philipse Patent became the South Precinct of Dutchess County. During the French and Indian War, many of the Wappingers went to Massachusetts. They returned after the war and sued to regain the land, arguing they had been defrauded, however, the Philipse land claims were upheld.

Putnam: The Revolution

During the Revolutionary War, the control of the Hudson Highlands was critical for success. For part of the Revolution, the defenders of the Highlands were commanded by General Israel Putnam.

Statues and markers commemorate two interesting events that occurred in Putnam during this time. The first marks the flight of Benedict Arnold following the discovery of his treachery. There are also multiple markers and statues commemorating the night-long ride of Sybil Ludington. In April 1777, the 16-year-old daughter of Colonel Henry Ludington roused the area militia under her father's command to march to Connecticut where they succeeded in driving the British back. Although there is no contemporary documentation of the event, Sybil's feat is firmly established in local tradition.

The sachem (chief) Daniel Nimham and the Wappingers supported the American cause during the Revolutionary War. Nevertheless, when the lands of the Philipses were granted to patriots following the war, the Wappingers received no reward causing most of them to leave the area.

Putnam: The beginning

Because the Philipses had been Loyalists, most of their lands were confiscated and sold. This brought about an influx of immigrants to the County. In 1812, the State Legislature formed Putnam County after realizing that Southern Dutchess was too far from its seat in Poughkeepsie and taking note of the increasing population.

Putnam's position on the Hudson River provided and easy and inexpensive means of transportation. In 1815, the Philipstown Turnpike Company was organized to improve a toll road across the County from Cold Spring to Connecticut. Wagons on the turnpike brought goods, produce and iron ore across the county.

In 1817, the West Point Foundry began. The War of 1812 compelled the Federal Government to create a domestic munitions industry. Cold Spring's location on the Hudson was ideal: it had river transportation, waterpower, iron ore from nearby mines, and fuel from the charcoal making close at hand. The Foundry's demand for workers, brought Putnam's first flood of European immigrants.

By the mid-19th century, Gail Borden built his new milk processing plant in Brewster, taking advantage of the railroads that traveled to Putnam County. His operation required nearly 90,000 quarts of milk. Transportation of his condensed milk utilized the railway while the transportation of raw milk to Brewster encouraged the development of good roads in the area.

Putnam: Civil war and beyond

Although small, Putnam County played a role in the Civil War. About a third of the men and boys served in the military, and four distinguished fighting generals are associated with Putnam. Putnam contributed to the cause by feeding the troops and civilians. Declining sheep farming received a boost by a renewed demand for woolen clothing when southern cotton was unavailable.

Between the Civil War and World War I, industry and agriculture changed. Iron mining and the West Point Foundry, were unable to compete with ore from Michigan and Minnesota and iron manufacturing in Pennsylvania, causing an exodus of people. New York City's need for more drinking water caused it to look to the Croton River watershed to supply its needs. From 1866 to 1906 dams and reservoirs took over the farmable land, forcing many farmers out of Putnam County. The population of the County declined, losing almost 4,000 residents between 1910 and 1920.

Putnam: Early tourism

The abandonment of the mines and farms, creation of the reservoirs, and preservation of open space contributed to the beauty of Putnam County and created a new industry, summer tourism. Hotels, inns, and boarding houses around the lakes and the railroads made Putnam a vacation mecca for New York City.

In the early 20th century, improved roads brought more tourists. During the Great Depression, most of the county's dirt roads were paved and in 1931, the Taconic State Parkway reached Putnam County. Soon, bungalow colonies sprang up, and cheap land was laid out in developments of summer homes in Lake Peekskill, Lake Carmel, and Putnam Lake. "A place in the country" was now accessible for many New York City residents.

Putnam County's natural beauty made it a desirable summer area. Its many lakes and reservoirs were attractive for fishing and water sports. Snowdale Farm in Brewster utilized the beauty of the area and the increasing transportation options to draw high-profile visitors from as far as Texas, becoming part of a flourishing recreational tourism industry for African Americans. The abandoned mines and farms in the northwestern part of the county reverted to nature eventually becoming the forested Clarence Fahnestock State Park in 1929.

Throughout the 1920s and 30s, the year-round population began to grow. Apple, egg, and poultry farming gradually replaced many of the dairy farms. Construction trades and the service industry were stimulated by the summer population. People discovered that they could live in Putnam County and still commute to New York City. A new Putnam County was in the making.

Putnam: Growth

During the last half of the 20th century, Putnam became part of the New York City suburbs. WW2 veterans and many workers found one could live in Putnam and commute to work. While not as convenient as Westchester, Putnam offered less expensive housing, good schools, and a safe environment. New year-round housing developments sprang up throughout the county and summer homes were rapidly converted to all-year homes. For several decades, Putnam has been the one of fastest growing counties in the State. Only time will tell what is next for Putnam County, but it is always important to reflect upon where we have been, before considering where we should go next.[2]

[2] Putnam County Historian archive

SECTION ONE: EMPLOYEE BENEFITS

Based upon position, employees may be eligible for a variety of benefits. For more information, please visit the Benefits Portal available online in the Employee Help Center or contact the Personnel department at benefits@putnamcountyny.gov. If you are part of a collective bargaining unit, please be sure to refer to your specific contract regarding your benefits.

Health Insurance

All employees should refer to Putnam County Resolutions #227 of 2015 and #321 of 2025. Employees covered by a collective bargaining agreement should additionally refer to your specific union contract for any union specific information regarding health insurance benefits.

Retiree Health Benefits

All eligible employees and current retirees shall be provided with a retirement health insurance benefit in accordance with Putnam County Resolution #227 of 2015 and #224 of 2026.

SECTION TWO: EMPLOYEE POLICIES AND GUIDELINES

EMPLOYEE TIME ACCRUAL AND USE

Bereavement Leave

The following policy shall only apply to management confidential employees. All collective bargaining employees should refer to their current contract.

- In the event of death in the employee's immediate family, he/she shall be granted time off without loss of regular pay up to a maximum of four (4) consecutive workdays, not chargeable to sick leave accruals, one of which shall be the day of death, or day of funeral. However, no employee shall receive less than three (3) working days. However, any leave requested and granted beyond said four (4) days shall be considered and charged as "sick leave" provided said employee has sufficient accrued sick leave.

- Leave taken by reason of death in an employee's immediate family shall be limited to the following relatives: mother, father, brother, sister, spouse, child, mother-in- 27 law, father-in-law, grandfather, grandmother, grandchildren, current stepparents and step-children. Reasonable verification of the death may be required by the County.

Blood Donation Leave

County employees working more than twenty (20) hours a week shall be entitled to donate blood twice annually, at no charge to their accruals, at blood drives held either on County property or organized by Putnam County. Employees are encouraged to schedule a donation when available and inform their Supervisor/Department Head of the time of their donation at least two (2) working days beforehand.

Donation of Time

Employees may donate time to another Putnam County Employee, if certain criteria are met.

- The receiving employee must be out on sick leave and be determined to be ill, disabled or recovering from a serious illness, accident, or surgery. This is determined on a case-by-case basis by the Personnel department.
- The receiving employee must have depleted all of their available sick, compensatory, personal, and vacation time
- If the time out is related to a Worker's Compensation OR short-term disability, the employee must first deplete said benefits. Donated time CANNOT be used as a substitute for, or in lieu of, available disability benefits.
- The donated time is limited to two (2) weeks per donor, per occurrence of illness.
- The donor may choose to donate vacation, compensatory, or sick time.
- The recipient does not continue to accrue time while using donated time.
- A regular full-time employee, working part time after illness, may not use donated time to retain full-time status.
- Donations must be made in full-day equivalents.

If you believe you need a donation of time and are eligible, please speak to your department head. All requests for time donation are made by the department head to the personnel office for review. If granted, donation may be made within the requested department. If the illness is such that the department cannot cover the sick period with donated time, the department head may request that the personnel department open up to donation to all county employees. For form click here

Per Resolution #443 of 2009.

Family Medical Leave Act (FMLA)

The FMLA requires Putnam County to provide up to twelve (12) weeks of unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Employees are eligible if they have worked for Putnam County for at least one (1) year and for twelve hundred fifty (1250) hours over the previous twelve (12) months AND one of the following reasons has been met:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job; OR
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty"; OR
- Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met. Ordinarily, employees must provide thirty (30) days advance notice when the leave is foreseeable. Putnam County may require medical certification of support a request for leave because of a serious health condition and may require a second or third opinion (at the expense of Putnam County). The County may additionally require a fitness for duty report to return to work.

For the duration of the FMLA leave, Putnam County must maintain the employee's health coverage under any "group" plan. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Employers are prohibited from interfering with, restraining, or denying the exercise of, or the attempt to exercise, any FMLA right. Any violations of the FMLA or Putnam County's regulations constitute interfering with, restraining, or denying the exercise of rights provided by the FMLA.

Employers are prohibited from discriminating or retaliating against an employee or prospective employee for having exercised or attempting to exercise any FMLA right.

Employers are prohibited from discharging or in any other way discriminating against any person, whether or not an employee, for opposing or complaining about any unlawful practice under the FMLA.

- All persons, whether or not employers, are prohibited from discharging or in any other way discriminating against any person, whether or not an employee, because that person has:
- Filed any charge, has instituted, or caused to be instituted, any proceeding under or related to the FMLA;
- Given, or is about to give, any information in connection with an inquiry or proceeding relating to any right under the FMLA; or
- Testified, or is about to testify, in any inquiry or proceeding relating to a right under the FMLA.

All leaves must be approved in writing by Personnel before the leave begins. Employees are required to provide **thirty (30) days** advance leave notice unless notice is precluded by emergency.

The following procedure should be followed for all FMLA requests:

1. Employee requests leave in writing to his/her Department Head (Find form here)
2. Department head recommendation is submitted to Personnel
3. Personnel forwards to employee the FMLA Eligibility document and Medical Certification for completion
4. Approval/Denial is sent to employee by Personnel
5. Once approval is received, the leave may begin

For more information, see the United States Department of Labor website, here

Jury duty and court appearance leave

A management/confidential employee required to serve as a juror or to appear in court, other than for personal matters, such as for divorce, child support, bankruptcy, etc., pursuant to subpoena or court order, shall be granted a leave with pay for such required attendance provided that any fees received for such attendance shall be paid to the County, exclusive of fees received for transportation.

Employees that are members of a collective bargaining agreement should refer to their current contract.

Military Leave

Putnam County supports the rights and obligations of its employees to serve in the Armed Forces of the United States. The Uniform Services Employment and Reemployment Rights Act (USERRA) of 1994 and New York Military Law §242, provides for job and benefits protection for a period of five years for an individual who has left their job to enter service in the uniformed services of the United States. It also prohibits discrimination in the hiring, promotion, reemployment, termination and benefits of an individual on the basis of their membership in the uniformed services. Putnam County values the sacrifice made by these employees and wish to expand upon these laws.

Employees shall notify their department head, at least four (4) weeks in advance of the leave, unless notice is precluded by military necessity, or it is impossible or unreasonable to give such notice. It is preferred that notice be provided via the Notification of Military Leave form (attached) and be accompanied by the employee's military orders for such leave. This form is then provided to the Personnel Department, Finance Department and department head or assigned person in the department. Employees may also designate a contact person in the event there are questions during the employee leave using the Military leave Contact Person Designation form (attached). Should an employee elect to provide verbal notification, both the Personnel Department and Finance Department shall be immediately informed by the employee.

Compensation

Pursuant the New York State Military Law, for any leave taken for military service, excluding regular ROTC training, employees shall receive their regular Putnam County pay for a period of thirty (30) calendar days or twenty-two (22) work days, whichever is more beneficial to the employee.

For a maximum of up to two hundred and sixty (260) working days thereafter an employee will be compensated for the difference between their regular base pay and military pay while on military leave. Base pay shall include both longevity and any payments applicable to employee as a result of an

appropriate bargaining agreement. Once the two hundred and sixty (260) working days are depleted, the employee shall only be entitled to payment under the New York State Military Law.

In order to receive a pay differential, the employee must provide a copy of their military orders to their department, the Personnel Department, and the Finance Department. The employee must additionally present proof of military compensation to the Personnel and Finance Departments no later than fourteen 14 days of receipt of first payment by the military. Employees shall not receive pay differential without providing the requisite financial documentation and military orders.

Removal From Payroll
Employees on military leave in excess of the 260 days allowed by this policy shall be removed from the payroll for the duration of their military leave. They shall remain off the payroll, and ineligible for any salary from Putnam County until such time as their return to work OR a new year begins, and they are allotted a new period of thirty (30) calendar days or twenty-two (22) workdays under the New York State Military Leave Law.
To avoid removal from the payroll, employees may utilize their vacation accruals if they wish.

Overpayment
In the event an employee continues to receive full pay from Putnam County while on leave, beyond the initial payment period of 30 or 22 days, they shall immediately notify their department head and the personnel department. If an employee on military leave receives full salary during the period of time in which differential pay should have been issued, or during a time in which they should not have been on the payroll, they shall be responsible for reimbursing Putnam County the amount of the overpayment. The method of repayment shall be negotiated pursuant to appropriate methods in the New York State Taylor Law.

Employees who knowingly collect additional monies and who fail to notify the County may be subject to disciplinary action.

Benefits
Employees receiving differential pay while on military leave shall continue to pay their standard contribution for the duration of their differential pay period. Employees removed from the payroll during military leave may elect to continue with their medical, dental, and vision insurance benefits for up to twenty-four (24) months. The cost of the coverage shall be 100%.

Employees that elect to stop their Putnam County health benefits will be subject to a standard waiting period upon their return.

Employees shall continue to accrue vacation, sick leave credits, and personal day credit as per their Collective Bargaining Agreement while they are receiving pay differential.

The benefits shall be made available on the same terms and conditions as such benefits would otherwise have been available.

Retirement
During the period of time the employee is receiving pay differential, the County of Putnam shall report the employee's earnings to New York State Retirement System, however, these earnings will be considered non-pensionable as per New York State Law. The employee may subsequently contact the New York State

Local Retirement System in order to request service credit. This request may require a service credit payment if contributions were required at the time the earnings were earned.

Change in leave schedule
In the event there is a change in the leave schedule, the employee must notify their department immediately.

If the employee is receiving or will be eligible to receive differential pay as a result of, or at any point during the new leave period, the notification must include a copy of both the original and amended orders and proof of military pay. Both the Personnel Department and Finance Department must be notified of any change in the leave period immediately. Failure to notify finance and personnel and failure to provide orders and pay information will result in the employee not receiving pay differential.

Returning to work
Employees on Military Leave are entitled to reinstatement, in accordance with NY Military Law §243, if application is made up to ninety (90) days after the termination of military duty so long as,

1. The leave was for less than five years; and
2. The position was of a permanent nature; and
3. They were not dishonorably discharged from service

Employees on leave for more than thirty (30) days shall provide documentation establishing their eligibility for reemployment by providing one of the following:

- Department of Defense 214 Certificate of Release or Discharge from Active Duty
- Copy of duty orders prepared by the facility where the orders were fulfilled carrying an endorsement indicating completion of the described service
- Letter from the commanding officer of a personnel support activity or someone of comparable authority
- Certificate of completion from military training school
- Discharge certificate showing character of service
- Copy of extracts from payroll documents showing periods of service

Reemployment rights are terminated if the employee is:

- Separated from uniformed service with a dishonorable or bad conduct discharge
- Separated from uniformed service under other than honorable conditions, as characterized by regulations of the uniformed service
- A commissioned officer dismissed by sentence of a general court-martial, in commutation of a sentence of a general court-martial, or, in time of war, by order of the president
- A commissioned officer dropped from the rolls due to absence without authority for at least three months, separation by reason of a sentence to confinement adjudged by a court-martial, or a sentence to confinement in a federal or state penitentiary or correctional institution

Employees who fail to notify Putnam County of a dishonorable discharge from service that occurs while on military leave may be subject to disciplinary action.
The position held by the employee engaged in military leave shall, so far as practicable, be filled only if public interest requires. If deemed necessary, the position shall be filled a substitute appointment.

In the event the position held by the employee on military leave is abolished prior to their return, their name shall be placed on a preferred eligible list.

Procedure

1. For leaves indicated by Verbal Notification only
    - Employee verbally notifies their supervisor or department head, Personnel and Finance departments
    - Department Head or Supervisor immediately sends an email to both the Personnel Department and Finance Department as well as any other required person within the department.
    - Department provides completed Request for Personnel Change (RPC)
2. For leaves eligible for pay differential
    - As soon as is practicable, prior to their leave, employee completes the Military Leave Notification form and provides it to their Department Head, Personnel Department, and Finance Department.
    - Employee provides proof of military pay to the Personnel Department and Finance Department
    - Department sends completed RPC to the Personnel Department and Finance Department including orders and military pay information/proof
    - Differential pay begins as soon as possible thereafter **
3. Employee notifies department of their return in accordance with this policy
4. Department prepares and RPC for a return from leave and sends to Finance and Personnel

** County pay is stopped once the NYS mandated 30/22 days ends if military payroll information has not been provided.

Per New York State Military Law §242, Putnam County Resolution #118 of 2024

Leave for Bone Marrow Donors and Organ Donors

Any employee of Putnam County employed against a budgeted position shall be allowed up to seven (7) workdays of paid leave to undergo a medical procedure to donate bone marrow and up to thirty (30) workdays of paid leave to serve as an organ donor. An employee is required to give at least fourteen (14) days prior written notice to the appointing authority of his/her intention to use leave under this resolution, unless there is a medical emergency arrested to by a physician that would require the employee to undergo the medical procedure for which leave is sought within that fourteen-day notification period. This leave is available each time an employee serves as a bone marrow or organ donor and is in addition to any other leave allowed.

Under this provision, employees are eligible for paid leave without charge to accruals, for either full or partial days, while serving as either a bone marrow donor or an organ donor or recovering from the procedures involved, as long as the donor does not receive any compensation for this donation. The leave with pay without charge to accruals includes any necessary travel time, as well as any medical testing or other procedures to determine bone marrow or organ donation compatibility.

The leave is available only to the extent that it conflicts with the employee's work schedule. Employees who undergo bone marrow and organ donation outside their regular work schedule, for example on a personal day, do so on their own time. Employees absent on a holiday for the purpose of bone marrow or organ donation are considered to be observing the holiday and are not granted compensatory time off for bone marrow or organ donation for the holiday.

For employees on part-time or alternative work schedules, a work day is based on the length of the employee's scheduled work day. For example, a half-time employee who is scheduled to work 3.5 hours a day and a full-time employee on a compressed workweek who is scheduled to work more than 7 hours per day have each used one workday of entitlement under this resolution if absent for a full work shift.

If an employee uses the leave under this resolution in less than a full day unit, the leave is calculated as a fraction of the employee's work day. For example, a full-time employee who works 7 hours a day and who is absent for 3.5 hours for bone marrow donation has used one half-day of his/her entitlement.

The appointing authority may require verification by a physician regarding the purpose and length of each leave requested by the employee under this policy.

The requesting employee must complete the "Bone Marrow or Organ Donation Request for release time" form and submit to their Department Head/supervisor. A second form, the "Verification of Organ or Bone Marrow Donation), must be completed by the attending physician and returned to the Department Head. These forms can be found later in this handbook. (find form here)

Leave request for cancer screening

County employees are allowed up to four (4) hours per year of paid leave to receive a cancer screening This leave is apart from any other accumulated leave benefit and is available ONLY for time required during working hours. This paid leave is not to be deducted from accrued leave time.

