

**CITY OF ROME
EMPLOYEE HANDBOOK**

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INTRODUCTION

Introductory Statement

Whether you have recently joined the staff or have been employed by the City of Rome, we are pleased to have you as a part of our valuable team. We recognize that the employees of the City of Rome are its most valuable resource. This handbook has been written to serve as a general guide for the employer/employee relationship.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive and/or address all of the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice, you should address your specific questions to the City's Department of Administrative Services.

This employee handbook is intended to acquaint you with employment with the City of Rome (hereinafter referred to as the "City") and to provide you with information about its personnel policies and practices including the terms, conditions and privileges of your employment. This employee handbook has been adopted by the City of Rome. The Mayor, Common Council and Department Heads have been authorized to interpret, implement, and administer the provisions of this handbook. You should read, understand, and comply with all provisions that have been outlined in this handbook. It is the City's objective to provide a work environment that is conducive to both personal and professional growth.

Compliance with this handbook, departmental rules, regulations and any other official City policies is mandatory for all employees.

No employee handbook can anticipate every unforeseen circumstance or question involving policy. Consequently, the need may arise to revise this handbook to include new policies or modification of existing policies as they may develop. Therefore, the City expressly reserves the right to revise, supplement, or rescind any policies or portions of this handbook from time to time, as it deems appropriate. The provisions contained in this handbook supersede all existing policies and practices and may not be amended or added to except by an appropriate action by the Mayor and/or departmental action consistent with this handbook. *The statements set forth in this handbook are not intended to create, nor are they to be construed to constitute contractual obligations of any kind whatsoever between the City and its employees.* If an employee has a work-related question not specifically addressed in this handbook, it should be discussed with his/her supervisor, department head or an Administrative Services representative. Likewise, if an employee requires assistance to comply with this policy, he/she should request such assistance from their designated supervisor, department head or Administrative Services representative.

Each Department of the City may develop additional policies and procedures relating to their department at their discretion. While some departmental policies and procedures may be more restrictive than the provisions covered in this handbook, they may not be less restrictive. All departmental policies, any other official City policies shall be considered together and interpreted as one publication.

Copies of the complete official policies referred to in this hand book are available on the City's Electronic Resource Portal (ERP) if you should want to review official polices in full.

UPDATES: ANY REVISIONS TO THIS HANDBOOK WILL BE POSTED ON THE CITY'S ELECTRONIC RESOURCE PORTAL. NOTICE OF CHANGES WILL BE POSTED ON YOUR DEPARTMENT BULLETIN BOARD.

Scope and Purpose

As a current or new full-time or part-time City of Rome employee, officer, or elected official, this Handbook is intended to be utilized as your personal reference guide for the many fundamental employment policies, procedures, services and benefits that will encompass your employment with the City.

Every effort has been made to include the central most topics related to your City employment. However, it would be virtually impossible for this handbook to cover every employment related situation or concern due to the operational complexities and recurring changes involving personnel policies; federal, state and local employment laws; employment services and benefits; Civil Service rules; and the terms and conditions involving collective bargaining agreements.

Therefore, this handbook is not to be interpreted as a contract for hire nor as an all-inclusive statement or record of final authority regarding City employment matters. Property and rights governing employment with the City of Rome are as stipulated under federal, state and City of Rome Charter Laws; collective bargaining agreements; and local Civil Service Commission rules.

DIVERSITY

Equal Opportunity Employment

The City of Rome provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. The City of Rome complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has facilities. This policy applies to all terms and conditions of employment, including but not limited to: hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, training and use of City facilities

The City of Rome expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, nation origin, age, genetic information, disability or veteran status. Improper interference with the ability of the City of Rome employees to perform their expected job duties is absolutely not tolerated.

Anti-Harassment Policy and Complaint Procedure

The City of Rome is committed to providing a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes

equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the City of Rome expects that all relationships among persons working for the City will be business-like and free of bias, prejudice and harassment.