There are two (2) forms required for an employee to take this leave. The first is the "Cancer Screening Request for release time". This form should be submitted to and signed by the employee's supervisor prior to the leave. The second form is the "verification of cancer screening visit." This form should be completed by the person giving the screening exam. Once both forms are completed, please forward to the Personnel Department to be placed in the employee's file. (find form here)

Civil Service Law §159-b, amended 2008, amended 2018

Time off to Vote

An employee may request two (2) hours of paid leave to vote if the following conditions are met:

- The employee is a registered voter AND
- There is less than four (4) hours between the opening of the polls and the start of the employees shift OR
- There is less than four (4) hours between the end of the employees shift and the close of the polls

The time must be taken at the start or end of the employees shift, as designated by the employer, UNLESS another time is mutually agreed to.

Notice must be provided to the employer not less than two (2) days, but no more than ten (10) days, before Election Day.

Employers MUST conspicuously post notice of such available time not less than ten (10) days before Election Day. Such notice shall be kept posted until the close of the polls on Election Day.

Per N.Y. Election Law §3-110

EMPLOYEE HEALTH, SAFETY, AND WELLNESS

Putnam County ADA/ADAA Policy

Purpose
The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.
It is the policy of Putnam County to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the County's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Procedures
When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

Putnam County will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to Putnam County. Contact the Personnel Department with any questions or requests for accommodation.

All employees are required to comply with the County's safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an organizational decision has been made in regard to the employee's immediate employment situation. Individuals who are currently using illegal drugs are excluded from coverage under the County's ADA policy. The Personnel Department is responsible for implementing this policy, including the resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

Terms Used In This Policy
As used in this ADA policy, the following terms have the indicated meaning:

Disability: A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.
Major life activities: Term includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

Major bodily functions: Term includes physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as

neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed "mental retardation"), organic brain syndrome, emotional or mental illness and specific learning disabilities.

Substantially limiting: In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment, such as cancer that is in remission but that may possibly return in a substantially limiting form, is also considered a disability under EEOC final ADAAA regulations.

Direct threat: A significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.

Qualified individual: An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

Reasonable accommodation includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, assignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

Undue hardship: An action requiring significant difficulty or expense by the County. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include:

- The nature and cost of the accommodation.
- The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed at such facility, the effect on expenses and resources or the impact of such accommodation on the operation of the facility.
- The overall financial resources of the County; the size, number, type and location of facilities.
- The type of operations of the department, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.

Essential functions of the job: Term refers to those job activities that are determined by the County to be essential or core to performing the job; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.

Drug Free Workplace

In compliance with the Drug-Free Workplace Act of 1988, Putnam County has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of Putnam County employees and to the security of the County's equipment and facilities.

The County will not tolerate any drug or alcohol use which could affect an employee's job performance. The citizens of Putnam County have a right to expect that County employees will carry out their duties in a safe and reliable manner, free from the effects of alcohol or drugs.

For these reasons, Putnam County is committed to the elimination of drug and alcohol use and abuse in the workplace. It is the intent of the County, however, to encourage and assist such employees in treatment and rehabilitation whenever appropriate.

This policy and stated procedures replace, except where contrary to contractual obligations, any and all earlier procedures based on or expanding upon the Drug-Free Workplace Policy of its predecessor policies.

The policy and procedures apply to all active County employees in all government departments and to the staff of the Board of Legislators. The County reserves the right to modify the policy and procedures in whole or in part in accordance with the law and contractual procedures. All employees with bargaining agreements should refer to the language in their bargaining agreement in the event of language discrepancies.

The policy and procedures shall be the responsibility of the Personnel Department. Any questions should be directed to 845-808-1650.

The Personnel Officer shall be responsible for policy interpretation, administration, and enforcement.

A. DEFINITIONS

1. Adulterated specimen – A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

2. Commercial Driver's License (CDL) – A driver's license required to operate large, heavy, or placarded hazardous material vehicles in the United States. Specific County positions may require an employee to hold a CDL for the purposes of employment. All CDL drivers must conform with federal regulations regarding the use of alcohol, drugs, and controlled substances.

3. Controlled Substance – Any substance which has been deemed illegal under the New York State Penal Law [3] (for example cocaine, valium, anabolic steroids). This term does NOT include the use of prescribed or legal substances which have been legally obtained and are being used for the purposes for which they were prescribed.

[3] See Title M, Article 220 of the New York State Penal Law or in Scheduled I-IV as defined by Section 802(6) of Title 21 of the United States Code (21 USC 802(6)

4. County property – Includes all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by Putnam County or any site on which the county is conducting business.

5. Dilute urine sample – A urine specimen with creatinine and specific gravity values that are lower than expected for human urine, typically reported when values are lower than 20mg/dL.

6. Dilute positive – A urine sample with a creatinine of less than 20mg/dL with detectable levels of the controlled substances which are subject to testing. This shall be treated as a positive drug screen.

7. Dilute negative – A urine sample with a creatinine of less than 20mg/dL with no detectable levels of the controlled substances which are subject to testing. A dilute negative test will not automatically be considered a negative test.

8. Drug Paraphernalia – Any items which are used for the administering, transferring, manufacturing, testing, secreting, or storing of a controlled substance and/or an illegally used drug

9. Illegally Used Drugs – Any prescribed drug which is legally obtainable but has not been legally obtained or is not being used for prescribed purposes, all "designer drugs" not listed in the Controlled Substances Act, and any other over–the–counter or non–drug substance being used in a manner that is not intended.

10. Legally Obtained Drugs – Any drug which has been obtained in a manner which is legal under the laws of New York State, including prescription, over–the–counter and recreational drugs[4].

11. Marijuana – A legally obtained recreational drug under New York State Law. ALL employees that fall under federal regulation, such as CDL drivers, Deputy Sheriffs, Corrections Officers, and Probation Officers MUST follow federal law and therefore are not permitted to use or possess marijuana as specified in federal statues, laws, and regulations.

12. Medical Review Officer (MRO) – A licensed physician who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.
13. Refuse to cooperate – To obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.

[4] In April 2021 New York State legalized marijuana. At the time of the creation of this policy, marijuana remains illegal under federal law. See US Code Title 21 Controlled Substances Act, Section 812 Schedules of Controlled Substances

14. Under the influence of alcohol – An alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

15. Under the influence of drugs – A confirmed positive test result for prohibited drug use per this policy. Also included, the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization).

B. PROHIBITED CONDUCT

The following employee conduct is prohibited:

1. The smoking or vaping of any tobacco, marijuana, or any other legal substance on any County property, within a County vehicle, or within thirty (30) feet of any entrance to any County property

2. Employee arrival on County premise under the effects of, or the use on county owned property or while conducting county business or during business hours, of any legally obtained drug or alcohol, including marijuana, where such use adversely affects the employee's job performance[5] including those legally prescribed by a physician and used in accordance with that prescription.

3. The use, distribution, dispensation, or sale of alcohol on County property, while conducting County business, in a County vehicle, in a vehicle being used for County purposes, or during business hours. An exception shall exist if it has been authorized at a County function by the County Executive, Deputy County Executive, or any Commissioner/Department Head of a County Department.

4. The use, distribution, dispensation, sale or transfer of marijuana on County property, while conducting County business, in a County vehicle, in a vehicle being used for County purposes, or during business hours.

5. The use, possession, manufacturing, distribution, dispensation, or sale of a controlled substance, illegally-used drug, or drug paraphernalia on County property, while conducting County business, in a County vehicle, in a vehicle being used for County purposes, or during business hours.

6. The use of marijuana by employees subject to federal law/regulation including Commercial Driers License Holders, Deputy Sheriffs, Correction Officers, and Probation Officers

7. Employee arrival on County premises under the effects of controlled substance or illegally used drug, to the point where such use adversely affects the employee's job performance.

[5] Where physician–directed use of drugs adversely affects performance, it is in the best general interest of the employee, co-workers, and the County that sick leave be used.

8. Storage in a desk, locker, automobile or any other repository on County Property of any illegally used drug, controlled substance, or marijuana.

9. Storage of alcohol in a desk, locker, or any other repository within your workspace or building on County Property.

10. The possession of any illegally used drug, marijuana, or alcohol while conducting County business, while on County property, in the scope of employment, and/or any other circumstances related to their County employment.

11. Switching or adulterating urine samples.

12. Refusing consent to alcohol or drug testing pursuant to the terms of this Policy.

13. Failing to notify Putnam County, within five days of a conviction under a criminal drug statute for a violation occurring on or off County premises while conducting County business.

C. TESTING AND PROCEDURES

Drug testing is conducted, as allowable under the New York State law, for the following types of drugs: Amphetamines, Cocaine, Opiates & Phencyclidine unless otherwise noted. Individual test reports will be maintained by the Personnel Department for a minimum of five years.

Pre-employment

Applicants being considered for hire must submit to a drug test before beginning work or receiving an offer of employment. Pre-employment test results must be ***negative*** for an applicant to move forward.

In the event of a dilute negative with creatinine levels between 5 and 20 mg/dl, the applicant shall be offered a secondary drug screening. Prior to the second screening, the applicant shall have the opportunity to provide medical documentation explaining the dilute test results.

In the event of a dilute specimen with creatinine levels below 5mg/dl, Partners in Safety shall advise as to next actions.

All applicants for positions subject to Federal Regulations including CDL drivers, Deputy Sheriffs, Correction Officers, and Probation Officers shall be tested for marijuana in addition to the above listed controlled substances. A positive marijuana test for this group of applicants shall have the same bearing as a positive test for any of the other substances.

Any applicant with a drug test result of positive, dilute positive or who has refused testing shall be disqualified from the hiring process for a period of one year. In the event the position which has been applied for is a safety-sensitive position there is a blanket disqualification.

Reasonable suspicion

All employees are subject to testing based on (but not limited to) articulable symptoms of impairment by two supervisors or County officials[6]. Documentation of the employees conduct via the "Reasonable Cause/Reasonable suspicion testing form" shall be prepared and signed by the witnesses within 24 hours.

Examples of acceptable grounds for reasonable suspicion testing are as follows:

Observations for Employee's Physical Condition

1. Slurred speech
2. Confusion/disorientation
3. Odor of alcohol on breath or person
4. Odor of marijuana on breath or person
5. Unsteady gait or lack of balance
6. Glassy eyes
7. Rapid/continuous eye movement or inability to focus
8. Drowsiness
9. Inattentiveness
10. Apparent intoxicated manner (without the odor of alcohol or marijuana)
11. Physical injury to self or others
12. Tremors or bodily shaking
13. Poor coordination
14. Runny nose or sores around nostrils
15. Very large or small pupils
16. Slow or inappropriate reactions

Observations of Employee's Behavior

1. Inability to respond to questions or to respond correctly
2. Complaints of racing or irregular heartbeat
3. Marked irritability
4. Aggressiveness (attempts at physical contact)
5. Inappropriate laughter, crying, etc.
6. Sleeping on the job
7. Fainting or repeated loss of consciousness
8. Improper job performance and or violation of work rules
9. Other behavioral manifestations

Observations of General Job Performance

1. Excessive unauthorized absences in last 12 months
2. Excessive authorized absences in last 12 months
3. Excessive use of sick leave in last 12 months
4. Frequent Monday/Friday absence or other pattern
5. Frequent unexplained disappearance
6. Excessive "extension" of breaks or lunch
7. Frequent leaving work early

[6] Preferably that have received training in the identification of behavior indicative of use of a controlled substance

8. Ignores established procedures

An employee, who is believed to be impaired, will be sent home, to a testing facility, or to a medical facility by taxi or other safe transportation alternative. If necessary, in the employer's discretion, the employee will be accompanied by a supervisor or other employee. Under no circumstance will an impaired employee be allowed to drive.

Drug testing based articulable symptoms of impairment shall include the testing for marijuana for all County employees.

Random Testing

Employees may be subject to random testing as dictated by their collective bargaining agreement.

Employees may be subject to random testing related to the use of cannabis:

1. when the County is required to take action pursuant to a state or federal statute, regulation, ordinance, or other state or federal government mandate; or

2. when the County is required to take action to prevent the loss of a federal contract or federal funding; or

3. in furtherance of preventing violation of federal law by the County

Post-accident

Putnam County strictly prohibits the use of alcohol, controlled substances, marijuana, and illegally used drugs while operating a county motor vehicle or operating a motor vehicle while on County business. Employees are subject to testing in the event there is an accident. Testing includes urinalysis as well as breath testing and includes testing for marijuana upon the observation of articulable symptoms of impairment. The alcohol test should be performed within 2 hours of the accident. If not tested within 2 hours, the driver may be tested for alcohol up to 8 hours following the accident. The drug test will be performed within 32 hours of the accident. Employees who refuse or test positive shall be in violation of this policy and subject to discipline.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for a cab to transport the employee home.

Consequences of post-employment drug testing

Employees who violate this policy by refusing or testing positive shall have a mandatory evaluation by a substance abuse professional (SAP). The SAP will then make a treatment recommendation. If the SAP determines the treatment was successful, the SAP will send a report of compliance to your employer. Your employer (or a future employer) can then order a return-to-duty test, which must be negative.

If the SAP determines that you didn't cooperate with the treatment plan, or that you didn't participate appropriately, the SAP will send a report of non-compliance to your employer, and you will have to continue with the program. **If you return to work, you will be subject to follow-up testing.**

Employees who test positive or refuse a second time shall be subject to disciplinary action up to and including termination. Employees should refer to their collective bargaining agreements for further information.

Collection and testing procedures

Drug testing is done by means of urine collection and analysis. The specimen will be collected by trained personnel in accordance with the federal drug testing regulations. The specimen is divided into 2 separate containers (the primary sample and the split sample) and sealed in a tamper-evident container and shipped to a SAMHSA-certified lab for testing. Laboratory test results are reported to the medical review officer (MRO). Before reporting a positive test to the employer, the MRO will attempt to contact the employee to discuss the results. If the MRO in unable to contact the employee directly, the MRO will contact the employer's Drug Program Administrator who will contact the employee. In the event the employee indicated there is a medical reason for the test result, The MRO may speak with the prescribing doctor. If no legitimate explanation for the positive test is found, the MRO will report the test as positive. If there is a valid explanation showing the presence of a medication which the employee has used in accordance with a valid prescription, the test will be considered a negative test. In the event of a positive drug test, the employee has the right to request that the split sample be sent to a different certified lab for testing. This request must be made within 72 hours of the time the employee was informed of the results by the MRO. The cost of the split performed will be performed at the employee's expense.

Tips to avoid diluted test results

Consuming large amounts of water/liquids can cause drug test results to be diluted. This can cause unclear results and could result in the retesting of employees. A dilute negative test will not automatically be considered a negative test. This is because the large water quantities in the urine sample can obscure results.

To avoid retesting or possible disciplinary action, employees and applicants can follow the below tips when they are taking known or scheduled drug tests:

- Don't drink excessive water (more than one full glass of water) or any liquids at least two hours before sample collection, and reduce intake for six-eight hours before test

- Avoid caffeinated beverages such as coffee, tea, soda, or energy drinks, and other diuretics (including supplements)

D. COMMERCIAL DRIVER'S LICENSE HOLDERS

Under 49 CFR Part 40, the Federal Highway Administration of the United States Department of Transportation requires certain drivers to undergo specific drug and alcohol testing. The drivers who must be tested under these guidelines are those required to hold a Commercial Drivers License (CDL).

This includes any driver who drives a motor vehicle-

- With a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight of more than 10,000 pounds;
- With a gross vehicle weight rating of 26,001 or more pounds:
  - Designed to transport 16 or more passengers; or
  - Of any size that is used to transport hazardous material which require the vehicle to be placarded under the hazardous: materials regulations.

These CDL guidelines shall apply to all Putnam County employees holding a CDL for the purposes of employment. This shall be ***in addition to all guidelines previously described in this policy***. Where a discrepancy exists, CDL drivers are to follow the guidelines specific to those operating with a CDL. All CDL drivers must conform with federal regulations regarding the use of alcohol, drugs, and controlled substances. If a substance has become legal under New York State law but remains illegal under federal law, such as marijuana, CDL drivers are not permitted to use that substance.

1. **Special Definitions**

Safety-Sensitive Function – means any of the following:

- All time spent waiting to be dispatched at the County's transportation office, facility, or other property, unless the driver has been relieved from duty by the employer.
- All time spent inspecting, servicing or conditioning equipment.
- All time spent at the driving controls of a commercial motor vehicle.
- All time, other than driving time, spent on or in a commercial motor vehicle (except for time spent resting in the sleeper berth).
- All time loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle or in giving or receiving receipts for shipments loaded or unloaded.
- All time spent performing the driver requirements associated with an accident.
- All time repairing, obtaining assistance or remaining in attendance upon a disabled vehicle.

2. **Prohibited Conduct**

A driver shall not:

- Use any substance deemed illegal under federal law, even if that substance is legal under New York Law, such as marijuana.

- Report for duty within four hours of consuming alcohol.
- Use alcohol while on duty, including meal breaks.
- Be on duty or operate a commercial motor vehicle while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment.
- Use alcohol for eight hours following an accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.
- Use controlled substances, except when pursuant to the instructions of a physician who has advised the driver that such use will not adversely affect the driver's ability to safely operate a commercial motor vehicle.
- Report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substance.

3. **Testing**

The federal motor carrier safety regulations are very specific regarding when a driver must submit for a drug and an alcohol test as well as what substances must be tested for. This testing may be above and beyond that testing of non CDL driving employees. Additionally, these regulations follow federal law and not state law for the purposes of defining controlled substances. Pre-employment and follow up testing may be conducted at any point *prior* to the first safety-sensitive function.

Reasonable suspicion testing should occur immediately in the case of suspected drug use and as soon as possible in the case of suspected alcohol use. The supervisor who observed the underlying behavior shall not perform the breath test.

All other tests may occur during working hours either immediately before or after the performance of a safety sensitive function.

The following tests are ***in addition to or broaden the scope of the*** employment testing described above in Section III.

- Random Testing

  - Throughout the year, drivers are subject to unannounced testing on a random basis. The number of covered employees randomly selected for testing during the calendar year shall be equal to a minimum annual percentage rate of 50 % of the total number of covered employees subject to drug testing, and an annual percentage rate for random alcohol testing shall be 10 % of covered employees Since drivers are chosen at random throughout the year, each individual driver may not be tested or may be tested once, twice or more in a given year.

- Follow-Up Testing

- If a driver who violates this policy is allowed to return to duty, a test will be conducted prior to the performance of a safety-sensitive function. In addition, the driver will be subject to unannounced follow-up testing. The frequency of such tests will be prescribed by a substance abuse professional and will consist of a minimum of 6 tests in the first 12 months following the driver's return to duty.

    - Post-Accident

- The employer will test for alcohol and drugs as soon as possible after an accident, if the driver receives a citation under State or local law for a moving traffic violation arising from the accident or if there is a fatality. The alcohol test should be performed within 2 hours of the accident. If not tested within 2 hours, the driver may be tested for alcohol up to 8 hours following the accident. The drug test will be performed within 32 hours of the accident.

    - Return-to-duty testing

- This is required after a violation of drug and alcohol rules. A test must be taken and come back negative before an employee can return to duty following SAP recommended treatment. These employees may also be subject to unannounced testing at least 6 times in the first 12 months. These tests must be conducted under direct observation.

4. **Testing Procedures**

Drug testing is done by means of urine collection and analysis. The specimen will be collected by trained personnel in accordance with DOT regulations. The specimen is divided into 2 separate containers (a split sample) and sealed in a tamper-evident container and shipped to a NIDA-certified lab for testing. Laboratory test results are reported to the medical review officer (MRO). Each specimen receives a screening test and, if that test is positive, a confirmation test.

Before reporting a positive test to the employer, the MRO will attempt to contact the driver to discuss the results. If the MRO in unable to contact the driver directly, the MRO will contact the employer's Drug Program Administrator who will contact the driver. In the event the driver indicates there is a medical reason for the test result, The MRO may speak with the prescribing doctor. If no legitimate explanation for the positive test is found, the MRO will report the test as positive. If there is a valid explanation for the positive test other than illegal drug use, the MRO will report the test as a negative. A test showing the presence of a medication which the employee has used in accordance with a valid prescription will be considered a negative test, unless the employee drove in violation of the physician's orders prohibiting driving. Medical Marijuana prescriptions under New York State's CARE act shall NOT remedy a positive test for marijuana. Any driver covered by this section shall be considered in violation of the Putnam County drug and alcohol policy if tested positive for marijuana despite possession of a medical marijuana prescription.

In the event of a positive drug test, the employee has the right to request that the split sample be sent to a different certified lab for testing. The costs for the split sample tests shall be shared equally between the County and the employee. This request must be made within 72 hours of the time the driver was informed of the results by the MRO.

Certified breath alcohol technicians will perform these tests using evidential breath testing devices. If the shows a result less than 0.02, the test is considered negative. If the alcohol concentration is 0.02 or greater, a confirmation test must be conducted. The confirmation test will be performed fifteen minutes after the initial test and the results of this test determine what actions will be taken.

5. **Testing refusal**

Refusal to take a test goes beyond simply not providing a breath or urine sample. It may be determined that an employee has refused a drug or alcohol test when they:

- fail to appear at, or take too long to appear at, the drug or alcohol testing site.
- fail to provide a breath or urine specimen for collection.
- leave the drug or alcohol collection site before the testing process is complete.
- do not permit direct observation of the collection of the specimen when it has been ordered.
- provide an insufficient amount of urine or breath without a valid medical reason as determined by the MRO.
- do not take a second test as ordered by the employer and permitted by the DOT.
- do not go to or does not permit to occur, a medical examination by the MRO as directed.
- fail to cooperate with *any part* of the urine or breath collection process.
- fail, during an observed collection, to follow the instructions to raise/lower clothing and turn around in order to allow the observer to check for a prosthetic device.
- possess or wear a prosthetic or other device that could be used to interfere with the collection process.
- they admit, during the collection process, that they have tampered with their specimen.
- adulterate or substitute their specimen and it is confirmed by the lab and the MRO determines there is no medical reason for the result.
- they admit, during a medical review, that they have tampered with their specimen.
- fail to sign the certification statement at step 2 of the alcohol testing form.

6. **Consequences of testing**

Drivers who are known to have engaged in prohibited behavior with regard to alcohol misuse or use of controlled substances are subject to disciplinary action and penalties pursuant to County policy and collective bargaining agreements, as well as other sanctions provided for in state and/or federal law.

In addition to any consequences previously outlined in this policy, employees face the following:

- Employees who test positive/dilute positive or refusal to test are required to be evaluated by a substance abuse professional (SAP) and complete any requirements for rehabilitation as set by the County and the SAP.

- Employees subject to SAP procedures must complete the return to duty process prior to performing safety-sensitive duties.

- When a test refusal event is reported to the employers designated contact person, the employee must immediately be removed from safety-sensitive duties.

- When a verified positive/dilute positive test result initial report is received by Putnam County, the employee shall immediately be removed from performing safety sensitive functions.

- When a test result is verified in an initial report as adulterated or substituted, it shall be considered a positive test. In the event this occurs, the employee shall immediately be removed from performing safety sensitive functions.

- When a test result is returned as dilute negative, employees will be subject to a second test. Based upon MRO directive, this test may be required to be performed under direct observation. All other retests shall be conducted unobserved.

- When an alcohol test result is 0.04 or higher, the employee shall immediately be removed from performing safety sensitive functions.

- When an alcohol test result is between 0.02 and 0.039, the employee shall be temporarily be removed from performing safety sensitive functions.

- A driver who, after providing an adequate breath specimen, has a confirmatory test which registers between 0.02 and 0.04, at a minimum, must be suspended without pay until his/her next regularly scheduled duty period, but for no less than 24 hours and may be subject to additional disciplinary action by the County, up to and including discharge.

- A driver who tests positive for drugs, or after providing an adequate breath specimen, has a confirmatory test which registers 0.04 or greater will, at a minimum, be suspended without pay until his/her next regularly scheduled duty period, but for no less than 24 hours, and will be subject to additional disciplinary action by the County, up to and including discharge. In order to be eligible to return to duty after a positive drug test or an alcohol level of 0.04 or higher, a driver must complete the course of rehabilitation prescribed by the substance abuse professional and undergo a return-to-duty test with a negative result. After returning to work, the driver must continue in an after-care program and be subject to follow-up testing, in accordance with the recommendation of the SAP and consistent with the regulations.

7. **Return To Duty Process**

- The employee in violation of the DOT regulations for drug or alcohol testing is removed immediately from safety sensitive duty.

- The employer is required to provide a list of DOT qualified Substance Abuse Professionals (SAPs). A SAP list may be provided by a dedicated service agent.

- The SAP performs a face to face clinical evaluation of the employee and makes recommendations for treatment and/or education, providing documentation to the Designated Employee Representative (DER).

- The employee complies with the treatment(s) and/or education recommended by the SAP. The SAP then conducts a follow-up evaluation and determines the employee's eligibility to return to safety sensitive duty providing documentation to the DER.

- Once the DER receives the SAP's documentation indicating the employee is eligible to return to safety sensitive duty, the employee must test negative on a Drug/Alcohol Screening before returning to duty at the employer's discretion.

- The employee is subject to unannounced follow-up testing and a period of 1 to 5 years according to a plan determined by the SAP and provided to the DER.

- The SAP then recommends follow-up testing, aftercare treatment, and/or support group participation.

E. CONFIDENTIALITY

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the MRO will be confidential to the extent required by law and maintained in secure files. Such records and information may be disclosed among department heads and supervisors on a need-to-know basis, and when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

F. INSPECTIONS

Putnam County reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband; affected employees may have union representation involved in this process. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including termination.

G. EFFECTS OF ALCOHOL AND DRUGS ON HEALTH, WORK, AND PERSONAL LIFE

Impaired employees endanger themselves, fellow workers, and other innocent citizens. Employees with drugs or alcohol in their systems are less productive and more likely to injure themselves or other persons in an accident. Alcohol and drug abusing employees increase the costs related to lost productivity, absenteeism, accidents, theft, and treatment programs. Also, medical costs are higher and are passed on to the employer in the form of higher insurance rates. Alcohol and drug abuse costs both the employer and the employee. Alcohol remains the number one abused drug in this country. Alcohol consumption causes many changes in behavior and even low doses can impair the judgement and coordination required for driving. Moderate to high doses cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. If combined with other depressant drugs, much lower doses of alcohol will produce the effects just described. Long-term consumption of large quantities of alcohol can lead to permanent damage to the brain and the liver.

Alcohol and substance abuse is a complex problem-calling for specialized supervision and care: Don't cover-up for a person who you think has a substance problem. Don't make excuses for them or do their work for them. The problem is not going to go away. Don't enable the person to continue the alcohol or drug abuse.

Some of the most noticeable signs of drug abuse are drowsiness, respiratory depression, constricted pupils, nausea, slurred speech, excitement, loss of appetite, poor perception of time and distance, relaxed inhibitions, disoriented behavior, watery eyes, runny nose, chills and sweats, convulsions, apathy, depression, and the use of drug paraphernalia. Some of the signs and symptoms of alcohol misuse are the odor of alcohol, slurred speech, staggering, tremors, vomiting, cramps, delirium, loss of appetite, using arms for balance, leaning against walls and doorways, swaying while maintaining balance, and confusion.

H. **GETTING HELP**

Substance or alcohol abuse is an illness, not a character flaw. If you think you might have a problem, get help before it is too late. Leave the treatment and counseling of persons with an abuse problem to the professionals. The DOT in the regulations require that the person with a problem be evaluated by a professional.

Employees Assistance Program (EAP)
Monday-through-Friday: 914 995-6070

SAMHSA's National Helpline
1-800-662-HELP (4357)
The Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline is a free, confidential, 24/7, 365-day-a-year treatment referral and information service (English/Spanish) for individuals and families facing mental health disorders and substance addictions. They can refer you to therapists, counselors, treatment programs, and support groups in your area.

Drinking Drivers Program
Monday through Friday: 845 808 1641 EXT. 46018

Partners in Safety
845-341-0515

Discrimination and Sexual Harassment Prevention Policy and procedure

POLICY STATEMENT

Putnam County is an equal opportunity employer committed to compliance with federal, state and county laws prohibiting employment discrimination. Putnam County has an unwavering commitment to provide a working atmosphere conducive to maintaining the dignity of all its workers and free from all forms of discrimination, including sexual harassment. All employees are required to work in a manner that prevents harassment in the workplace. Sexual harassment in the workplace, like other forms of harassment, is not merely inappropriate or unprofessional, it is against the law[7]. Harassment based on sex (with or without sexual contact) is a violation of Title VII of the Federal Civil Rights Act of 1964, as amended, and the New York State Human Rights Law.

This policy also applies to harassment that violates discrimination laws but is not sexual in nature. Harassment by reason of an individual's age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity or expression, familial status, predisposing genetic characteristics, criminal history, and any other group of persons covered by federal or state law is also prohibited by this policy and will be addressed through the same procedures as outlined below.

This policy applies to everyone having a relationship with Putnam County, including, but not limited to, all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with Putnam County[8]. All employees will be expected to comply with this policy and to take appropriate action so that acts of harassment or discrimination do not occur.

A. GENERAL ANTI-DISCRIMINATION AND HARASSMENT PROTECTIONS

Every Putnam County employee is entitled to work in an environment that is free from all forms of discrimination, including sexual harassment, and its harmful economic, psychological, and physical effects. Putnam County prohibits all forms of harassment and discrimination, including but not limited to the following areas:

- Harassment, discrimination, or hostile work environment on the basis of an individual's age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity or expression, familial status, predisposing genetic characteristics, criminal history, and any other characteristic protected by law;
- Retaliation against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices;
- Employment based decisions based on stereotypes or assumptions about abilities, traits, or performance of individuals of a protected class;

[7] While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity or expression, familial status, predisposing genetic characteristics, and criminal history.

[8] In the remainder of this document, the term "employees" refers to this collective group.

- Denying employment opportunities to a person because of marriage to or association with an individual of a protected class;
- Failure to reasonably accommodate the disability of an otherwise qualified employee or prospective employee, unless doing so would impose an undue hardship on the County; and
- Failure to reasonably accommodate the religious belief of an employee or prospective employee, unless doing so would impose an undue hardship on the County.

Unlawful harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

As part of Putnam County's commitment to preventing sexual harassment, employees must attend annual sexual harassment prevention training sessions as required by the county. Additional counseling or guidance in support of our commitment to maintain a harassment-free environment is available through the Putnam County Personnel Department and/or the County's Employee Assistance Program (EAP).

B. WHAT IS "SEXUAL HARASSMENT"?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) County law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment need not be severe or pervasive to be unlawful and can be any harassing conduct that consists of more than petty slights or trivial inconveniences. Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment; or
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, or which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of

employment. This is also called “quid pro quo” harassment. Any employee who feels harassed should report it so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee’s body or poking another employee’s body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target’s job performance evaluation, a promotion or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person’s sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual’s sex, sexual orientation, gender identity and the status of being transgender, such as:
  - Interfering with, destroying or damaging a person’s workstation, tools or equipment, or otherwise interfering with the individual’s ability to perform the job;
  - Sabotaging an individual’s work;
  - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer, or visitor.

C. REPORTING HARASSMENT OR DISCRIMINATION

Preventing harassment, including sexual harassment, is everyone's responsibility. Anyone who believes they have been subject to, or has witnessed harassment, discrimination, or any other conduct which may violate this policy should report the conduct to a supervisor, department head, the Personnel Officer, the Office of Equal Employment Opportunity/Affirmative Action, or EEO Compliance Officer. The employee may choose where to report such conduct. At any time, any employee who needs guidance as to how to proceed in filing a complaint or requires assistance at any time should contact the Personnel Officer, at (845) 808-1650.

Reports of harassment or discrimination may be made verbally or in writing. A form for submission of a written complaint is included at the end of the employee handbook, and all employees are encouraged to use this complaint form. Employees who are reporting harassment or discrimination on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of harassment or discrimination may also seek assistance in other available forums, as explained below in the section on Legal Protections.

D. SUPERVISORY RESPONSIBILITIES

All supervisors and managers who receive a complaint or information about suspected harassment, discrimination, or any other conduct which may violate this policy, observe what may be harassing behavior or for any reason suspect that harassment is occurring, are required to report such suspected harassment to the Personnel Officer. Failure of department heads, managers and supervisors to comply with the responsibilities set forth in this policy may result in disciplinary action and, in some cases, personal civil liability.

E. COMPLAINT AND INVESTIGATION OF SEXUAL HARASSMENT

Any incident which may be a violation of this policy should be promptly reported. ***All*** complaints or information about harassment will be investigated, whether that information was reported in verbal or written form.

a. How to Report

Anyone who believes that he/she has been subject to harassment, discrimination, or other conduct which may violate this policy, or who has observed such conduct (whether affecting them or anyone else), should immediately report the conduct to a supervisor, department head, the Personnel Officer, the Office of Equal Employment Opportunity/Affirmative Action, or EEO Compliance Officer. The employee may choose where to report such conduct. At any time, any employee who needs guidance as to how to proceed in filing a complaint or requires assistance at any time should contact the Personnel Officer, at (845) 808-1650. (find reporting form here)

If a complainant reports conduct which may violate this policy to a supervisor or department head, or if a supervisor or department head independently observes or knows of such conduct, the supervisor or department head shall promptly report this information to the Personnel Officer. If a supervisor or department head receives an initial report from a complainant in verbal form, the supervisor or department head must also document the complaint in writing and provide that document to the Personnel Officer.

b. Time Frame

Any incident which may be a violation of this policy should be reported as soon as possible after an alleged act of discrimination or harassment takes place. An employee's failure to promptly report harassment or discrimination may delay the investigation, make it more difficult to gather information necessary to investigate the report, and impede the County's ability to take prompt remedial action.

c. Investigation

Once the County has received a verbal or written complaint of discrimination or harassment, an investigator will be assigned by the Personnel Officer. If the Personnel Officer deems it necessary, a request to the County Attorney may be made for the assignment of someone outside of the Personnel Department to conduct such investigation. The investigator will serve as a neutral factfinder, and not as an advocate for any particular side. The investigator will conduct a prompt, thorough, and fair investigation. This investigation may include interviewing the parties involved and any relevant and necessary witnesses, as well as reviewing appropriate records or documents. The particular facts of the allegation will be examined individually, including the nature of the alleged conduct and the context in which the conduct allegedly occurred. Employees who have been accused of harassment or discrimination will be afforded the opportunity to offer and present information in response to the allegations made against them. Additionally, the parties involved may elect to have a union representative present while he/she is interviewed regarding the allegations. The Complainant will be kept closely informed of the investigation's progress. The County will make every effort to keep such complaints, and its investigation of the same, confidential to the extent deemed reasonably practicable. The purpose of this provision is to protect the confidentiality of the employee who files the complaint, to encourage the reporting of any incidents of discrimination and sexual harassment, and to protect the reputation of any employee wrongfully charged with a violation of this policy. It is incumbent upon any employee who is a party or witness to an investigation to refrain from discussing the investigation.

Information regarding an allegation or complaint under this policy will only be disclosed to the limited extent necessary to conduct a complete and thorough investigation of the complaint and to the extent necessary to properly remedy the situation. A full investigation may be impossible without disclosing certain information to the investigator, the parties involved, potential witnesses or individuals whose participation is necessary to appropriately remedy the situation.

Upon completion of the investigation, the investigator will summarize his/her findings in writing. The investigator's findings will be discussed with the proper department head(s) and with each party, as appropriate. Copies of such findings are not distributed to the parties in order to preserve the confidentiality of the matter. Where a violation is found, the investigator may issue a brief statement that is provided to the offender's supervisor and placed in the offender's personnel file. Records of the investigation are kept in a secure location accessible only to the Personnel Officer.

d. Remedial Action

Any employee who is found to have committed an act of harassment or discrimination may be subject to remedial or disciplinary action up to and including termination. The investigator, the Personnel Officer, and the appropriate department head, in conjunction with the County Attorney, will determine what remedial or disciplinary action may be necessary.

Depending upon the severity of the infraction and the facts and circumstances surrounding the

incident, the County has the discretion to impose remedial or disciplinary action which may include, but is not limited to, an oral warning, a written warning placed in the employee's personnel file, a demotion, a suspension from work without pay, a transfer to another job and/or location, or termination of employment, in accordance with the applicable collective bargaining agreements and/or state and federal law.

At any time during this process and upon the consent of the parties involved, the parties may be sent to the County Employee Assistance Program (EAP) for potential resolution, or to mediation, or any other services as may be recommended or appropriate.

F. RETALIATION

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a harassment or discrimination claim. Some examples of retaliatory behavior include, but not limited to the following:

- unwarranted discipline;
- providing inaccurate work information to, or ignoring or refusing to cooperate or discuss work-related matters with an employee because that employee has complained about or resisted harassment;
- discrimination.

Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours). Such retaliation is unlawful under federal, state, and (where applicable) County law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- made a complaint of harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving harassment under the Human Rights Law or other anti-discrimination law;
- opposed harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

G. LEGAL PROTECTIONS AND EXTERNAL REMEDIES

Harassment, including sexual harassment, is not only prohibited by Putnam County but is also prohibited by state, federal, and, where applicable, County law.

Aside from the internal process at Putnam County, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

a. State Human Rights Law (HRL)
The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within three years** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Putnam County does not extend your time to file with DHR or in court. The three years is counted from the date of the most recent incident of harassment. You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

b. Civil Rights Act of 1964
The United States Equal Employment Opportunity Commission (EEOC) enforces federal antidiscrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. §2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669- 4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov. If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

c. Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the Putnam County Sheriff's Department or the local police where the conduct occurred.

d. Contact the Division of Human Rights Hotline

People experiencing sexual harassment in the workplace may use the free and confidential hotline 1-800-HARASS-3 (1-800-427-2773) to connect with pro-bono attorneys on sexual harassment issues. Complaints may also be submitted online at https://dhr.ny.gov/complaint

H. FALSE COMPLAINTS

Putnam County recognizes that false accusations of harassment, including sexual harassment, can have serious deleterious effects on innocent individuals. Any employee who, in bad faith, makes a false complaint or statement, whether during an investigation or otherwise, is subject to disciplinary action.

CONCLUSION

Putnam County is committed to maintaining a workplace free of sexual harassment and discrimination by prohibiting inappropriate and disrespectful conduct, and by ensuring that employees are not subjected to an intimidating, hostile, or offensive work environment. Actions, words, jokes, or comments based on an individual's age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity or expression, familial status, predisposing genetic characteristics, criminal history, or any other legally protected status will not be tolerated.