Under the terms of Chapter 46, Article IV, Section 46-96 of the City of Rome Code of Ordinances, the City is committed to providing its employees with a workplace in which all individuals are treated with respect and dignity.

It is the policy of the City of Rome to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. The City of Rome prohibits any such discrimination or harassment.

The City of Rome encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the City of Rome to promptly and thoroughly investigate such reports. The City of Rome prohibits retaliation against any individual who reports discrimination or who harassment or who participates in an investigation of such reports.

A complete copy of the City's *Sexual Harassment and Workplace Violence Policy* and acknowledgement form will be provided to you prior to employment.

Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed 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 the City of Rome 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 our company 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.

The City of Rome 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 and/or if the accommodation creates an undue hardship to the City. Contact the Human Resources department with any questions or requests for accommodation.

Employment

Employment Opportunities and Civil Service

The Civil Service procedures for the City of Rome are implemented and administered in accordance with state and local rules as set forth by the City Charter Laws, the City's local Civil Service Commission, and New York State Civil Service Law.

The City of Rome's Civil Service Commission has the legal and jurisdictional responsibility to enforce and preserve a policy governing Civil Service employment for the City of Rome, the Rome City School District and the Rome Housing Authority. Candidates for employment are recruited, appointed, and/or promoted solely on the basis of merit and fitness for the position which they have applied.

Candidates who have taken and successfully passed a civil service examination will have their names placed on a certified eligible list according to their final examination score. The top three highest ranking candidates for each vacancy are then screened by the department head or immediate supervisor where the vacancy exists and are selected for appointment upon successful completion of any/all additional phases of qualification which may be required. Examples of additional qualification may include: physical agility tests; criminal history and background investigations; pre-employment fitness exams; and/or a pre-employment drug and alcohol test.

Additional information concerning position vacancies, minimum qualifications, examinations, and announcements can be obtained through the Department of Administrative Services or by visiting the City's website at www.romenewyork.com

Position Classifications

Positions in the City of Rome are categorized according to their specific job duties and responsibilities. This means that positions that are similar in scope, level of difficulty, and responsibility are placed in a corresponding category (or "classification") for the purpose of recruiting and selecting applicants for positions of employment, establishing minimum qualifications, and rate of pay.

Examples of the position classification include positions that have been categorized as being exempt, competitive, non-competitive and labor *for union status purposes*.

Position classifications are overseen by the Civil Service Commission in accordance with local rules and New York State Civil Service Law.

City Employment Applications and Reference Checks

Employment applications are to be completed for all City employment positions. It is understood that the information provided on City employment and/or Civil Service examination applications be an accurate reflection of previous employment and personal history. Resumes may be submitted with

completed applications and should include specific examples demonstrative of how you meet the requirements for the position you are seeking. Applicants are strongly encouraged to thoroughly review a copy of the job description and/or examination announcements for the position sought prior to submitting your application to ensure that you possess the minimum qualifications and experience necessary for the position.

All information furnished will be subject to independent verification. Applicants determined to have intentionally provided any false or misleading information during the application process should not expect to be hired.

Any false or misleading information which may be revealed after employment in connection with your City application for employment may be grounds for employment discharge or removal from position.

Employment Probation

Employment probationary periods for the City of Rome are carried out in compliance with the local rules of the City of Rome Civil Service Commission and applicable bargaining contracts. Employees serving in Civil Service positions are subject to a probationary term of not less than eight (8) nor more than twenty-six (26) weeks. The probationary period for all Police Officers and Firefighters shall be for a term of not less than eight (8) nor more than fifty-two (52) weeks.

Probationary employees may be terminated from employment at any time after the minimum eight (8) week period and before the completion of the maximum period. Interdepartmental transfers and promotions are subject to a twelve (12) week probationary period.

Probationary periods observed in connection with promotions are for a period of twelve (12) weeks from the date of appointment from the Civil Service eligible list. All part-time or temporary employees will serve a new probationary period upon acquiring regular, full-time hourly or salaried status.

Prior to the expiration of the probationary period, employment performance will be subject to review by your immediate supervisor or department head to determine whether your employment will be continued. Factors involving your probationary review will include your overall employment performance in the position for which you were hired as well as your adherence to City policies and procedures during the probationary period.

Oath of Office

Pursuant to New York State Public Officers Law and City of Rome Charter Laws, certain elected positions and appointed positions in the City of Rome require an oath of public office be taken prior to appointment or before discharging the duties of the position.

Types of Employment

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees'

employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the legal requirements concerning minimum wage and overtime.

Exempt employees are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

Regular, Full-Time, Salaried and Hourly Employees: Employees who are hired for an indefinite period of time to work a normal work schedule in the position which they are assigned.

Employees in this category include individuals having the occupational status of competitive, non-competitive, management, management-confidential, and exempt class positions as classified in accordance with local Civil Service rules and are subject to the terms and conditions of employment in accordance with their affiliated collective bargaining agreements as well as all federal, state, and local laws.

Part-Time Employees:

Employees who are hired for an indefinite period of time with no set limitation as to length of service. Duration of employment is subject to the continuation of the program, program funding or the need for the position itself. Individuals having this status of employment work twenty (20) hours or less per week, and are generally ineligible for employment related benefits or union representation.

Temporary Employees:

Employees hired for 6 months or less and who may be employed to work the same number of hours as a regular, full-time employee in a comparable position. Persons serving in these positions are not eligible to receive employment benefits like those afforded to regular, full-time, salaried or hourly employees and are not represented by collective bargaining units.

Union Organizations and Collective Bargaining Agreements

The following union organizations represent individuals who serve in positions of employment for which the terms and conditions of employment, salary pay grades, and benefits are governed under a collective bargaining agreement.

Amalgamated Transit Union, (ATU), Local 582, AFL-CIO.

Civil Service Employees Association, Inc. (CSEA), Local 833, AFSCME, AFL-CIO.

New York Council 66, AFSCME, Local 1088, AFL-CIO.

The Philip S. McDonald Police Benevolent Association, (PBA).

Rome Professional Firefighters Association, (RPFA), Local 694, AFL-CIO.

Rome Professional Fire Chiefs Assoc. Inc.

Collective bargaining agreements contain the terms and conditions of employment for the position for which you will be employed and includes salary wage scales, as well as a complete summary of employment related benefits.

Annual Performance Evaluations

The City of Rome is dedicated to providing the highest level of public service to its citizens. Likewise, the citizens have the right to expect a level of service that is dependable, courteous and proficient. To that end, annual performance evaluations are utilized for the majority of City employees to gauge the level of on-the-job performance and to identify goals and areas of improvement to heighten employee productivity, increase skills and professional development.

Dependent upon your union affiliation, you will be evaluated by your immediate supervisor or department head prior to the end of your probationary period and annually thereafter before April 1.

All performance evaluations will become a part of the permanent confidential employment record and shall be retained in your employment history file in the Department of Administrative Services.

Reduction in Force

The City's Board of Estimate & Contract is vested with the sole authority to determine the number of City employees and will undertake reasonable efforts to avert employee layoffs or other reduction in the workforce. Examples include reduction of temporary service employees; implementation of a hiring freeze; reducing overtime hours; delaying promotions where feasible; or seeking other cost containment measures and strategies designed to limit expenses.

Employee Discipline

As an employee of the City of Rome, you should consider yourself as a representative of the City, and, as such, you will be expected to conduct yourself and perform the duties of your position in a manner that reflects a positive image on the City.

Any employee who fails to abide by the City's employment policies and procedures will be subject to disciplinary action in accordance with City Charter laws, federal and state labor laws, New York State Civil Service Laws, or as stipulated under the applicable collective bargaining agreement.