Putnam County believes in the dignity of every individual and recognize the rights of all people to equal opportunity and to a workplace free from all forms of harassment and discrimination. We trust that all employees of Putnam County will continue to act responsibly in maintaining a pleasant working environment, free of harassment for all.

Per Resolution #100 of 2021, New York Human Rights Law, Civil Rights Act of 1964. Updates viewable here.

Nursing Mothers

STATEMENT OF POLICY

Putnam County will accommodate requests from employees who need to express breast milk during the workday, in accordance with the terms and conditions of this Policy. This Policy is designed to comply with all applicable laws, including the Fair Labor Standards Act (FLSA) and New York Labor Law § 206-c.

DEFINITIONS

Employee: All people employed by Putnam County; including full-time, part-time, and temporary workers.

Lactation Room: A sanitary place, other than a restroom or toilet stall, that can be used to express breast milk shielded from view and free from intrusion. The lactation room does not need to be a dedicated or permanent space. "Lactation room" shall be used to refer to the space being used by an employee for the purpose of expressing breast milk.

POLICY AND PROCEDURES

Amount and Frequency of Time Needed

Putnam County will provide an employee with thirty minutes of paid break time to express breast milk when a reasonable need arises. Employees may utilize exiting paid meal or break times should they need additional time. Paid time to express breast milk shall be available for up to three (3) years following childbirth.

The number of breaks that a covered employee will need to take may vary based on the employee's physical needs and specific circumstances. Putnam County shall provide break time at least once every three hours if requested by the employee.

Space Requirements

The lactation room must include at minimum:

- A chair;
- A work surface;
- Nearby access to running water; and
- If the space is supplied with electricity, an electrical outlet

Each lactation room shall be well lit at all times through either natural or artificial light. If the room has a window, it shall be covered with a curtain, blind, or other covering to ensure privacy. Putnam County must maintain the safety and cleanliness of a lactation room set aside for the use of employees expressing breast milk at work and ensure such room is free of hazardous materials. To ensure privacy, the room should have a door equipped with a functional lock. If a door with a functional lock is not available, a sign shall be posted advising that the room is in use and not accessible to other employees or the public.

If a room designated to serve as a lactation room is also used for another purpose, the sole function of the room shall be as a lactation room while the employee is using the room to express breast milk. When an employee is using the room to express milk, Putnam County shall provide notice to other employees that the room is given preference for use as a lactation room.

A lactation room shall be in reasonable and close proximity to such employee's work area (i.e., within a walking distance that does not appreciably lengthen the break time). If the workplace/worksite has access to refrigeration, access to refrigeration shall be extended to the employee for the purposes of storing the expressed milk. Putnam County is not responsible for ensuring the safekeeping of expressed milk stored in

any refrigerator on its premises. The employee is required to store all expressed milk in closed containers, regardless of the method of storage and to bring such milk home with them each evening.

Another room or location (such as a vacant office or the employee's office) also may be used as a lactation room, provided that the room/location otherwise accords to the standards set forth in this Policy. As a last resort, a cubicle may be made available as a lactation room, provided that the cubicle is fully enclosed with a partition, with walls at least seven feet tall, and otherwise accords to the standards set forth in this Policy.

Process of Requesting the Use of a Lactation Room

Covered employees have a right to request a lactation room. The process for requesting break time to use a lactation room to express milk is as follows:

1. Prior to returning to work or as soon as possible thereafter, employees should make a request to their Department Head. The request should include the anticipated duration of request, and an approximation of the number of breaks per day the employee is requesting.

2. Department heads should respond by providing employee with access directions for the room in that location.

3. When two or more covered employees need to use the room at the same time, the employee(s) also should contact their department head who will determine the process for the use of the room. The department head will discuss options with the employees to determine what arrangement will address each of the employee's needs. Options may include: finding an alternative clean space free from intrusion; sharing the space among multiple users; or creating a schedule for use. Any accommodation will ensure each employee is afforded a reasonable amount of time to pump.

4. When the lactation room is not a dedicated space, there should be a clear indication of when the room is being used as a lactation room and that it may not be used for any other purpose during that time. When possible, a schedule should be created to allow for maximum use of the space by all users.

5. Department heads are responsible for forwarding all requests to the Personnel Department.

6. If the department head is concerned that a request will pose an undue hardship, they should immediately contact the Personnel Department. The personnel Department will endeavor to assist the department in finding a solution.

ANTI-DISCRIMINATION

It is unlawful to discriminate in any way against an employee who chooses to express milk in the workplace. Supervisors and co-workers are reminded to respect and be sensitive to an employee's choice to nurse, as well as to her other efforts to do what they considers best for their child.

Per New York Labor Law §206-c see NYS guidelines here

Workers Compensation/on the job injury

Accidents occasionally happen. While work related injuries are infrequent and most often are minor, the potential for more serious injury cannot be eliminated. The proper course of action for an injury that occurs during working hours necessarily depends on its type and the severity. For a more serious injury, the first step is always to get medical attention/treatment as quickly as possible. For a minor injury or accident, a supervisor should first be contacted (circumstances permitting), then first aid or medical treatment secured.

An Employee Report of Work-Related Injury Form should be completed if an employee is injured on the job. The Employee Report of Work-Related Injury Form is available on the Putnam County Intranet Site on the Risk Management page. The completed form should be emailed within 24 hours to Mat Bruno, Risk Manager at mat.bruno@putnamcountyny.gov and Dawn Alterman, Office Manager, at dawn.alterman@putnamcountyny.gov and should contain as much information that is known at the time. Note: the email should indicate whether the employee is filing a Workers' Compensation Claim. (Sometimes the injury is minor, and the report is sent for informational purposes only.)

The original form should be completed in full. Questions 14 & 15 should state how much time the employee lost due to the work-related injury. The form is to be signed by the employee, preparer, supervisor, and department head and sent through interoffice mail to Risk Management. If the employee is filing for Workers' Comp and has lost time due to the work related injury, a C-11 Form must be completed upon his/her return to work or whenever it is requested (For long term injuries, the Workers' Compensation Board will periodically request a new C-11). A C-11 Form can be found on the Putnam County Intranet Site on the Risk Management page under "Workers Compensation Forms".

In order to ensure that the employee is not charged for sick time associated with a work related injury, it is suggested that the employee present a signed doctor's note to their department head stating the recommended date the employee can return to work and if there are any additional work restrictions. Law enforcement employees in the Sheriff's Office may also qualify for 207(c) Workers' Compensation claims for injuries incurred in the line of duty. Please check your collective bargaining agreement for additional details.

Workplace and Gender-Based Violence Policy

Putnam County, to the fullest extent possible, without violating any existing rules, regulations, statutory requirements, contractual obligations, or collective bargaining agreements, designates and directs appropriate management, supervisory, and/or Personnel staff to implement the following Gender-Based Violence and the Workplace Policy covering the following areas:

I. Definitions
II. Persons Covered by the Policy
III. Prohibited Conduct
IV. Survivor Rights
V. Risk Reduction
VI. Employer Responsibility
VII. Non-Discrimination and Responsive Personnel Policies

VIII. Non-Retaliation Policy
IX. Workplace Safety Plans
X. Dangerous and Emergency Situations
XI Reporting Workplace and gender Based violence
XII. Remedial Action
XIII. Firearms
XIV. Violations of Policy

I. Definitions

Unless otherwise noted, Putnam County defines the terms below for the purposes of this policy:

a. **Gender-Based Violence:** Violence or threats that happen because of someone's sex, gender, sexual orientation, gender identity or expression, or other related characteristics. Gender-based violence is an umbrella term that includes domestic violence, sex-based discrimination, sexual harassment, sexual assault, and sexual violence, and can also include stalking or human trafficking.

b. **Domestic Violence:** A pattern of coercive behavior, including acts or threatened acts, used by a perpetrator to gain power and control over a victim, as defined in New York State Social Service Law § 459-a, including, but not limited to physical, sexual, psychological, economic, and/or emotional abuse; or the threat of any of the acts as mentioned earlier. Domestic violence includes but is not limited to family violence, intimate partner violence, dating violence, or dating abuse.

c. Sexual Violence: Sexual acts or activities that happen or are attempted without consent, including rape, molestation, groping, harassment, and sexual abuse. These acts may or may not be crimes.

d. Stalking: An unwanted pattern of repeated harassing or threatening behavior, causing fear, substantial emotional distress, or safety concerns for the victim.

e. Coercive Control: An act or pattern of acts, threats, humiliation, and intimidation that is used to harm, punish, or frighten.

f. Sexual Harassment: Sexual Harassment is a type of gender-based violence. New York State law provides special protections against sexual harassment in the workplace. Under New York State Human Rights Law § 296 and Labor Law § 201-g, sexual harassment is defined as unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex, and:

i. unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment; or

ii. made, explicitly or implicitly, a term or condition of employment; or

iii. when submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

Anyone who experiences sexual harassment in the workplace should refer to the Putnam County Sexual Harassment and Discrimination Policy. Employees may additionally report it to the New York State Division of Human Rights. If the conduct is covered by the New York State Human Rights

Law, a formal complaint can be filed, and the Division of Human Rights will investigate. If violations of the Human Rights Law are found, the Division can order a wide variety of remedies ranging from financial compensation to changes in an employer's policies.

g. Survivor-Centered: An approach to supporting and assisting survivors focused on meeting their needs as they prioritize and define them. Key elements of a survivor-centered approach include confidentiality, safety, respect, and non-discrimination.

h. Trauma-Informed: An approach to supporting and assisting survivors that realizes trauma is common, recognizes the signs, activators, and symptoms of trauma, and uses this knowledge to inform practices, policies, and procedures.

i. Culturally Responsive: A holistic approach to supporting and assisting survivors that recognizes a person's complex identities and cultural values, by responding to differences in identities to actively meet the needs of all survivors and communities.

j. Victim of Domestic Violence – pursuant to NYS Social Services Law § 459-a (1): Any person over the age of sixteen, any married person, or any parent accompanied by his or her minor child or children in situations in which such person or such person's child is a victim of an act which would constitute a violation of the penal law, including, but not limited to, acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted assault, attempted murder, criminal obstruction of breathing or blood circulation, or strangulation, identity theft, grand larceny, or coercion; and

i. Such act or acts have resulted in actual physical or emotional injury or have created a substantial risk of physical or emotional harm to such person or such person's child; and

ii. Such act or acts are or are alleged to have been committed by a family or household member.

k. "Family or household members" means the following individuals pursuant to NYS Social Services Law § 459-a (2):

i. persons related by consanguinity or affinity (blood or a person's relation to blood relatives of their spouse);

ii. persons legally married to one another;

iii. persons formerly married to one another, regardless of whether they still reside in the same household;

iv. persons who have a child in common, regardless of whether such persons are married or have married or have lived together at any time;

v. unrelated persons who are continually or at regular intervals living in the same household or who in the past continually or at regular intervals lived in the same household;

vi. persons who are not related by consanguinity or affinity and who are or have been in an intimate relationship regardless of whether such persons have lived together at any time.

Factors that may be considered in determining whether a relationship is an "intimate relationship" include, but are not limited to: the nature or type of relationship, regardless of whether the relationship is sexual in nature; the frequency of interaction between the persons; and the duration of the relationship. Neither a casual acquaintance nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute an "intimate relationship"; or

vii. any other category of individuals deemed to be a victim of domestic violence as defined by the Office of Children and Family Services in regulation.

l. "Parent" pursuant to NYS Social Services Law § 459-a (2): means a natural or adoptive parent or any individual lawfully charged with a minor child's care or custody.

m. Victim or Survivor: A person who has experienced or is experiencing any form of gender-based violence. People of all genders, sexual orientations, and gender identities may experience gender-based violence, but women and girls are impacted the most. Some people will have a strong preference for which term to use.

n. Perpetrator or Abusive Partner or Person who Causes Harm: A person who commits or threatens to commit coercive or violent acts, which may include, but is not limited to, physical, psychological, sexual, economic, and/or emotional abuse against a victim.

o. Order of Protection (OP) ("Restraining Order" or "Stay-Away Order"): An order issued by any court to limit the behavior of someone who harms or threatens to harm another person. Orders of Protection may direct the offending party not to injure, threaten, or harass the victim, their family, or any other person(s) identified and may include, but are not limited to ordering the person causing harm to stay away from the home, school, business, or place of employment of the victim; vacate a shared residence; abide by any active orders of custody and visitation; and surrender any firearms.

p. Workplace: For the purposes of this policy, any permanent or temporary location away from an employee's domicile where an employee performs any work-related duty in the course of employment.

q. Human Resources: The Putnam County Personnel department serves as the human resources department.

r. Gender-Based Violence Liaison (GBVL): Where possible, a designated employee(s) of the business or organization who assists victimized employees with referrals to local service providers. The GBVL may or may not be a Personnel employee.

s. Local Service Providers: An organization in a given geographical area whose mission is to provide services to victims of gender-based violence. In New York State, each county has a designated service provider(s) for domestic violence and sexual violence. Services can include emergency shelter, advocacy, accompaniment to hospitals and court, safety planning, counseling, etc. Visit opdv.ny.gov for a list of New York State-based domestic and sexual violence service providers.

II. Persons covered by this policy
Putnam County provides a safe workplace for all employees and visitors to County facilities. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this policy. This policy shall extend to all full, part-time, temporary employees, volunteers, and interns working for Putnam County in any official work capacity.

III. **Prohibited Conduct**
We do not tolerate any type of workplace violence committed by or against employees or visitors to County facilities. Employees are prohibited from making threats or engaging in violent activities.

The list of behaviors below, while not inclusive, provides examples of conduct that is prohibited:

1. Causing physical abuse or injury to another person;
2. Stalking;
3. Making threatening remarks;
4. Workplace Bullying or aggressive or hostile behavior that creates a reasonable fear of injury to another person;
5. Intentionally damaging employer property or property of another employee;
6. Brandishing a weapon while on County property or while on County business;
7. Committing acts motivated by, or related to, sexual harassment or domestic violence;
8. Using the authority of their employment and/or misusing any workplace resources in order to:
    a. negatively impact any victim of gender-based violence;
    b. assist a perpetrator in locating a victim;
9. Assist a perpetrator in perpetrating any act of gender-based violence;
10. Protect a perpetrator from receiving appropriate consequences; or
11. Committing acts of gender-based violence from or at the workplace, or from any location conducting official business, except for locations where employees are telecommuting.

IV. Survivor Rights
Victims of domestic violence are a protected class under New York State Human Rights Law § 296, which applies to settings like employment, housing, education, and public accommodations. Every employer in the State of New York is required to follow the New York State Human Rights Law. This means it is unlawful to discriminate against an employee based on their status as a victim of domestic violence.

a. Employees have the right to:
    i. Disclose or not disclose experiences or details of gender-based violence.
    ii. Ask for reasonable accommodations to address concerns related to gender-based violence.
    iii. Be free of discrimination and retaliation in seeking such accommodation.
    iv. Access gender-based violence services.

b. Employers may require an employee to provide documentation, such as an attestation, to substantiate their need for an accommodation or to use sick or safe leave.

V. Risk Reduction
Hiring: The Personnel Department takes reasonable measures to conduct background investigation, as permitted by law, to review candidates' backgrounds and reduce the risk of hiring individuals with a history of violent behavior.

Safety: Putnam County Workplace Prevention Taskforce will conduct inspections of County premises to evaluate and determine any vulnerability to workplace violence or hazards. Risk factors and any necessary corrective action to reduce the risk will be identified.

Employee Assistance Program: The Putnam County Employee Assistance Programs (EAP) is an employee benefit program available to all employees and their immediate family members. This effective program establishes a confidential support service with trained counselors who are enabled with the proper resources to help employees deal with personal problems that might adversely affect their work performance, health, and well-being. EAP can also provide a program for diffusing workplace anger and violence and help work through workplace violence issues.

Individual Situations: While we do not expect employees to be skilled at identifying all potentially dangerous persons, employees are expected to exercise good judgment and to inform their supervisor and/or Personnel Department if any employee exhibits behavior that could be a sign of potentially dangerous situations.

Early Warning Signs of Potential Violence: Past behavior has generally been the best predictor of future behavior. There is no specific "profile" of a potentially dangerous individual. Acts of violence may also occur in the workplace due to issues of domestic disputes. Sometimes victims and witnesses recount acts of violence that occurred without warning. However, certain patterns of behavior and events frequently precede episodes of violence.

A list of indicators of increased risk of violent behavior may include:

1. Direct or veiled threats of harm;
2. Intimidation, belligerence, bullying or other inappropriate behavior directed at others;
3. Numerous conflicts with supervisors and employees; verbal comments indicating expressions of hostility directed at coworkers, supervisors, or others;
4. Bringing an unauthorized weapon to work, brandishing a weapon in the workplace, making inappropriate reference to guns or fascination with weapons;
5. Fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides;
6. Statements indicating an increased tone of desperation from the person, feeling that normal interventions to solve the problem will not work, feeling hopeless about a situation at work, with family, financial, and other personal problems;
7. Signs of abuse of drugs/alcohol on or off the job;
8. Extreme or uncharacteristic changes in behavior or displays of emotion;
9. Employees with on-going domestic difficulties; or
10. Employees with a temporary order of protection.

These behaviors should be reported to an employee's supervisor, manager, Personnel Department and/or the Workplace Violence Prevention Taskforce. The Personnel Officer is available to assist supervisors and managers in dealing with such behavior. Some behaviors may require immediate intervention, and others may require disciplinary action.

Sometimes, small behavior problems, which can precede the above behaviors, are dismissed or ignored, allowing problems to fester. In the employee's mind, the situation can become more intense. Early involvement may be the appropriate intervention. It is important to remember the employee must be treated with dignity, mutual respect and fairness in this process. Some of these types of behavior are listed below:

1. Withdrawal from friends, coworkers, and/or one's social circle;
2. Reduced productivity;
3. Unexplained absence from work area or marked increase in tardiness and/or absenteeism; or
4. Noticeable deterioration of personal hygiene and appearance.

VI. Employer Responsibilities

a. Putnam County shall implement the Gender-Based Violence and the Workplace policy and where possible, designate the Personnel department or appropriate staff personnel to perform duties associated with implementing the policy. Where possible, Putnam County will designate at least one employee as its Gender-Based Violence Liaison (GBVL). The GBVL is a designated employee who assists victimized employees with referrals to local service providers. The GBVL may or may not be a Personnel employee.

b. Increase awareness around gender-based violence and create an informed workforce by posting information in such places where employees can utilize the information without having to request it or be seen removing it (i.e. organization intranet, employee newsletters,
restrooms, kitchen and lounge, and any other frequently used areas.) The information should include:

i. Employee Assistance Program (EAP) information, if applicable,
ii. Personnel staff,
iii. NYS Domestic and Sexual Violence Hotline Number (1-800-942-6906), Chat and Text Line (1-844-997-2121), and
iv. Contact information for local gender-based violence programs.

c. Ensure victimized employees know and understand this policy and their rights, including all possible options available to them, and are aware of accommodations outlined in section VI of this policy, such as the use of alternative scheduling or a change in work location, and assisting the employee in identifying the best use of attendance and leave benefits.

d. Offer support to those victimized through the following minimum steps:

i. Provide information on available sources of services and assistance for victims and survivors, such as the New York State Domestic and Sexual Violence Hotline or local victim services provider.

ii. Educate employees on disciplinary practices that may be implemented in the event of retaliation for reporting or used with employees who commit acts of gender-based violence. Assist supervisors to ensure that all employees who knowingly violate this policy are held accountable.

iii. Include this policy as part of the written materials provided to all new employees and provide the policy to all employees on an annual basis.

iv. Provide a detailed explanation of employees' rights under this policy during new employee orientation, including information about anti-discrimination protections for victims of domestic violence under the New York State Human Rights Law.

v. Provide confidential support services, such as safety planning, and refer anyone who discloses they are a victim to the EAP, if applicable, the NYS Domestic and Sexual Violence Hotline (or the statewide hotline for workplace sexual harassment, if appropriate), and any local programs serving victims of domestic and sexual violence. Additional referrals may be made to the appropriate resources to meet the employee's needs best.

vi. Consider conducting programs and activities throughout the year to increase awareness about gender-based violence, such as supply drives for local domestic and gender-based violence programs, brown bag lunch discussions, and/or presentations by local gender-based violence programs.

e. Personnel(and/or GBVLs)" Putnam County Personnel staff must create a safe and supportive workplace culture for anyone who has experienced gender-based violence. They can do this by communicating that information and resources are available to victims and that abusive behavior by any employee will not be tolerated.

f. Supervisors Putnam County Supervisors shall ensure that any employee who discloses being a victim of gender-based violence is aware of and understands this policy and their rights, including the right to request accommodations or time off as discussed below. Additionally, supervisors shall refer employees to the Personnel department and/or GBVL to receive referrals and resources as outlined above.