Grievances

The City of Rome openly encourages communication between employees and management. While the City does abide by grievance policies and procedures to resolve workplace issues and disputes, employees are encouraged to discuss and resolve work related problems with their immediate supervisor or department head before utilizing the grievance procedures set forth under the applicable collective bargaining agreement.

Resignation

The City expects a minimum of two (2) weeks advance notice of your intention to resign your employment. Resignation notices should be in writing, signed by you, given to your immediate

supervisor or department head, and include the date and reason of your resignation. The Department Head is required to give the original resignation notice to Administrative Services and copies to immediate supervisor and the Mayor's office upon day of receipt.

Employment Separation Procedures

Before departing City employment, you must return all City building keys, motor vehicle keys, employee ID badges, garage parking passes, and any other City issued property. All items are to be handed in to your immediate supervisor or department head on your last day of employment or may be returned to Administrative Services at the time of your exit interview.

Exit meetings are conducted by Administrative Services and are arranged at the request of the immediate supervisor or department head prior to the last date of full-time employment. The exit interviews are performed to, among other things, acquire information with respect to your employment experience with the City of Rome and will ensure that all aspects involving your separation have been satisfactorily addressed and completed prior to your actual date of departure.

WORKPLACE SAFETY

Workplace Safety

Workplace safety of all City employees is extremely important. In an effort of avoiding potential exposure to workplace hazards and/or conditions which may lead to injury, illness, or accidents, the City requires all employees to strictly observe workplace safety procedures at all times. Employees are encouraged to report any potentially unsafe working condition to their immediate supervisor or department head.

Violence in the Workplace

Upon hire and each year thereafter employees will be provided with a copy of the City of Rome's policy on Workplace Violence Prevention.

Alcohol and Drug Testing Policy

Employees whose positions require the performance of safety-sensitive functions, or that require a valid New York State Commercial Driver's License in order to perform the duties of their employed position such as the safe operation of a City motor vehicles, will be subject to testing under the City's Drug and Alcohol Testing Policy.

Additional information regarding drug and alcohol testing procedures is available from your immediate supervisor, department head or through the Department of Administrative Services.

Dangerous Weapons in the Workplace

With notable exception of any authorized public safety or emergency personnel (Police and Fire), All City employees, whether compensated or uncompensated, are prohibited from possessing, transferring

or carrying any firearms or dangerous weapons while working on City property or while acting within the scope of their employment. Dangerous weapons shall include, but shall not be limited to:

A firearm, whether loaded or unloaded, from which a shot may be discharged including but not limited to handguns, pistols, revolvers, shotguns, rifles and bb guns;

A gun that can discharge a shot or a projectile by means of an explosive or gas, or compressed air;

Any destructive device;

Any device designed as a weapon and capable of producing great bodily harm, including but not limited to, stun guns, stun batons, etc.;

An electric weapon such as a taser gun;

Any combustible or flammable liquid, or other substance, device, or instrumentality that, in a manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm;

Any knife, including but not limited to, switchblade knives, gravity knives, pilum ballistic knives, metal knuckle knives and automatic knives; and

Such other weapons as described in New York Penal Law § 265.00 or any amendment thereof.

~~*Exceptions.* The prohibition under this Section shall not include the following:~~

~~Any dangerous weapon carried by (i) public safety or emergency personnel (Police and Fire) in the course of their duties; subject to the authorization and discretion of the Chief of Police or Chief of the Fire Department (ii) the Mayor of City of Rome and (iii) the Public Safety Commissioner;~~

~~A Leatherman or other small pocket knife, so long as the blade is three (3) inches or less in length; and
Knives intended to be used as eating utensils, and stored or maintained in office kitchens or lunchrooms.~~

An employee who feels an immediate risk to his or her own safety or security of others, should avoid any interaction with the individual. Steps should be taken to secure their area and immediately contact the City of Rome Police Department.

Reporting. Employees are required to report violations of this policy without regard to the relationship between the individual who initiates the prohibited behavior and the individual reporting it. An employee who believes that another employee may be in violation of this policy should report the alleged violation to the employee's manager or supervisor, the department head or the Office of Administrative Services.

The City of Rome reserves the right to authorize searches for prohibited weapons on its property when a violation is reported or when probable cause or reasonable suspicion is present, consistent with applicable law. Employees should be aware that there is no reasonable expectation of privacy with respect weapons in the workplace. Any weapon found in violation of this policy may be confiscated. Refusal to permit a search may result in discipline pursuant to the Employee Discipline section of this handbook.

Workplace Bullying

The City of Rome defines bullying as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment." Such behavior violates the City's Code of Ethics, which states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that the City will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined in accordance with disciplinary procedures.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline.

Types of Bullying:

Verbal bullying: Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.

Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.

Gesture bullying: Nonverbal threatening gestures or glances that convey threatening messages.

Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

Tobacco-Free Workplace

There will be no use of any form of tobacco in City vehicles, buildings or facilities at any time. This includes but is not limited to cigarettes, cigars, e-cigarettes "vapor" and/or smokeless tobacco "chew".

Designated smoking areas for tobacco and/or e-cigarettes "vapor" will be located at least fifty (50) feet from any public or main employee entry/exit ways or choose a different location for smoking. All materials used for smoking in this area, including cigarette butts and matches, are to be properly and safely extinguished and disposed of in appropriate manner. Supervisors will ensure periodic cleanup of any designated smoking areas within their respective departments. Smoking in any area that is not approved as a designated smoking areas and if smoking areas are not properly maintained may result in the elimination or banning of designated smoking area privileges.

Supervisors will discuss the issue of taking breaks with their staff, both smokers and non-smokers. Together they will develop effective solutions that do not interfere with the productivity of the staff. This will be in accordance with the union contract. Additional breaks for smoking will not be allowed.

Worksite Security

For the protection and security of all employees and citizens, City owned buildings, entrance ways, and certain offices are continuously monitored by closed-circuit video surveillance cameras.

Unauthorized use of any City owned motor vehicle, equipment, machinery, telephones, and computer workstations is strictly prohibited. Building keys, office keys, motor vehicle keys, employee ID badges, and garage passes may not be shared or duplicated and must be returned upon employment separation.

Loss or potential theft of personal belongings or valuable items can be avoided by not bringing such articles to work. Interior offices or departments are not to be left unattended and are to be locked after normal business hours or upon departure.

Use of City Motor Vehicles

As an employee, you may be required to operate a City motor vehicle in connection with your position duties. In an effort to reduce motor vehicle accidents involving City vehicles and as a means of limiting liability exposure, the City of Rome will actively ensure each employee is properly licensed for the type of vehicle to be operated.

Should your current or future job duties require you to operate a City motor vehicle, you must be in possession of a valid New York State Motor Vehicle License appropriate for the class and type of vehicle to be operated. The City and or its liability insurance carrier may acquire as necessary a copy of your personal driving history without your prior approval through the New York State Department of Motor Vehicles.

The City has the reserved right to make discretionary decisions involving eligibility to operate City motor vehicles based upon a thorough review of your personal motor vehicle operating record and your previous compliance with the New York State Motor Vehicle and Traffic Law at any time during your employment.

Employees operating any City motor vehicle shall be responsible for its lawful operation as well as the safety and welfare of all on-board passengers at all times. The use of City vehicles is limited to official business only and shall not in any event be used for personal purposes. Use of City vehicles for other than official business may result in disciplinary action being commenced against the employee. In the event an employee's use of a City vehicle for personal purposes results in an accident causing injury or death, the employee may be personally liable for said damages.

Use of any cell phone (City or personal) while driving is strictly prohibited. Any/all accidents involving City motor vehicle accidents are to be immediately reported to your supervisor and to the City of Rome Police Department for accident investigation.

WORKPLACE EXPECTATIONS

Outside Employment

With the exception of members of the Rome Police Department, all full-time and part-time City employees are free to obtain additional outside employment to supplement their income. If you should choose to seek secondary employment, you will need to notify your immediate supervisor or department head prior to committing to that employment.