VII. Non-Discrimination and Responsive Personnel Policies

All Putnam County policies and procedures must not discriminate and should be trauma-informed, survivor-centered, and culturally responsive to victims' needs. Under the New York State Human Rights Law, all persons are protected from discrimination in the workplace on the basis of their status as a victim of domestic violence, and on the basis of sex, sexual orientation, gender identity, and gender expression. If such discrimination occurs, the employee can report it to the New York State Division of Human Rights for potential investigation and remediation. Responsive personnel policies can increase the stability of gender-based violence survivors and help them navigate safety.

a. Victims of domestic violence are a protected class under New York State Human Rights Law (Executive Law § 296(22)) and as such;

i. Employers may not refuse to hire or license and may not terminate someone solely based on their status as a victim of domestic violence.

ii. Employers may not discriminate against victims of domestic violence in compensation, terms, conditions, or privileges of employment.

iii. Employers may not inquire about an applicant or employee's status as a current or past victim of domestic violence in any way that directly or indirectly expresses discriminatory treatment based on that status.

iv. Employers may inquire about status as a victim of domestic violence to provide reasonable accommodations.

v. Employers may not refuse to provide certain reasonable accommodations to an employee who is known by the employer to be a victim of domestic violence and who needs such accommodation to seek medical care and/or obtain certain services connected to an incident or incidents of domestic violence.

vi. Employers are prohibited from retaliating against an employee for opposing unlawful discrimination and/or filing a formal complaint over alleged discriminatory conduct.

b. Leave Options: Employees can choose to use appropriate leave accruals to cover any absences, if available. If the employee does not have adequate leave accruals to cover the absence or chooses not to charge leave accruals, the absence shall be treated as leave without pay.

c. Continuation of Benefits: Any employee who must be absent from work to utilize accommodations in this section is entitled to the continuation of any health insurance coverage provided by the employer to which the employee is otherwise entitled during any such absence, in accordance with any existing collective bargaining agreements, regulations, and organization policy.

d. Notice of Absence: Employees who must be absent to utilize accommodations as listed in this section shall provide their employer with reasonable advanced notice of the absence when possible.

e. Time Off for Legal Proceedings: Employers are also required to grant time off, with prior day notification, and may not penalize any employee who, as a victim or witness of a criminal offense, is appearing as a witness; consulting with a district attorney; or exercising their rights as provided by law.

f. Changes to Benefits: Employees who are victims of gender-based violence who separate from a covered family member due to incidents of gender-based violence shall be allowed to make reasonable changes in benefits at any time during the calendar year, where possible and in accordance with statute, regulation, contract, and policy.

g. Work Performance Impact: Putnam County recognizes that victims of domestic and gender-based violence may experience temporary work performance difficulties or be unable to complete certain job aspects because of safety reasons. (Examples include overnight travel, “off” hour shifts, etc.)

i. If performance is affected as a result of being a victim of gender-based violence, Putnam County will work with the employee on solutions which may include specific work plans, taking leave, reasonable accommodations, referrals to the GVBVL or HR, EAP, if applicable, and/or the local domestic violence service provider.

1. Employees should be made aware that not all employees’ requests for assistance can be accommodated.

ii. OPDV is available for case-specific technical assistance as needed.

iii. Employees will be given clear information on performance expectations, priorities, and performance evaluations.

iv. If disciplinary action is considered, special care should be taken to consider all aspects of the victimized employee's situation, and all available options in trying to resolve the performance problems should be exhausted, including making a referral to HR, EAP, if applicable, domestic violence program, or other relevant services, consistent with existing collective bargaining unit agreements, statute, regulations, and organization policy.

h. Termination and Unemployment Eligibility: If the employee is terminated or voluntarily separates from employment, the employee shall be informed of their potential eligibility for unemployment insurance, and Putnam County shall respond promptly to any requests for information that may be needed in the claims process. New York State law provides that a victim of domestic violence who voluntarily separates from employment may, under certain circumstances, be eligible for unemployment insurance benefits.

i. Protection Against Sexual Harassment: Sex, sexual orientation, gender identity, gender expression, and status as a victim of domestic violence are all protected classes under the New York State Human Rights Law § 296 and Title VII, the Federal Civil Rights Act of 1964. Sexual harassment includes harassment based on sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender. Gender-based violence may constitute sexual harassment when it subjects an individual to inferior terms, conditions, or privileges of employment.

j. Reporting Discrimination or Harassment: For all forms of discrimination and harassment, if an employee, including an intern or contractor, experiences sexual harassment or discrimination on the basis of their status as a victim of domestic or other gender-based violence, or observes discrimination in the workplace, the employee may file a complaint with the employer.

VIII. Non-Retaliation Policy

Retaliation against an employee who makes a good faith report of violence or other disruptive behavior is strictly prohibited and shall be subject to appropriate corrective or disciplinary measures. Putnam County shall not engage in any retaliatory practices against employees who disclose they are a victim of gender-based violence, or any employee seeking accommodations or to exercise their rights under this policy.

Putnam County will not retaliate, tolerate retaliation by any superiors, terminate, or discipline any employees for reporting information about alleged incidents of gender-based violence that may have been committed by an employee, including those in management positions.

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a harassment or discrimination claim. Some examples of retaliatory behavior include, but not limited to the following:

1. Demotion, termination, denying accommodations, reduced hours, or the assignment of less desirable shifts;
2. Publicly releasing personnel files;
3. Refusing to provide a reference or providing an unwarranted negative reference;
4. Labeling an employee as “difficult” and excluding them from projects to avoid “drama”;
5. Undermining an individual’s immigration status;
6. Reducing work responsibilities, passing over for a promotion, or moving an individual’s desk to a less desirable office location.
7. Commencing discipline against victimized employees for actions taken to promote their safety;
8. Inappropriate jokes;
9. Comments that communicate bias or minimization;
10. Excluding the employee from conversations, etc.;
11. Discussing employee’s status or experience in open/non-private settings with individuals other than the employee and the related staff (GBVL, HR,etc).

Retaliation may be carried out by anyone, not just the original perpetrator. Any employee or organization engaging in retaliatory practices may be subject to disciplinary actions. Retaliation against any employee who files a complaint of violation of the policy is also prohibited.

IX. Workplace Safety Plans

Gender-based violence can lead to safety concerns at the workplace. Safety plans are simple but critical steps an employee can take to increase their safety and the safety of coworkers. While not all employee-survivors will need help with safety planning, employers should be prepared to provide referrals to the local service provider and, when feasible, strategize with an employee-survivor if so desired by the victimized employee.

Employers shall have workplace safety response plans in place, including procedures for reporting to supervisors or contacting law enforcement, if necessary, should an event take place in the workplace.

a. Orders of Protection: Putnam County shall comply and assist with the enforcement of all known Orders of Protection (OP).

i. If requested by the victim or by law enforcement, Putnam County will provide any relevant information regarding an alleged OP violation.

b. Disclosing an Order of Protection: If an employee has an active OP, they are encouraged to disclose it to the GBVL or designated staff member at their work site. Employees should not be compelled to disclose an OP or provide a copy, but it may assist the employer in implementing a safety plan. Copies of Orders of Protection will be maintained in a locked, confidential location, separately from the employee's personnel file. In the event of an emergency or if the OP needs to be presented to law enforcement, the liaison, other designated staff member, director of Human Resources, or a member of executive staff/management shall retrieve and present the order.

i. Employees should notify the liaison in the event of a relevant modification or revocation of the OP.

c. Developing a Safety Plan: When requested by the victim, Personnel staff will work with the employee to develop a plan on how best to increase safety for the victim, other employees, and the workplace. Options may include, but are not limited to:

i. Providing front desk security or reception staff with a copy of the OP and a photo of the perpetrator;

ii. Allowing the employee to work staggered hours, an "off shift," or move to a different work location, either temporarily or permanently;

iii. Temporary reassignment of certain duties, such as overnight travel;

iv. Reassignment of parking space;

v. Providing employees with an escort for entry and exit from the worksite;

d. If the circumstances indicate a need for Putnam County to take steps to increase safety for the victim, other employees, and the workplace, the organization should follow their internal protocols.

X. <u>DANGEROUS/EMERGENCY SITUATIONS</u>

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If 911/Sheriff department and/or a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given.

XI. Reporting Workplace and Gender-Based Violence

Any incident which may be a violation of this policy should be promptly reported. ***All*** complaints or information about harassment will be investigated, whether that information was reported in verbal or written form.

e. How to Report

Anyone who believes that he/she has been subject to conduct which may violate this policy, or who has observed such conduct (whether affecting them or anyone else), should immediately report the conduct to a supervisor, department head, the Personnel Officer, the Office of Equal Employment Opportunity/Affirmative Action, or EEO Compliance Officer. The employee may choose where to report such conduct. At any time, any employee who needs guidance as to how to proceed in filing a complaint or requires assistance at any time should contact the Personnel Officer, at (845) 808-1650.

If a complainant reports conduct which may violate this policy to a supervisor or department head, or if a supervisor or department head independently observes or knows of such conduct, the supervisor or department head shall promptly report this information to the Personnel Officer. If a supervisor or department head receives an initial report from a complainant in verbal form, the supervisor or department head must also document the complaint in writing and provide that document to the Personnel Officer.

f. Time Frame

Any incident which may be a violation of this policy should be reported as soon as possible after an alleged act takes place. An employee's failure to promptly report violative actions may delay the investigation, make it more difficult to gather information necessary to investigate the report, and impede the County's ability to take prompt remedial action.

g. Investigation

Once the County has received a verbal or written complaint, an investigator will be assigned by the Personnel Officer. If the Personnel Officer deems it necessary, a request to the County Attorney may be made for the assignment of someone outside of the Personnel Department to conduct such investigation. The investigator will serve as a neutral factfinder, and not as an advocate for any particular side. The investigator will conduct a prompt, thorough, and fair investigation. This investigation may include interviewing the parties involved and any relevant and necessary witnesses, as well as reviewing appropriate records or documents. The particular facts of the allegation will be examined individually, including the nature of the alleged conduct and the context in which the conduct allegedly occurred. Employees who have been accused will be afforded the opportunity to offer and present information in response to the allegations made against them. Additionally, the parties involved may elect to have a union representative present while he/she is interviewed regarding the allegations. The Complainant will be kept informed of the investigation's progress.

The County will make every effort to keep such complaints, and its investigation of the same, confidential to the extent deemed reasonably practicable. The purpose of this provision is to protect the confidentiality of the employee who files the complaint, to encourage the reporting of any incidents of discrimination and sexual harassment, and to protect the reputation of any employee wrongfully charged with a violation of this policy. It is incumbent upon any employee who is a party or witness to an investigation to refrain from discussing the investigation.

Information regarding an allegation or complaint under this policy will only be disclosed to the limited extent necessary to conduct a complete and thorough investigation of the complaint and to the extent necessary to

properly remedy the situation. A full investigation may be impossible without disclosing certain information to the investigator, the parties involved, potential witnesses or individuals whose participation is necessary to appropriately remedy the situation.

Upon completion of the investigation, the investigator will summarize his/her findings in writing. The investigator's findings will be discussed with the proper department head(s) and with each party, as appropriate. Copies of such findings are not distributed to the parties in order to preserve the confidentiality of the matter. Where a violation is found, the investigator may issue a brief statement that is provided to the offender's supervisor and placed in the offender's personnel file. Records of the investigation are kept in a secure location accessible only to the Personnel Officer.

XII. Remedial Action

Putnam County will hold accountable and shall subject to corrective or disciplinary action, up to termination, of any employee who violates this policy, in accordance with existing collective bargaining agreements, applicable statutes, and regulations. The investigator, the Personnel Officer, and the appropriate department head, in conjunction with the County Attorney, will determine what remedial or disciplinary action may be necessary.

Depending upon the severity of the infraction and the facts and circumstances surrounding the incident, the County has the discretion to impose remedial or disciplinary action which may include, but is not limited to, an oral warning, a written warning placed in the employee's personnel file, a demotion, a suspension from work without pay, a transfer to another job and/or location, or termination of employment, in accordance with the applicable collective bargaining agreements and/or state and federal law.

At any time during this process and upon the consent of the parties involved, the parties may be sent to the County Employee Assistance Program (EAP) for potential resolution, or to mediation, or any other services as may be recommended or appropriate.

XIII. Firearms

Pursuant to New York State and Federal law, any person convicted of a domestic violence-related crime, or who is subject to any Order of Protection, forfeits the right to legally possess a firearm or long gun under certain circumstances. Additionally, federal law contains prohibitions relating to shipping, transportation, or receiving firearms or ammunition.

In addition to complying with State and Federal law, employees who are authorized to carry a firearm as part of their job-related duties are required to notify the organization if they are arrested for a domestic violence-related offense and/or are served with an Order of Protection. Under certain circumstances, such employees are responsible for surrendering their firearms to the issuing organization or to the appropriate police organization.

Should an employee fail to comply with the above-listed requirements of this policy, they would be subject to corrective or disciplinary action, under existing collective bargaining unit agreements, statute, or regulations. In addition, law enforcement may be notified of possible criminal action.

XIV. Violations of Policy

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, as per Civil Service Law or the established collective bargaining agreement, up to and including termination

where applicable. Nonemployees engaged in violent acts on County premises will be reported to the proper authorities and fully prosecuted.
As per Resolution #46 of 2026

For reporting form click here.

EMPLOYEE TRAVEL

Meal Allowance

The following rates of reimbursement shall be allowed for meals, excluding alcohol, when an employee, whether management or union, is required by their department head to attend a conference, seminar, or training, when overnight accommodation is required:

	With receipt provided with 60 days of travel
Breakfast	$8.00
Lunch	$10.00
Dinner	$20.00
TOTAL	**$38.00**

Per Resolution #151 of 1996, amended by Resolution #59 of 2012

Mileage Reimbursement

The mileage rate for all employees including management, confidential and union, shall be the Internal Revenue Service Standard Reimbursement rate for accounting to one's employer in effect at the time of travel. A mileage reimbursement form must be completed.

Per Resolution #152 of 1996

Vehicle Policy

Putnam County's motor vehicle policy shall apply to any and all Putnam County Departments and employees, including but not limited to all elected officials: Putnam County Executive, Putnam County Legislature, Putnam County Clerk, Putnam County coroners, Putnam County District Attorney, Putnam County Sheriff, and nonelected department heads, management, CSEA and DSBA employees, as well as any other employee who uses a County-owned or -leased vehicle in order to perform their assigned and/or elected duties on behalf of the residents of Putnam County. Solely, the Putnam County Executive shall oversee the policy, while operational compliance of said policy shall be the responsibility of each elected official and each department head with respect to their individual departments, to ensure that the policy is being enforced.

A. GENERAL INTENT AND POLICY
   It is the intent of the County of Putnam to provide County-owned or -leased vehicles for use by County employees to enhance their efficiency in their positions and to enable them to provide appropriate services to the public we serve. It is also the intent of the County of Putnam to provide a framework within which such vehicles will be used, so as to ensure the safety and general welfare of all County employees and members of the general public.

B. GENERAL STANDARDS OF OPERATION

All County personnel who operate a vehicle owned or leased by the County must use such vehicle in compliance with all motor vehicle and traffic laws as promulgated by the New York State Department of Motor Vehicles and/or any subdivision of New York State.

C. COLLECTIVE BARGAINING APPLICABILITY

To the extent that the provisions of this policy conflict with and contradict the terms and provisions of collective bargaining agreements, such provisions shall not be enforceable against members of such bargaining unit until such time as those provisions are negotiated into the bargaining unit contract.

D. DEFENSIVE DRIVER SAFETY COURSE REQUIREMENTS

All employees who, as part of their job responsibilities, are required to operate a County-owned or -leased vehicle shall be required to participate in and be certified in the defensive driver safety course within the earlier of one year from the effective date of this policy, or within one year of their employment in such position, unless such course was unavailable or due to extenuating circumstances, in which case the employee will participate in the next available course. Said course shall be given at no cost to the employee and shall be repeated and renewed by each County employee in accordance with all applicable state regulations, so as to insure that said employee maintains a current and valid certificate of completion from said course at all times. The Putnam County Risk Manager shall have the responsibility to track and ensure that all employees affected by this requirement are in compliance.

E. ALCOHOL AND DRUG USE PROHIBITED

All County employees who utilize County-owned or -leased vehicles, on whatever basis, shall not engage in the use of alcohol or unauthorized controlled substances while using said vehicle. Furthermore, should drivers of County-owned or -leased vehicles engage in the use of alcohol or unauthorized controlled substances, they shall be subject to drug and alcohol testing in accordance with any applicable state and federal statutes and/or applicable bargaining unit contracts.

F. ALCOHOL TESTING

In the event that a County-owned or -leased vehicle is involved in an accident, the employee shall submit to an Alconsensor/Breathalyzer test within one hour of the accident, or as soon as possible thereafter but in no event beyond two hours of the time of the accident. Failure to comply with such test procedures shall be deemed a violation of this policy. This section will be implemented immediately, except where it conflicts with any union bargaining agreements.

G. DRUG TESTING

In the event that a County-owned or -leased vehicle is involved in an accident and probable cause of being under the influence of drugs is determined by a law enforcement officer, the employee shall submit to a urinalysis test within one hour of the accident, or as soon as possible thereafter but in no event beyond two hours of the time of the accident. Failure to comply with such test procedures shall be deemed a violation of this policy. This section will be implemented immediately, except where it conflicts with any union bargaining agreements.

H. RESTRICTED USE OF COUNTY VEHICLES

No employee of the county shall be entitled to the use of a County-owned or -leased vehicle on a twenty-four-hour basis as a condition of employment. Any and all vehicles that are assigned on a

twenty-four-hour basis to those employees serving the County Executive and Sheriff will be under the approval authority of the County Executive and under the approval authority of the County Sheriff with respect to vehicle assignments within the Sheriff's Department. Under no circumstance shall a County vehicle be assigned to the County Executive on a twenty-four-hour basis.
The Sheriff, Commissioner of Highways and Facilities, and Commissioner of Emergency Services serve in positions of responsibility which require them to be on call on a twenty-four hour basis. For that reason, coupled with security considerations and the need for access to communications equipment, it is the intent of this provision to authorize the above individuals unrestricted use of their assigned County vehicles while in the County or while attending to authorized County business. All other provisions of this vehicle policy apply to the above-referenced positions.