However, in no event shall secondary employment supersede, nor interfere with your assigned City work hours, position, or constitute a conflict of interest with the City of Rome or with your position of employment. In the event that secondary employment interferes or hinders your City employment, you will be expected to terminate said employment.

Use of City Property and Materials

All City issued equipment, devices, and materials including, but not limited to, photocopiers, fax machines, telephones, computers, vehicles, and office supplies, are solely for City business use. Unauthorized or personal use of any City property is strictly prohibited and may result in disciplinary action being taken against you.

City of Rome Electronic Communications Policy

The City of Rome provides computer terminals and other electronic equipment and capabilities to its employees for the purpose of conducting City-related electronic communications. The City has an *Electronic Communications Policy ("ECP")*, which sets forth among other things, that: electronic equipment is only to be used for City business and that employees have no expectation of privacy in their use of said equipment. A copy of the City's ECP and acknowledgement form will be provided to you prior to employment for signature prior to employment.

Attendance, Tardiness and Unexcused Absences

The City of Rome provides much needed services to City citizens and taxpayers each day. As such, your attendance is very important. You are expected to arrive and be prepared to conduct work on time each workday. Punctuality in returning from meal periods and breaks is also to be observed. Persistent tardiness is inexcusable and will not be tolerated.

Excepting sick time utilized, absence from City employment shall only be observed for permitted circumstances which have been approved in advance by your immediate supervisor or department head. Unexcused absences are defined as any absence which has not been approved in advance and may be subject to disciplinary action in accordance with the terms and conditions of your collective bargaining agreement. Probationary and temporary service employees are advised that any unexcused absences will not be tolerated and may lead to termination of your City employment. In situations where excess use of sick time is suspected, the employee may be asked to provide a note from his/her treating physician.

Employee Information

It shall be your responsibility to promptly notify the Department of Administrative Services and the City Payroll Department of any change involving name, address, marital status, number of dependent(s) and/or beneficiaries. All changes will be *confidentially* circulated only among those City departments which may be required to receive and track such information.

Access to Employee Records and Files

The Department of Administrative Services maintains all official records related to your employment history with the City of Rome.

The City of Rome is dedicated to protecting the personal privacy of all current and former employees and retirees. The City of Rome maintains a policy which provides for the release of dates of employment, position(s) held, and rate of pay upon resignation, retirement, or termination involving misconduct. Every reasonable effort will be made, where permitted by state and federal access to public information laws, not to disclose any information which is considered to be personally sensitive or which is considered to be a violation of personal privacy.

Any City employee has the right to access his/her personnel file. Additionally, select City employees may also have approved access an employee's personnel file. Employees who wish to review their personnel file will be required to submit a written request to Administrative Services at least two workdays in advance.

Attire

As a City employee you are expected to dress appropriately for the type of work performed. Please consult with your immediate supervisor or department head concerning work uniforms or the proper work attire for your department. Additional information regarding work attire and work uniforms is outlined under the terms and conditions of each of the City's collective bargaining agreements.

Employment Conduct

Every employee and officer of the City shall conduct themselves and abide by the following standards of conduct:

- (1) *Gifts.* He/she shall not, directly or indirectly, solicit any gift or accept or receive any gift having a value of \$75.00 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him or could reasonably be expected to influence him in the performance of his official duties or was intended as a reward for any official action on his part.
- (2) *Confidential information.* He/she shall not disclose confidential information acquired by him in the course of his official duties or use such information to further his personal interest.
- (3) *Representation before one's own agency.* He/she shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which he is an officer, member or employee or of any municipal agency over which he has jurisdiction or to which he has the power to appoint any member, officer or employee.
- (4) *Representation before agency for contingent fee.* He/she shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of this city, whereby his compensation is to be dependent or contingent upon any

action by such agency with respect to such matter, provided that this subsection shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.

(5) *Disclosure of interest in legislation.* To the extent that he knows thereof, a member of the common council and any officer or employee of the city, whether paid or unpaid, who participates in the discussion or gives official opinion to the common council on any legislation before the common council shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he has in such legislation.

(6) *Investments in conflict with official duties.* He/she shall not invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction, which creates a conflict with his official duties.

(7) *Private employment.* He/she shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his official duties.

(8) *Future employment.* He/she shall not, after the termination of service or employment with the city, appear before any board or agency of the city in relation to any case, proceeding or application in which he personally participated during the period of his service or employment or which was under his active consideration.

COMPENSATION

Payroll Schedule

City payroll for all employees is distributed Fridays on a bi-weekly basis. Should a payroll date fall on a holiday, you will be paid on the preceding Wednesday or Thursday. Direct deposit of City employee payroll checks to personal checking and savings accounts is available for your convenience. If you are interested in this service, please contact the City Payroll Department located in the Treasurer's Office at City Hall.

Time Records

All salaried and hourly employees are required to record and submit all hours worked on City payroll time record and/or by means of an electronic time clock, whichever is applicable at department and/or location assigned. Employees' time record shall be certified as being a true and accurate accounting of the actual time worked and shall include daily beginning and stopped work times, meal periods, and overtime start and stop times. Time records are used by the City to calculate and document the hours worked by employees so that all applicable wages can be determined. Failure to abide by the City payroll reporting procedures may result in a loss of pay or disciplinary action and, upon a willful misrepresentation of time worked, possible criminal action.

Accruals

Individual employees are responsible for maintaining the accuracy of your personal accrued leave records. Accrued time is accounted on your pay stubs in the top right hand corner. In addition to being

made available on each employees pay stub, employee accrual balances may be reviewed via the City's "Kronos" time keeping devices- where available. Accruals only lag one week behind. It is your personal responsibility to take into account your use of any accrued time for the week lag.

Employees are required to complete and submit weekly timesheets which are reviewed and signed by their supervisors. While the City's Payroll office tracks earned accruals and usage of accrued leave and is shared with management, the employee has the personal responsibility to know what he/she has available for use.

For additional information relative to accrual time please contact the City's Payroll office.

Payroll Deductions

Mandatory payroll deductions include state and federal withholding tax, New York State and Local Retirement contributions, employee health insurance contributions, FICA, Medicare, and union dues or fees if applicable. The City must also observe any deductions which may result from court orders involving alimony, child support, or similar garnishments. Optional deductions include, but are not limited to, life and/or disability insurance and deferred compensation (IRS 457) plan. Additional information concerning income tax withholding and payroll deductions is available by contacting the City's Payroll office.

Overtime and Compensable Leave

For purposes of this Handbook, the City considers compensatory leave and overtime as those hours worked in excess of regularly scheduled work hours as defined by the collective bargaining agreement or as otherwise designated for certain City employees not represented by a collective bargaining agreement. Overtime and compensatory leave is granted, where applicable, in accordance with the terms and conditions of your collective bargaining agreement and city code.

Contact your immediate supervisor or department head for additional information regarding your eligibility for overtime compensation or compensatory leave.

The City of Rome will assure compliance with the requirements of the Fair Labor Standards Act (FLSA) also known as the federal wage and hour law.

TIME OFF/LEAVES OF ABSENCES

Cancer Screening Leave

Four (4) hours of paid leave is provided on an annual basis for the sole purpose of obtaining a screening exam designed to detect cancer. This leave is in addition to other paid or unpaid leave available to all permanent, full-time, union-affiliated City employees, non-union affiliated employees and all non-union

officers and elected officials. Leave is subject to written verification of necessity by the medical provider and is not accumulative if not used during any calendar year.

Approved Leave of Absences

Leave of absence privileges of various length and purpose are available to all permanent, full-time City employees as governed under federal and state laws, the terms and conditions set forth under local Civil Service rules and collective bargaining agreements. Leave of absences are not available to provisional, temporary, temporary full-time or temporary part-time employees.