County employees, other than those three listed above, who are assigned vehicles on a twenty-four-hour basis will be given this privilege in order to insure that they have around-the-clock access to said vehicle in light of the fact that said employees are on call as well as to insure that they have access to the vital communications equipment contained therein. Despite the foregoing, however, said employees shall not utilize a County Vehicle when traveling on personal or private business.

No County-owned or -leased vehicle, including those of the Putnam County Sheriff's Department, shall be driven outside Putnam County with the following exceptions:

1. To perform the duties of their employment during normal business hours of the County. Under no circumstances, during those hours, shall a vehicle go beyond the four contiguous counties to Putnam (Dutchess, Orange, Rockland, Westchester) without notification to the County Executive's Office. If the vehicle must travel outside those parameters, to or into nearby Danbury, New Fairfield or Ridgefield, Connecticut, the County Executive's Office must be informed prior to dispatch, or as soon as possible, or the next business day.

2. If a vehicle is required to leave the borders of Putnam County other than during normal business hours of the County, it must be reported to the County Executive's Office on the first County business day following the event.

3. In either of the two exceptions listed above, a copy of the dispatch that required the vehicle to leave the borders of Putnam County must be provided to the County Executive on the first business day following the event.

Additionally, the use of County-owned or -leased vehicles by County employees, other than those holding the positions listed above, shall be determined by the County Executive, and by the Putnam County Sheriff with respect to vehicles assigned to the Sheriff's Department. In so doing, the County Executive shall develop and dictate policy to individual department heads, who shall then be charged with the responsibility of carrying out said policy on a day-to-day basis.

Under no circumstances shall a County employee utilize a County vehicle for the purpose of regularly commuting to and from his or her place of County business. Rather, it is the intent and purpose of this policy to provide County employees with the discretionary use of a County vehicle for County business, including but not limited to driving to or from a County function, a County job

responsibility, or to enhance job efficiency for an early meeting out of the County. It has as its purpose that said use of a County vehicle enhances an individual's performance of his or her duties and is not intended to provide said employees with a form of compensation.

I. PUTNAM COUNTY VEHICLE POLICY CERTIFICATION

All county employees who have use of a County-owned or -leased vehicle on a twenty-four-hour basis, or any County employee who may at any time utilize a County-owned or -leased vehicle, shall be required to execute and file a Putnam County vehicle policy certification form (acknowledging the receipt and acceptance of this vehicle policy) with the Director of Personnel. Effective immediately, upon passage of this vehicle policy, all new employees hired by the County shall be required to complete a certification at their orientation with the Personnel Department. During the first 30 days of passage of this policy, it will be the responsibility of both the County Executive and the County Sheriff to insure that all employees currently using County-owned or -leased vehicles under their auspices shall be required to fill out the necessary certification and file it with the Personnel Department. If an employee has not filed a certification within 30 days from passage of this policy, their right to drive a County-owned or -leased vehicle shall be revoked. Once an employee's certification is on file, such employee will be required to renew the certification annually with the Personnel Department. Failure to file annually may result in the revocation of the employee's privilege to use a County vehicle until such time as they have complied with the terms of this policy.

J. PASSENGER RESTRICTIONS

In general, County vehicles are to transport County employees in the course of their job function. Only passengers connected with or on official County business shall be transported by a County employee who utilizes a County-owned or -leased vehicle, whether on an intermittent or twenty-four-hour basis, in said vehicle. Spouses and immediate family members shall be considered authorized passengers under this provision, where said individuals are traveling with the County employee in connection with official County business and where the County Executive has issued approval for such passengers. Any New York State laws regarding the transportation of passengers in a vehicle must be adhered to, and it shall be the responsibility of the County employee who is the driver of said vehicle to insure compliance with such laws.

K. DRIVER RESPONSIBILITY

Use of a County-owned or -leased vehicle is a discretionary privilege by the County to the employee using the vehicle. In accepting and using the County vehicle, the employee agrees to operate the vehicle in a safe and business-like manner, in full compliance with all local, state and federal laws governing the operation of motor vehicles and in full compliance with the provisions of this County vehicle policy.

In the event of a vehicle accident or claim involving a County vehicle operated by a County employee, the employee shall be responsible for any losses if said vehicle accident is found to be a substantive usage violation of this vehicle policy. A substantive usage violation shall be defined as follows:

1. The County vehicle was not being used for an authorized County business purpose for which the County Executive had issued approval prior to such use.

2. The County vehicle was being used for purposes outside the scope of the driver/employee's employment with the County.

3. The employee had engaged in the use of alcohol or a controlled substance while operating the County vehicle and or failed to comply with § 112-7, 112-8, or 112-9 of this vehicle policy.

4. Any form of discipline which is available to the County of Putnam based upon the nature of the employee's status with the County (for example, a CSEA employee as opposed to a management employee) based upon the specific facts and circumstances of the incident involved.

5. Complete and total loss of the use of a County vehicle on a permanent basis if deemed appropriate in light of the specific facts and circumstances of the incident at issue.

6. Grounds for permanent revocation of County vehicle privileges.

If a County employee is involved in an accident with a County-owned or -leased vehicle and has violated § 112-12B(3) of this policy, said employee shall automatically lose the use of any County vehicle permanently.

If any employee driving a County-owned or -leased vehicle is involved in an accident and his/her blood alcohol content (BAC) is at or below 0.05 under Article 31 of the New York State Vehicle and Traffic Law, the County Executive shall have five days to make a final determination of the employee's driving privileges. If the ticket is issued under Article 31 of the New York State Vehicle and Traffic Law (or similar laws in the case of another state) and the employee's blood alcohol content (BAC) exceeds 0.05, he/she will have his/her County driving privileges revoked immediately. Once the court adjudicates the employee's case and the employee is found guilty, the employee will lose his/her County vehicle privileges permanently.

The County Executive shall be charged with the duty of determining whether or not a substantive usage violation has occurred. In the event that a substantive usage violation shall have been found by the County Executive in connection with said County vehicle accident and the County has sustained any loss or damage, e.g. vehicle damage, repair, replacement, personal injury judgment or settlement (hereinafter referred to as the "loss"), the County Executive may, in his/her sole discretion, charge back any or all of said loss to the employee. The County Executive shall advise the employee of the amount of said charge back in writing, which if not accepted by the employee and agreed in writing, shall immediately result in the loss of said employee's driving privilege, and may subject him/her to further job-related sanctions.

L. PENALTIES FOR OFFENSES

Any County employee who violates any section or provision of this policy shall be subject to any one or more of the following penalties, which shall be imposed by the County Executive or, if the accident involves the Sheriff's Department, the County Sheriff with notification to the County Executive.

M. REPORTING

All County-owned or -leased vehicle accidents, including Sheriff's Department vehicle accidents, must be reported to and investigated by the law enforcement agency with jurisdiction over the particular accident. In no circumstances shall the Sheriff's Department investigate its own accidents nor shall they conduct Alconsensor or Breathalyzer tests on members of their own department. All accidents must be reported to the department head immediately, but in no case more than 24 hours from the time of said accident or the next County business day. The department head will then report the accident to the County Executive immediately. In the case of an accident involving a department head, the accident must be reported directly to the County Executive within 24 hours or the next County business day. In either case, a written report of the events must be filed with the Putnam County Risk Manager within 48 hours or the next County business day. A copy of the police accident report, along with a copy of the Putnam County accident and incident reporting form, shall be filed by the appropriate or applicable department head with the County Risk Manager as soon as it is available. The Risk manager will provide a written monthly report of all accidents to the County Executive and Legislature.

If an employee is issued a parking or traffic ticket while driving a County-owned or -leased vehicle, he or she shall report the incident to their department head immediately. The department head shall report the incident to the County Executive within 24 hours or on the next County business day. In the case of a department head receiving a parking or traffic ticket, he/she shall report the incident to the County Executive within 24 hours of, or on the next County business day from, the violation. The report submitted by the employee and/or department head shall explain the events that led up to the ticket, and the employee and/or department head shall attach a copy of said ticket to the report.

If the ticket, parking or otherwise, is issued by an agency outside of the five-county region (Dutchess, Orange, Putnam, Rockland and Westchester) and the employee was outside the County limit without the specific authorization of the County Executive, the employee shall have their County car privileges revoked immediately. The County Executive shall then have five business days to make a final determination of the employee's driving privileges.

Failure by the employee and/or their department head (elected and nonelected) to report an accident or traffic ticket violation to the County Executive may result in revocation of his or her County vehicle driving privileges permanently.

N. REPORTS TO THE PERSONNEL COMMITTEE

Any and all accidents, parking and traffic tickets, and any disciplinary actions administered to an employee in compliance with this vehicle policy shall be reported by the County Executive through the County Risk Manager at the next regularly scheduled meeting or, if necessary, special meeting of the Putnam County Legislature's Personnel Committee.

Per Putnam County Code, Chapter 112

PUTNAM COUNTY PROPERTY

Public Facility Access Policy

PURPOSE

Putnam County is committed to protecting the administration of the Putnam County government and the rights of citizens under the First Amendment of the United States Constitution, by implementing policies and procedures that protect the safety and personal privacy of the County's employees and the general public who do business with or use the services of the County. This policy is intended to define those areas of County Property that are accessible to and observable or recordable by the general public from those that are not.

DEFINITIONS

Traditional Public Access Area - a place that has a long-standing tradition of being used for, is historically associated with, or has been dedicated by government act to the free exercise of the right to speech and public debate and assembly. (Examples: streets, sidewalks).

Designated Public Access Area – Spaces not traditionally regarded as a public access area but which the government has intentionally opened up for that purpose. The space is not generally open to or occupied by the public; is open to or occupied by the public on only a limited, as-needed, or by invitation basis; or is in an area generally open to or occupied by the public in close proximity to where private third parties conduct business with County employees. (Examples: council rooms, conference rooms, entrance/lobby of departments).

Non-public Access Area – a space that is not traditionally a location for public communication. (Examples: private work areas - personal offices, workstations, courtrooms, secure locations, public safety vehicle entrance bays/parking areas, etc.)

Recording- The use of a recording device, such as a cell phone, video camera, camera, or any other device that captures video or picture, to record or memorialize the building and or people, including private citizens and employees in a space in accordance with this policy.

POLICY

Each department shall establish area designations based on the definitions within this policy.

Traditional Public access areas shall allow photography and/or recording.

Designated Public Access areas shall allow photography and/or recording during business hours while open to the public so long as it is not disruptive to government business, creates no safety concerns, and does not violate any legally protected privacy rights.

Non-public access areas shall only allow photography and/or recording for purpose(s) related to County business, conducted by County employees, or permitted vendors.

Designated Public Access Areas must be clearly indicated by doors, physical barriers, building design features, signage, reception desks, ropes, fencing, or other visible indications. Non-public access areas must be clearly signed as restricted space. Departments shall use the approved signage for each individual space.

In all areas, employees shall make every reasonable effort to safeguard private and/or confidential information. Examples of protecting private information of citizens include, but are not limited to, private screening rooms for protected interviews, removing confidential/private documents from desks that are publicly viewable, turning computer screens away from public view, etc.

Employees shall allow the peaceful photography or recording of designated public areas during the hours such space is open to the public. Loud disruptive and/or threatening behavior will not be tolerated. Visitors that are disrupting the administration of County government will be respectfully asked to leave or alter their behavior. Any person threatening County employees or other members of the public will be asked to vacate the premises. In the event that a visitor is loud, disruptive, or threatening, and will not vacate the premises when asked, law enforcement will be called.

This policy shall not be interpreted to supersede any existing policy within the Putnam County Supreme and County Court.

Per Putnam County Resolution #

Putnam County Service Animal Policy

PURPOSE:

Putnam County is committed to providing equal access to County services and facilities for people with disabilities who utilize service animals in accordance with the Americans with Disabilities Act (ADA). This Policy and Procedure is to provide guidance to department heads and security personnel as to rights of access for bonafide service animals in accordance with U.S. and New York State law and regulations, and for the safety of staff and other occupants of Putnam County buildings and property. This policy shall apply to all individuals seeking access to Putnam County properties, including Putnam County employees, contractors, interns, and vendors.

PROCEDURE:

1. The ADA defines a service animal as any dog (or in certain circumstances a miniature horse) that is individually trained to do or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or any other mental disability. For purposes of this Policy and Procedure, only dogs will be discussed. If a miniature horse or other animal is purported to be a "service animal," a request for guidance shall immediately be made to the Law Department.

2. "**Service animals**" are separate and distinct from "**emotional support animals.**" Service animals are protected by the ADA and relevant NY statutes and are permitted in County buildings. "**Emotional support animals**" are not considered service animals and as such are not applicable to Putnam County at this time.

3. **Service animals** are not pets, but under the ADA, regardless of whether they have been licensed or certified by a state or local government, or other entity, these animals are trained to aid a person with disabilities in specific tasks.

    a. The following are examples of, but are not exclusive, of, these tasks:

i. Assisting with navigation, stability or balance
ii. Alerting to sounds
iii. Pulling wheelchairs
iv. Carrying items
v. Seizure assistance
vi. Interrupting impulsive or destructive behaviors

4. No individual assisted by a service dog satisfying the definition pursuant to the provisions of the Americans with Disabilities Act (ADA) will be denied access to any Putnam County facility to areas where the public is normally allowed access.

5. Putnam County prohibits individuals, including employees, from bringing onto the premises an animal that does not meet the ADA's definition of service animal.
6. All service animals must be licensed in compliance with state and local laws. Service animals must also be vaccinated against rabies and other diseases typically found in that animal and must wear a tag displaying its vaccinated status. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents them from using these devices, in which case the individual must maintain control of the animal through voice, signal or other effective controls.

7. The service animal's handler must be in complete control of the service animal at all times. The care and supervision of a service animal is solely the responsibility of its handler. An individual who brings a service animal onto Putnam County's premises is completely and solely liable for any injuries or damage to personal property caused by the animal. Any repair or cleaning costs incurred by a service animal will be charged to the handler.

8. In the event it is not obvious what service the service animal provides, VERY limited inquiry is permitted before granting access.

   Staff may ask,
   - Is the service dog required because of a disability? However, you cannot ask what that disability is.
   - What work task is the dog trained to perform?

   Staff cannot:
   - Ask about the person's disability,
   - Require medical documentation,
   - Require a special identification card or training documentation for the dog, or
   - Ask that the dog demonstrate its ability to perform the work or task.

9. A person with their service animal seeking access to a Putnam County facility cannot be denied entry or asked or required to remove a service dog from the premises unless: (1) the dog is out of control, (2) the dog is not housebroken, or (3) the dog is in violation of any provision of this policy.

10. Allergies and/or fear of dogs are not valid reasons for denying access or refusing service to people using service animals. For example, if another person claims to be allergic to dog dander and the

person who uses a service animal must spend time in the same room or facility, such as a classroom, waiting area, or at a homeless shelter, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility. Every effort at reasonable accommodation must be made.

11. Establishments that sell or prepare food must allow service animals in public areas even if state or local health codes prohibit animals on the premises. Employees cannot isolate people who use service animals from other patrons, treat them less favorably than other patrons, or charge fees that are not charged to other patrons without animals.

12. County employees are not required to provide care or food for a service animal.

13. County employees should not pet, feed, distract or interact with a service animal, that is not their own, in any way.

14. Use of Emotional Support Animals are not authorized in any Putnam County facility at this time.

EXCLUSIONS AND EXCEPTIONS

A. This policy shall not apply to:
   a. law enforcement animals
   b. Animals that are property of Putnam County

B. Children's Advocacy Center

Certified Therapy animals may be allowed to be used, within a separate designated room for the purpose, at the Children's Advocacy Center. The animal must serve an express purpose related to the work of the CAC, such as providing psychological and/or emotional support. The animal shall not be the property of Putnam County and Putnam County shall not be responsible for the feeding, housing, or medical care of the therapy animal. Therapy animals being used at the Children's Advocacy Center shall be treated as a Service Animal for the purposes of this policy. Should there be a violation of any of the above enumerated items, the animal and their handler will be required to vacate the premises.

The Director of the Child Advocacy Center shall create and enforce internal policies and procedures related to the utilization of a Therapy Animal. Said policy shall not override any element of the Putnam County Service Animal Policy.

Per Putnam County Resolution #232 of 2026

Smoke Free Workplace

Smoking and vaping are not permitted within thirty (30) feet any building, whether owned, leased, or occupied by Putnam County employees. This shall apply to all employees, vendors, contractors, and members of the public

Per New York Public Health Law, Article 13-E §1399-N

Technology Use

Putnam County Security and IT Use Policy

Information and information systems are key assets of Putnam County ("the County"). They are essential to the conduct of County business and are a part of most employees' daily work. The County provides systems, including the computers, networks, technology applications and the information housed therein to permit employees to perform their duties more effectively.

This policy sets forth a basic set of standards for use and protection of computer and information assets. It includes but is not limited to computer workstations, laptop computers, electronic mail ("e-mail"), databases, networks and connection(s) - both wired and wireless - to the intranet, Internet and any other information technology services available both now and in the future.

This policy covers all employees of Putnam County. It also covers any other individuals, including consultants, interns, temporaries and vendors, who have access to County technology facilities, computers or networks.
Inappropriate use of equipment and services exposes the County to risks including virus attacks, system compromise, interruption of services and legal issues.

Effective security is a team effort involving the participation and support of every County employee and affiliate who deals with data and/or information systems. It is the responsibility of every computer user to know these guidelines and to conduct activities accordingly.

A. PROHIBITED USES OF COUNTY IT EQUIPMENT, DOMAINS AND EMAILS
   Under no circumstances may any voicemail, email, or other electronic communication or posting originating from the County, created on County equipment, created by employees, intentionally received at the County, or related to or referencing the County, your relationship with the County or any other employee be in violation of the letter or spirit of the County's policies concerning equal opportunity, discrimination, harassment or be of a nature that may create a hostile or inappropriate work environment.

   The County owns various domains, including but not limited to putnamcountyny.gov and putnamcountyny.com, including the email address provided to you by the County. For a current list of County owned domains, please contact the office of IT/GIS. All employees should remember that any email sent from a County owned domain is identifiable and attributable to the County. As such, every email sent from said domains must comply with this IT policy without exception.

   The following would constitute improper use of your County owned domain as a return email address: including but not limited to: placing an email address on a website to allow visitors to contact you for further information for reasons unrelated to your job duties or without authorization from your department head; using an email address to create a personal account on a social media network such as Facebook, Twitter, etc.; using a County email address to place a 4 "Personal" order unrelated to county business online. When a County owned domain is used for any reason, it must conform to this policy.

   The County system (including County-owned domains/emails) shall not be used for any illegal activities or activities the County deems to be improper, including, but not limited to: activities unrelated to the County's mission; misrepresenting, obscuring, suppressing or replacing any

identity on an electronic communication; using County IT equipment to engage in any business activity outside of the County; for any purpose contrary to the County's policy or business interests; gambling; any unauthorized attempt to compromise computer or communication security or otherwise interfere with or disrupt network users, services or equipment; any use that violates federal, state or local law or regulation; or using the County network to gain unauthorized access to any computer system. Employees who encounter such material on County equipment or elsewhere should immediately report it to their supervisor, the Personnel Department or the Director of IT/GIS.
All emails sent from the County owned domains shall, at a minimum: be courteous and follow accepted standards of etiquette; be professional, ethical, and of a lawful manner; protect others' privacy and confidentiality; comply with County department and unit policies, procedures and standards; be complete, accurate and truly representative of the County's position.

Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by a Department Head and by the Director of IT/GIS or his/her designee via written or email request, employees are prohibited from engaging in, or attempting to engage in the following: monitoring or intercepting the files or electronic communications of other employees or third parties; hacking or obtaining access to systems or accounts they are not authorized to use; using other people's log-ins or passwords; and breaching, testing, or monitoring computer or network security measures. Furthermore, no email or other electronic communications can be sent that attempt to hide the identity of the sender or represents the sender as someone else.

It is best to be fair and respectful to fellow employees, community members, and those who work on behalf of the County or the County's legitimate business interests. Employees shall not post complaints or criticism using statements, photographs, videos, or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating or that might constitute a violation of the County's Workplace Violence Policy, discrimination or harassment on the basis of race, sex, disability, religion or any other status protected by law or any County Policy.

B. NO EXPECTATION OF PRIVACY CONCERNING USE OF COUNTY IT EQUIPMENT, DOMAINS AND EMAILS

Putnam County maintains the right to access and examine County computer systems and networks and all information that is stored or transmitted through these systems and networks, including all e-mail and website visits. All electronic communications are considered County records. As County records, electronic communications are subject to disclosure to law enforcement or government officials or to other third parties through FOIL (Freedom of Information Law) request or other process. Employees must ensure that information contained in electronic 5 communications is accurate, appropriate and lawful.

While Putnam County does not intend to regularly review employees' e-mail records, employees have no right or expectation of privacy in e-mail. Since the County is responsible for the servicing and protecting of its electronic communications networks and administering this policy, it is occasionally necessary to intercept or disclose electronic communication.

Communications on these Systems are not private. Users should be aware that the data they create on the System remains the property of the County, and usually can be recovered even though deleted by the user. Despite security precautions, there is no fail-safe way to prevent an unauthorized user from accessing stored files. The confidentiality of any information stored or

transmitted on the System cannot be guaranteed. Furthermore, information that is stored on the System or sent via e-mail may be subject to disclosure pursuant to the New York State Freedom of Information Law.

C. PERSONAL USE OF COUNTY EQUIPMENT AND SYSTEMS

The County permits incidental personal use of its electronic communication tools with the express understanding that it reserves the right to restrict access to sites, and/or to review all use of, and to monitor, observe and inspect all communications and material created by, stored, in transit, or transmitted on, electronic communication tools, and with the express understanding that such use may not interfere with or preempt the employee from completing his/her work as necessary. Employees are not permitted to engage in such incidental use where such use consumes a significant amount of resources that could otherwise be used for business purposes, interferes with an employee's productivity and preempts or interferes with any business activity or is contrary to any County policies.

D. SOCIAL MEDIA

Although social media technology is constantly changing, this policy was developed to cover Putnam County employee and County Network user participation in all forms of communicating or posting information or content via the Internet, including, but not limited to, social networking sites (for example, Facebook, LinkedIn), blogs, Twitter accounts, video- or photo -sharing sites, websites, chat rooms, and other forms of online dialogue.

All County employees and Network users must at a minimum adhere to the following rules when using social media technologies on County IT resources and/or in their capacities as a County employee:

- Use of social media may not interfere with any employee's productivity or detract resources from performing assigned business-related duties.
- Social media behavior may in no way harm or tarnish the image, reputation and/or good will of the County and/or any of its employees.
- Employees are prohibited from making any discriminatory, disparaging, defamatory or harassing comments when using social media or otherwise engaging in any conduct prohibited by the County's policies concerning equal opportunity, discrimination, harassment.
- Are responsible for all their online activities that are conducted with a County email address, can be traced to a County domain and/or uses County resources.
- Must not discuss or post confidential, proprietary or otherwise restricted information.
- When speaking on behalf of the County in an official capacity, users must be transparent when participating in any online community. They should disclose their identity and affiliation with the County government entity.
- Communicate in a professional manner.
- Abide by copyright and other applicable laws. Participation online results in a user's comments being permanently available and open to being republished in other media. Users should be aware that libel, defamation, copyright and data protection laws apply.
- When communicating on behalf of the County, County employees must obtain necessary authorizations by the County Executive and/or the appropriate Department Head and/or designee. • Must obtain permission before publishing photographs, videos or quotes of others.
- When not representing the County government entity, County employees who publish personal or professional opinions must not invoke their County government title. In such cases, users

must use a disclaimer such as the following where technically feasible: "The postings on this site are my own and do not represent the position, strategy or opinion of Putnam County Government (or other County department/entity).

E. PROHIBITED CONNECTIONS TO COUNTY NETWORK

For the purpose of this policy, personal electronic devices include but are not limited to personally owned cell phones, tablets, printers, laptops and computers. Peripheral equipment includes but is not limited to thumb drives, USB sticks and/or mass storage devices, speakers, mice and keyboards. County owned networks include but are not limited to the County's hard-wired network and the County's Wireless Access Points that are secured with a password. The County does maintain "open" public Wireless Access Points that do not require a password to connect. While these points are open for public use and employees may connect to them without permission, all uses of these points are required to conform to the provisions of this policy.

Under no circumstances are employees permitted to connect personal electronic devices and/or peripheral equipment to County owned network through wireless or direct connection without express permission from the Director of IT/GIS. Failure to obtain permission will be considered a security breach and may result in not only employee disciplinary action but possible criminal charges. The County's network must always be protected, and the connection of unknown and unmonitored equipment provides an extreme risk that will result in serious action.

F. SECURITY

Each individual must be positively identified prior to being able to use any County computer or communications system resource. Positive identification for internal County networks involves a User-ID and a password, both of which are unique to an individual and will be supplied by IT upon employment. Each person must log off from all User-ID accounts before leaving at the end of their workday. Each person is responsible for all activity that occurs on his or her User-ID. User-ID's will be revoked if the employee is terminated. Employees cannot share their passwords with other employees, and supervisors cannot ask employees for their password.

To prevent computer viruses from being transmitted through the County's computer system, installation of software may only be performed by the County IT Department. Only software registered through the County and authorized by the County IT Department may be downloaded. Employees should contact the Director of IT if they have any questions. In addition, Employees must use extreme caution when opening e-mail attachments and/or clicking on links received from unknown senders, which may contain virus, e-mail bombs or Trojan horse code. Should an employee receive a suspicious e-mail, the e-mail should be deleted immediately and should not be forwarded. The employee should then alert IT of the nature of the e-mail received. If an employee clicks on a suspicious link in an e-mail or on the internet, the employee should immediately stop using the computer, disconnect the network cord from the wall (or the power cord if the network cord cannot be identified) and contact IT.

G. ENCRYPTION & REMOVAL OF COUNTY OWNED DATA

Employees can use encryption software supplied to them by the IT Department for purposes of safeguarding sensitive or confidential business information. Employees who use encryption on files stored on a County computer must provide their supervisor with a sealed hard copy record (to be retained in a secure location) of all of the passwords and/or encryption keys necessary to

access the files. It is mandatory that any data removed from the County premises be encrypted, without exception. This is particularly true if the data is on a thumb drive, media CD, etc. Encryption ensures that in the event the object is lost or stolen, the receiver would be unable to read or access the data without specific passwords or codes.

Data belonging to the County shall not be removed from County premises without express permission from the owner of the data, the department head of the owner of the data, or the Director of IT/ GIS. This includes, but is not limited to the use of: thumb drives; cloud services; direct data transfer to personal computer or other devices; CDs, DVDs, or other media; or any device or service that allows data to be removed from its original storage location.

H. VIOLATIONS

All Employees are responsible for complying with this policy and reporting any known or suspected violation of this policy to their immediate supervisor or the Department of lnformation/GIS. The County prohibits taking any negative or improper action against any other employee who reports a violation of this policy. Employees who violate this policy will be subject to appropriate disciplinary and/or legal action, up to and including termination.

Cell Phone Policy and Procedures

In order to be eligible for cell phone use, employee justification must be approved by the Department Head, and either the cell phone committee or the County Executive or designee. If approved, they will be subject to the guidelines set forth in this cell phone policy and procedures.

The Cell Phone Committee is comprised of the Deputy County Executive, County Auditor, Purchasing Director, Director of Information Technology, Chief Deputy Commissioner of Finance and the Deputy Commissioner of Finance, Cell phones/stipend shall be issued to employees that are required to be available 24 hours 7 days a week. Cell phones/stipend shall be issued only to those employees who have a frequent need for remote telephone access and paging type activity whose job responsibilities require them to be out of the office more than 50% of
the workday.

The following considerations shall apply when determining whether a cell phone should be issued:

- Whether issuance of the cell phone will promote communication in emergency circumstances;
- Whether the employee is frequently in business-related travel status;
- Whether the employee's primary work location requires access to a cell phone;
- Whether there is a reasonable expectation for other members of Putnam County to be able to contact the officer or employee at times other than regular business hours; and
- Whether other means of communication are available, and less expensive to obtain and/or maintain;
- Cell phones are not a personal benefit and shall not be the primary mode of communication, unless they are the most cost-effective means to conduct County business.

A. CELL PHONE OPTIONS

1. County Owned Cell Phones
   - All personal phone calls are highlighted and employee reimburses County at the current rate per minute. *Telephone bill is fully reviewed by Finance.
2. Personally Owned Cell Phone/Stipend
   - Upon submittal and approval by cell phone committee, employee is entitled to a twenty dollar per month stipend through payroll.
   - This amount is taxable and there is no review by the County.
3. Personally Owned Cell Phone/ Reimbursement
   - Upon submittal and approval by the cell phone committee, employees not eligible for county owned cell phones or stipend for personally owned cell phone usage, may be reimbursed for county business phones calls made from their personal cell phones.
   - Any employee seeking reimbursement must provide proof of business-related calls on their personal cell phone.

B. BILLING STATEMENTS AND RECONCILIATION — FOR COUNTY OWNED CELL PHONES

- The Department will receive a monthly activity statement from the cell phone provider showing the usage and call detail for each phone.
- The Department must review the statement for accuracy and forward it to the Finance Department for payment. If the statement has any charges in excess of the base monthly plan, the supervisor must sign the statement.
- All statements will be analyzed by the Cell phone committee for any plan changes that may be necessary.
- The County will pay the monthly cellular phone bill from' the Invoice. No further action is required from the employee unless there were excess charges.
- This paragraph will not apply to cell phone records used in confidential law enforcement activities where such review would compromise the operational security of any law enforcement agency.

C. PERSONAL USE - FOR COUNTY OWNED CELL PHONES

- While we discourage the use of personal calls from a County owned cell phone, we realize that there may be situations where a personal call is necessary. When personal calls are made or received, they must be highlighted on the monthly statement and reimbursed to the County at the current rate per minute.*
- Excessive abuse of personal calls will lead to removal of cell phone and may lead to other disciplinary actions.

D. FINANCIAL AFFAIRS

The Cell phone committee and or the County Executive will approve all requests for cellular service. This approval will include the equipment and the plan needed for each individual employee, Service will be dependent on the individual's needs. The Department Head and a representative from the Cell phone committee will evaluate these needs. The smallest plan

available that accommodates the business need shall be utilized based on prior usage. Any upgrades or changes to the equipment or service must go through the same approval process.

E. PURCHASING
The Purchasing Department will order and monitor all equipment. Under NO circumstances should equipment be ordered without PRIOR approval from the Cell phone committee. Any repair to the equipment should be sent through the Purchasing Department unless impossible to do so. The Purchasing Department will maintain an inventory of all phones and forward a copy of the inventory to the Auditing Department on a quarterly basis

F. PERSONAL RESPONSIBILITY
The employee must accept the Cell Phone Policy and Procedures of Putnam County. All equipment must be returned to the employee's Department upon leaving employment with that Department. The Department will notify the Cell phone committee upon an employee's departure from the County so appropriate measures can be taken.

Damaged, Lost or Stolen Telephones

- The user has sole responsibility for their telephone. Replacement will be at the employee's expense in case of negligence. Employee must notify their Department Head immediately if their County owned cell phone is lost or stolen.
- Calls made from a stolen phone prior to the date of notification are the responsibility of the employee,
- Phones may not be assigned to another person without the consent of the Cell phone committee. Cell phones should not be used while driving unless a headset is used. Please be aware in many states the use of a cell phone while driving is prohibited.
- Cell phone bills are not private. The County has the right to monitor all bills.

*The current rate per minute will be determined by the Cell phone committee on an annual basis using the State contract as a guideline.

MISCELLANEOUS

Appropriate Attire

Employees are expected to dress appropriately in accordance with their job assignment.

Campaign Contributions

Any person who intentionally solicits any subscription or contribution for any political purpose in any county office building, or who intentionally causes any such solicitation to be mailed to any person at a county office building, shall be guilty of a class “B” misdemeanor.

Per Local Law 9 of 1988

Code of Ethics

It is the policy of the County of Putnam that all officers and employees must avoid conflicts, or potential conflicts, of interest which shall exist whenever an officer or employee has an interest, direct or indirect,

which conflicts with his or her duty to the County or which could adversely affect an individual's judgment in the discharge of his or her responsibilities.

The purposes of this code are:

- To establish high standards of ethical conduct for officers and employees of the County;
- To afford officers and employees of the County clear guidance on such standards;
- To promote public confidence in the integrity of the governance and administration of the County and its agencies and administrative offices;
- By requiring public disclosure of financial interests that may influence or be perceived to influence the actions of County officers and employees, to facilitate consideration of potential ethical problems before they arise, and enhance the accountability of government to the people; and
- To provide for the fair and effective administration of this chapter.

Every officer or employee of the County of Putnam shall be subject to and abide by the standards of conduct set forth in the code of ethics. This policy is contained in full in the Code of Ethics and Financial Disclosures and should be viewed by all employees. To read the full code of ethics and financial disclosures click here.

Employee Licenses

Timely renewal of all professional registrations and licensures is the responsibility of the employee who possesses the license. A copy of said registration and/or license is to be provided to the personnel department at the time of registration.

Inclement Weather Policy

In severe weather situations, there is some possibility that the County Executive will decide to announce a delayed opening for the County, or (even more rarely) a complete closing. However, when there is no official delayed opening or shutdown, it is the employees' responsibility to come to work.
If, due to the weather conditions, you are unable to get to work on time, or you miss time during which the County is open, you have two options relative to the missed time. If you are unable to get to work, you **must** call your department within two (2) hours of the normal start of your workday to advise your supervisor of your absence or arrival delay. You may:

- choose to charge any of your accrued time, other than sick leave, to cover the amount of time missed; or
- put in additional time during the week in which you missed time, or the succeeding three weeks.

If you choose to make up the missing time; all time made up in this fashion is on a time-for-time basis (i.e. not at an overtime rate). However, you should not miss your lunch hour. The intent of the lunch hour is to give you a break from work. Your lunch period could be reduced to no less than one half-hour to enable you to make up some of the time, but early arrival or late departure, subject to the approval of your supervisor or department head, is the preferred method to make up your time. Any questions should be referred to the Personnel Department for direction.

Per Putnam County Law §206

Outside Employment

All Putnam County employees are required by the Putnam County Code of Ethics "to be impartial and free from conflicts of interest in fulfilling their public responsibilities" (Section I). This statement in our code is necessary in order to ensure the proper administration of government for the citizens of Putnam County and to provide for efficient administration of services. All full-time County employees owe their primary employment responsibility to the County.

Planning ahead is critical for the smooth operation of all County departments. Although the County is aware of the desire on the part of some of its workforce to supplement their income with outside employment, and does not prohibit such, it is allowed, however, *only* in situations that do not conflict with Putnam County Employment responsibilities. Clearly, then, it is the County policy to prohibit its full-time employees from engaging in any type of outside employment that requires primary obligations and loyalties to such outside employment to the detriment of Putnam County. This is particularly relevant when the outside employment is with an agency, company or concern that contracts with Putnam County.

If any employee has a concern relative to this policy and/or whether an employment being contemplated or entered into is in violation of this policy; they can request a review by the Law Department and/or the Putnam County Ethics Board.

Reproductive Health Decisions

New York State law prohibits discrimination and retaliation in employment based on an employee's or an employee's dependent's reproductive health decision making, including but not limited to, the decision to use or access a particular drug, device or medical service (hereinafter "reproductive health decisions").

It is an unlawful employment practice for Putnam County to access an employee's personal information regarding their or their dependent's reproductive health decisions without the employee's prior informed affirmative written consent, or to require an employee to sign a waiver or other document which purports to deny an employee the right to make their own reproductive health decisions.

Any employee who feels there has been a violation of this policy should report their concern to the personnel department. Putnam County will investigate and take appropriate remedial action. An employee may also file a private legal action and can seek remedies to the extent available under applicable law.

Discrimination and retaliation against employees who exercise rights under this policy is prohibited.

Per New York Labor Law 203-e, signed into law November 2019

Tuition reimbursement

Union and Management employees are eligible for tuition reimbursement. A maximum amount of money per year will be available subject to budgetary limits.

An employee may be eligible if:

- They have been employed by Putnam County for at least one (1) year
- The employee has worked at least half-time
- The employee agrees to remain in the employ of Putnam County for one (1) year beyond the completion of the reimbursed course(s). Should the employee leave Putnam County prior to

the one-year period, all or part of the reimbursed funds may be required to be returned to the County.

Union members should refer to their union contract for specifics. The following is applicable to *non-union management*.

Courses are subject to approval by the County Executive or their designee, upon recommendation of the department head. Courses not directly related but required as part of a core curriculum will be eligible for reimbursement as determined by the Personnel Officer.

Reimbursement of 80% of the cost of the course, up to $1,000 shall be allowed. Any employee receiving reimbursement is required to sign a statement that they are not receiving other reimbursement from other sources for the same course. If an employee is receiving funds from another source, the County reimbursement shall be prorated so that total reimbursement does not exceed the cost of the class.

Any employee that utilizes this program, including employees in any union, may only take up to four (4) classes per year. (find form here)

Per Resolution #201 of 1997

Unemployment Insurance

Unemployment insurance's primary purpose is to provide temporary financial assistance to workers who may become unemployed through no fault of their own, until they can locate other suitable employment. The conditions under which a person may be eligible for Unemployment Insurance payments, the amount of individual payments, and the maximum period for payments are all determined by the New York State Department of Labor, and are subject to amendment or change. Therefore, questions concerning unemployment benefits must be directed to an Unemployment Insurance Office. Registering for unemployment benefits can be done by telephone 1-888-209-8124 or clicking here [9]for the New York State Department of Labor website. All County unemployment insurance matters are administered by the Personnel Office.

[9] The department of Labor website can be found at https://dol.ny.gov, follow the prompts for unemployment claims/filings.

SECTION THREE: FORMS

ACCRUED TIME DONATION

To: Adriene Iasoni
Acting Personnel Officer

From: _____
Print Donor Name

Department: _____
Print Department Name

I wish to donate _____ hours of _____ time to
Vacation, Comp. or Sick

_____
Name of Recipient Department

It is understood that this time (up to a maximum of 2 weeks) will be deducted from my accruals and transferred to the above employee, as needed, for sick time.

_____
Signature

_____
Date

NOTIFICATION OF MILITARY LEAVE

Name: _____

Department: _____

Email: _____ Phone # _____

Preferred method of contact: _____

Military Branch: _____

Type of Service: ☐Training ☐Domestic Deployment ☐International Deployment ☐Combat

Date(s) of ordered Service: _____

Proof of service provided: (please attach) _____

Anticipated method and frequency of pay: _____

I understand that it is my responsibility to inform Putnam County of any changes to my scheduled leave as well as provide up-to-date documentation. I understand that salary differential ***will not be paid*** until documentation of payment by military is received by the Putnam County personnel department and that any overpayment shall by my responsibility to repay. I understand it is solely my responsibility to provide required documentation to Putnam County.

_____ _____

Signature Date

For use by department

Date received: _____ By whom:_____

Date sent to personnel: _____ Method: _____

Date received in personnel: _____ By whom:_____

CC: KATHY DEAN-FRICK, PAYROLL, FINANCE DEPARTMENT

MILITARY LEAVE CONTACT PERSON DESIGNATION

I _____ am designating my _____, whose name
Employee name Relationship
is _____ as the contact person for any questions, including about payroll, while I am on military leave. I have previously notified Putnam County of military leave scheduled for _____. I understand that it is my responsibility to inform Putnam County of any changes to my scheduled leave and ensure that up-to-date documentation is provided to Putnam County in a timely manner. I understand that salary differential will not be paid until documentation of payment by military is received by the Putnam County personnel department and that any overpayment shall by my responsibility to repay. I understand it is solely my responsibility to provide required documentation to Putnam County and that this designation is merely for convenience while I am engaged in military service and does not in any way, pass these responsibilities onto my designee.

This designation shall last until the end of this period of leave unless otherwise indicated.
☐ Yes ☐No, I request that this designation end on _____.

_____ _____
Employee Signature Date

Contact Designee Name: _____ Phone #_____

Address: _____

I _____ agree to be the contact person for _____ while they are engaged in military service. I agree to reply promptly when contacted by Putnam County.

_____ _____
Contact Designee Signature Date

STATE OF NEW YORK
County of _____
On the _____ day of _____, _____, before me, the undersigned Notary Public, personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that s/he executed the same.

_____ _____
Notary Public Commission Expires

IN WITNESS WHEREOF, I have set my hand and seal the day and year as above written.

For use by department
Date received: _____ By whom:_____

Date sent to personnel: _____ Method: _____

Date received in personnel: _____ By whom:_____
CC: KATHY DEAN-FRICK, PAYROLL, FINANCE DEPARTMENT

PUTNAM COUNTY

BONE MARROW OR ORGAN DONATION
Request for Release Time

Date of Request: _____
Employee's Name: _____
Department: _____

Donation Procedure: _____
Dates of Procedure(s) _____
Total Time Requested: _____

Approved: _____ Date: _____

_____
Signature of Appointing Authority

Note: The employee must have the attached form (Verification of Organ or Bone Marrow Donation) signed by the attending physician at the time of the donation approval and return it to the Department Head in order for this leave to qualify as paid time. A maximum of seven (7) workdays for bone marrow, or thirty (30) workdays for organ donation may be granted for this purpose, and only for time that conflicts with the employee's normal working hours. Any donation given for compensation of any kind does not qualify for this benefit.

PUTNAM COUNTY

VERIFICATION OF ORGAN OR BONE MARROW DONATION

Name of Patient: _____
Address: _____
City, State, Zip: _____

Date of Appointment: _____ Length of Time: _____

Date of Appointment: _____ * Length of Time: _____

Date of Appointment: _____ * Length of Time: _____

Purpose of Appointment:
Medical Tests ____ (yes) ____ (no)
Donation Procedure ____ (yes) ____ (no)

Physician's Name: _____
Address: _____
City, State, Zip: _____

Person signing below verifies that the employee named herein attended the above scheduled appointment(s) for the purpose of procedures required for a bone marrow or organ donation.

_____ _____
Signature of Physician performing the Test/Procedure Specialty

* If additional appointments needed

PUTNAM COUNTY

CANCER SCREENING

Request for Release Time

Date of Request: _____

Employee's Name: _____

Department: _____

Date of Screening: _____

Time of Appointment: _____

Total Time Requested: _____

Approved: _____ Date: _____

_____

Signature of Supervisor _____

Note: The employee must have the attached form signed by the attending medical technician at the time of the screening appointment and return it to the Supervisor in order for this Leave to qualify as paid time. A maximum of four (4) hours/year may be granted for this purpose, and only for time that conflicts with the employee's normal working hours.

PUTNAM COUNTY

VERIFICATION OF CANCER SCREENING VISIT

Please be sure to complete ALL items

Name of Patient: _____
Address: _____
City, State, Zip: _____

Date of Appointment: _____ Total Time: _____

Date of Appointment: _____ Total Time: _____

Date of Appointment: _____ Total Time: _____

Purpose of Appointment(s): Cancer Screening_____ (yes) (no)

Screening Provider Name:_____
Address: _____
City, State, Zip: _____

Person signing below verifies that the employee named herein attended the above scheduled appointment(s) for the purpose of receiving a cancer screening test.

_____ _____
Signature of Medical Technician Performing the Test Title

EMPLOYEE LEAVE REQUEST

Name: _____

Department: _____

Email: _____ Phone # _____

Preferred method of contact: _____

Type of Leave: ☐ P/Maternity (FMLA) ☐Medical (FMLA) ☐Military Caregiver (FMLA)
☐Family Illness ☐ Of absence ☐ Jury Duty/Court
☐Other: _____

Date(s) of leave: _____

Type of proof provided (if applicable): (please attach) _____

I would like to apply the following accrued time to this leave:

_____ hours of Vacation Time _____ hours of Personal Time

_____ hours of Sick Time _____ hours of Comp Time

I understand that it is my responsibility to inform Putnam County of any changes to my leave as well as provide up-to-date documentation, when applicable.

_____ _____
Signature Date

For use by department

Date received: _____ Supervisor Name: _____

Approved/Denied (please provide cause for denial): _____

_____

_____ _____
Supervisor Signature Date

Date sent to personnel: _____ Date received in personnel: _____

By whom:_____

CC: KATHY DEAN-FRICK, PAYROLL, FINANCE DEPARTMENT

Putnam County Employee Tuition Reimbursement Program

APPLICATION FOR TUITION REIMBURSEMENT

This form is to be completed upon or before course registration. Use a separate form for each course for which reimbursement is sought. Forward completed forms with attached course description to the Personnel Department, attention: Bryan Mohs (x46107).

PLEASE SPECIFY: ☐ CSEA ☐ PUMA ☐ Management/Confidential ☐ Nursing ☐ PBA/PCSEA

A. Employee Identification Section (Employee Completes)

1. Employee Name _____

2. Current Job Title _____

3. Department _____

4. Work Schedule. Please check one: ☐ Full Time ☐ Part Time: (☐ Less than Half Time ☐ Half Time or More)

5. Email: _____

B. Coursework Identification Section (Employee Completes)

1. Name of educational organization conducting the _____

_____

2. Course Number : _____ Course _____

Course Description: *Please attach copy of school course description*

3. Semester : _____ Start Date: _____ End Date: _____

4. Check one: ☐ Non-Credit ☐ Credit If for credit, how _____

5. Is this coursework part of a degree program in which you are presently ☐ Yes ☐ No

If Yes: Major _____ Type of Degree _____ Credits Earned To Date _____

Please explain if _____

_____

6. Tuition Cost (Do not include _____

7. Justification: Explain how coursework relates to your career [see Section C, 1 a-e, below].

_____

_____

_____

_____

8. I affirm the above is accurate.

_____ _____

Date Applicant Signature

C. Career-Relatedness Justification (Department Head Completes)

1. I find the above coursework to be career-related based on the following criteria (please check those

- ☐ a. It directly relates to the employee's current job assignment, duties and position;
- ☐ b. It directly increases managerial/supervisory effectiveness through acquisition of needed skills;
- ☐ c. It increases the employee's opportunity for advancement within the employee's title series;
- ☐ d. It enables the employee to acquire knowledge or skills for which there exists a need in county
- ☐ e. The course is required in the degree program being pursued by this employee.

Note: Credit or non-credit recreation, hobby or personal interest courses are not considered career-related.

Date	Signature	Title

2. I have determined the above coursework is not career-related based on the following reasons:

Date	Signature	Title

D. Final Approval or Disapproval (Personnel Officer completes)

1. The above request for tuition reimbursement is hereby: ☐ Approved ☐ Disapproved
   This reimbursement is: ☐ Taxable ☐ Non-Taxable
2. Comments:

Date	Personnel Officer's Signature

If request is approved, upon *completion* of each course, please submit the following documentation to the Personnel Department:

1. Copy of transcript with final grade;
2. Copy of statement of tuition and proof of payment of tuition;
3. Statement of Tuition Reimbursement from Other Sources form;
4. Once all documents are received, Personnel Department will prepare a voucher and send to employee for signature to be returned to the Personnel Department.

Putnam County Employee Tuition Reimbursement Program
STATEMENT OF TUITION REIMBURSEMENT FROM OTHER SOURCES

This form is to be completed upon submission of approved courses. Use a separate form for each course for which tuition reimbursement is requested. Submit this form to the Personnel Department:

PLEASE SPECIFY: ☐ CSEA ☐ PUMA ☐ Management/Confidential ☐ Nursing ☐

Employee Name _____

Current Job Title _____

Department _____

Name of School or Educational Organization: _____

Course Title: _____ Number of Credits Earned: _____

Cost per Credit: _____ Total Tuition for Course (do not include fees): _____ Semester _____

PLEASE COMPLETE ONE OF THE BELOW STATEMENTS, AS APPROPRIATE.

I, _____, have not received, nor will I be receiving tuition reimbursement from funding sources other than Putnam County.

I, _____ will be receiving tuition reimbursement from funding sources other than Putnam County as noted below:

Funding Source: _____ Amount: _____

Funding Source: Amount: _____

I affirm the above is accurate.

_____ _____

Date Applicant Signature

REASONABLE CAUSE/REASONABLE SUSPICION TESTING FORM

Employee's Name:_____ ID/SSN: _____

Department: _____ Job Title: _____

Location of Incident/Observation: _____Date: _____ Time: _____ Other Witness(es): _____

Trained Supervisor Name: _____ Signature: _____

Concurring Supervisor Name: _____ Signature: _____

Observations

Check all that apply, include descriptions of any changes in behavior and list any unusual behavior not listed

Observations of Employee's Physical Condition

☐ Slurred Speech ☐ Confusion/disorientation ☐ Odor of alcohol ☐ Odor of marijuana ☐ Unsteady gait/unbalanced ☐ Glassy eyes	☐ Inability to focus eyes ☐ Physical injury to self or others ☐ Tremors/bodily shaking ☐ Poor coordination ☐ Rapid/continuous eye movement	☐ Runny nose ☐ Very large or Small pupils ☐ Slow/inappropriate reactions ☐ Drowsiness ☐ Inattentiveness

Descriptive Notes:_____

_____

Observations of Employee's Behavior

☐ Inability to respond to questions ☐ Complaint of racing heart ☐ Marked irritability	☐ Aggressiveness ☐ Inappropriate laughing, cry etc ☐ Sleeping on the job	☐ Fainting/loss of consciousness ☐ Improper job performance ☐Violation of work rules

Descriptive Notes:_____

_____

Observations of General Job Performance

☐ Excessive unauthorized absences in last 12 months ☐ Excessive authorized absences in last 12 months ☐ Excessive use of sick leave, last 12 months	☐ Frequent Monday/Friday absence or pattern absence ☐ Frequent unexplained disappearance ☐ Excessive "extension" of breaks or lunch	☐ Frequent leaving work early ☐ Ignores established procedures

Descriptive Notes:_____

_____

For use by Personnel Department

Date recv'd in personnel_____ Date test ordered: _____

Date of test: _____ TEST RESULTS: _____

Date results recv'd: _____Date results sent to department: _____

Name: _____ Signature:_____

PUTNAM COUNTY SEXUAL HARASSMENT COMPLAINT FORM

New York State Labor Law requires all employers to have a complaint form for employees to report alleged incidents of sexual harassment. If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Personnel Officer, Adriene Iasoni. You may submit this form in person, through inter-office mail marked "Confidential," or by email at Adriene.Iasoni@putnamcountyny.gov You will not be retaliated against for filing a complaint. If you are more comfortable reporting verbally or in another manner, you may contact the Personnel Officer, Adriene Iasoni, at 845-808-1650, Ext. 46105. A copy of this form will be completed and provided to you.

COMPLAINANT INFORMATION

Name:_____ Work Phone/extension: _____
Department:_____ Job Title:_____
Work Address: _____
Email:_____
Select Preferred Communication Method: ☐ Email ☐ Phone ☐ In person

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about: _____
Email:_____ Work Phone/extension: _____
Department:_____ Job Title:_____
Work Address: _____
Relationship to you: ☐ Supervisor ☐ Subordinate ☐ Co-Worker ☐ Other: _____

2. Please describe the conduct you are complaining about and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents, photos, or other information/evidence.

_____
_____
_____
_____
_____
_____
_____

3. Date(s) conduct occurred: _____ Is the conduct continuing? ☐ Yes ☐ No

4. Please list the name and contact information of any witnesses or individuals who you believe may have information related to your complaint:

_____
_____
_____
_____

I attest that the information I have provided is a true and accurate description of the incident and that I have not willfully or deliberately made false statements.

_____ _____ _____
Print Signature Date

PUTNAM COUNTY

WORKPLACE VIOLENCE PREVENTION INCIDENT REPORT

The employee affected by the incident should complete Section 1 of this form and submit a copy to their department head and the Personnel Department as soon as possible but in all cases no later than two working days of the incident. The department head will be responsible to review the incident, complete Section 2 and forward the completed form to the Personnel Department as soon as possible but in all cases no later than two working days of receipt of the incident report. In all cases where the department head is the subject of the report, the employee should submit the completed report to the Personnel Department.

SECTION 1
TO BE COMPLETED BY EMPLOYEE FILING INCIDENT REPORT

Employee Name:	Job Title:	Department:
Date of Incident:		Time of Incident:
Location of Incident:		
Date/Time Reported:		

List any individual who may have witnessed this incident:

Which best describes the assailant:

Member of the Public	Name/Address (if known)
Client/customer	Name/Address (if known)
Coworker	Name/Department
Domestic Partner/Family member	Name
Former Employee	Name/Address (if known)
Employee Supervisor	Name
Unknown	

Which best describes the incident:

Physical Assault			Brandishing Weapon		
Threat			Property Damage		
Stalking			Other		

Please describe the incident (include names of those involved and witnesses):

Was a weapon used? No Yes What?

Did this incident result in a physical injury? No Yes

If yes, what was the extent of the injury?_____

_____

If yes, please complete the Employee Report of Work Related Injury form and send to Senior Deputy County Attorney for Risk and Compliance.

Was medical attention required? No_____ Yes _____

Description of medical treatment required: _____

Were the police notified? No_____Yes_____Was an arrest made: No_____Yes_____

Which agency responded? Sheriff's____NY State Police_____Both_____Other: _____

Please indicate if a similar type of incident, involving the same parties, was previously reported to

the
department head, supervisor or the Personnel department: Yes_____ No _____

Please describe each incident separately including dates, times and locations and to whom it was reported:

I attest that the information I have provided is a true and accurate description of the incident and that I have not willfully or deliberately made false statements.

Employee Signature Date

SECTION 2

TO BE COMPLETED BY DEPARTMENT HEAD

Please complete and forward a signed copy to the Personnel Department. Indicate all actions taken by the Department with regard to this incident and any steps, recommendations or referrals made to remedy the current incident and mitigate future incidents of a similar nature.

Date Received: _____

I attest that the information I have provided is a true and accurate and that I have not willfully or deliberately made false statements.

Signature_____Date_____

AUTO LOSS NOTICE INCIDENT/ACCIDENT REPORT

Insured Name: _____ Policy #: _____

Date of Occurrence: _____ Time: _____ Location: _____

Brief Description of Incident: _____
_____
_____

Location of incident: _____
Police Department: _____ Case #: _____

INSURED VEHICLE

Year/Make/Model: _____
Vin #: _____ Color: _____
Plate/Tag #: _____ State: _____
Damage/Estimate: _____
Location of Vehicle:_____
Driver Name, Address & #: _____
_____
Phone:_____
DOB: _____ License # -_____ State: _____

all vehicles with your vehicle being #1

ACCIDENT DIAGRAM

PROPERTY DAMAGED

Description

_____

_____

Damage/Estimate: _____
Location of property: _____
Owner Name, Address & #: _____
_____
_____
Phone:_____

OTHER VEHICLE INFORMATION

Owner Name, Address & #: _____
_____
_____
Phone:_____
Year/Make/Model: _____
Vin #: _____ Color: _____
Plate/Tag#: _____ State: _____
Damages: _____
InsuranceCarrier/Code:_____
Insurance Policy #: _____

Driver Name, Address & #: _____
_____
_____
Phone:_____
DOB: _____ License # - State: _____

******IF MORE THAN ONE VEHICLE INVOLVED, PLEASE ATTACH SEPARATE SHEET WITH ABOVE INFORMATION FOR EACH VEHICLE******

INJURIES

Name, Address, #: _____
_____
Type of injury and where taken: _____
_____

Name: _____ Date: _____

Contact Number(s): _____

SECTION FOUR: ACKNOWLEDGEMENT OF RECEIPT OF MANUAL

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I_____, acknowledge that I have read the Putnam County Employee Handbook. I understand that this Handbook is not a contract of employment, and Putnam County reserves the right to amend any section of the Handbook at any time. If I am covered by a collective bargaining agreement (Union contract), and in the event of a conflict with an employee benefit, personnel policy, personnel procedure, or any other provision set forth in the Employee Handbook, the collective bargaining agreement will supersede. I understand that as an employee it is my responsibility to follow all policies and procedures set forth in the Handbook, as well as those outlined in the collective bargaining agreement, if applicable, and those required by my Department Head.

I have read the following policies, and I agree to abide by all policies, procedures, rules, and regulations:

Employee Time and Accrual Use

- ☐ Bereavement Leave
- ☐ Blood Donation Leave
- ☐ Donation of Time
- ☐ Family Medical Leave Act (FMLA)
- ☐ Jury Duty/Court Leave
- ☐ Military leave
- ☐ Time off to Vote
- ☐ Leave Request for Cancer Screening
- ☐ Leave for Bone Marrow Donors and Organ Donors

Employee Health, Safety, and Wellness

- ☐ Putnam County ADA/ADAA Policy
- ☐ Drug free workplace
- ☐ Nursing mothers
- ☐ Discrimination and Sexual Harassment Prevention
- ☐ Workers compensation
- ☐ Workplace and Gender-Based Violence Policy

Employee Travel

- ☐ Meal Allowance
- ☐ Mileage Reimbursement
- ☐ Vehicle Policy

Putnam County Property

- ☐ Public Facility Access Policy
- ☐ Service Animals
- ☐ Smoke Free Workplace

Technology Use

- ☐ Security and IT Use Policy
- ☐ Cell Phone Policy and Procedures

Miscellaneous

- ☐ Appropriate Attire
- ☐ Campaign Contributions
- ☐ Code of Ethics
- ☐ Employee Licenses
- ☐ Inclement Weather Policy
- ☐ Outside Employment
- ☐ Reproductive Health Rights
- ☐ Tuition Reimbursement
- ☐ Unemployment

_____ _____ _____

Employee Signature Department Date

Please provide a signed, original Acknowledgement form to Personnel