A request for a leave of absence is to be made in writing to your immediate supervisor or department head no later than two (2) weeks prior to the date in which the leave is requested to commence. Any leave of absence involving emergency circumstances may be granted upon direct telephone notice by you or an immediate family member to your supervisor or department head. Such observance will require a written explanation to be submitted as soon as practical to your immediate supervisor or department head reasonably specifying the nature of the emergency leave and leave time observed.

All leave of absence requests are subject to the discretionary approval of the department head and will be contingent upon final approval by the Department of Administrative Services. Leave of absence privileges may not be utilized for situations involving outside employment opportunities or incarceration and may be immediately revoked by the City at any time upon verification where any such leave of absence is determined to have been misused or used for an unauthorized or illegitimate purposes.

Please refer to your affiliated collective bargaining agreement for any supplemental leave of absence provisions or contact the Department of Administrative Services for additional information.

Family Medical Leave Act

The City of Rome observes federally mandated provisions of the Family Medical Leave Act (FMLA). The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by the law. If you have any questions, concerns or disputes with this policy, you may contact the Department of Administrative Services.

General Provisions

Under this policy, the City will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Eligibility

To qualify to take family or medical leave under this policy, the employee must meet the following conditions:

The employee must have worked for the City for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, state the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.

The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

The employee must work in a worksite where 50 or more employees are employed by the company within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.

Types of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

The birth of a child and in order to care for that child.

The placement of a child for adoption or foster care and to care for a newly placed child. To care for a spouse, child or parent with a serious health condition (Under the FMLA, a "spouse" means a husband or wife as defined under the law in the state where the employee resides, including same-sex marriages in states that legally recognize such civil unions). The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or as a condition that requires continuing care by a licensed care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For

chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with any questions regarding what illnesses are covered under FMLA or under the City's sick leave policy are encouraged to contact Administrative Services.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the City may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: a) short-notice deployment, b) military events and activities, c) child care and school activities, d) financial and legal arrangements, e) counseling, f) rest and recuperation, g) post-deployment activities, and h) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Covered active duty means:

In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country. In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in Title 10 U.S.C. s101 (a)(13)(B).

The leave may commence as soon as the individual received the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except the person does not have to be a minor.). This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.

An employee whose son, daughter, parent or next of kin is covered service member may take up to 26 weeks in a single 12-month period to take care of leave to care for that service member.

Next of kin is defined as the closest blood relative of the injured or recovering service member.

The term covered service member means:

A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy or is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

A veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

The term serious injury or illness means:

In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.

In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on an active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Amount of Leave

An eligible employee may take up to 12 weeks for the first five FMLA circumstances above (under heading "Type of Leave Covered") under this policy during any 12-month period. The company will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee take leave, the City will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of time the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave circumstance above during a single 12-month period. For this military caregiver leave, the company will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the City and each wishes to take leave for the birth of a child, adoption or place of a child in foster care, or to care for a parent (but not parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the City and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

Employee Status and Benefits During Leave

While an employee is on leave, the City will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider.

Use of Paid and Unpaid Leave

All paid vacation, personal and sick leave will run concurrent with FMLA leave.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12 month period).

Certification for the Employee's Serious Health Condition

The City will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for the Family Member's Serious Health Condition

The City will require a certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable reason for the delay. Failure to provide certification may result in a denial of the continuation of leave.

Certification of Qualifying Exigency for Military Family Leave

The City will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable reason explanation of the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave

The City will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Recertification

The City may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the City receives information casting doubt on the reason given for absence, or if the employee seeks an extension of his or her leave. Otherwise, the City may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence.

Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide their department head or manager with verbal or written notice of the need for the leave. Within five business days after the employee has provided this notice, Administrative Services will provide the employee the DOL Notice of Eligibility and Rights. When the need for leave is foreseeable, the employee must provide the City with at least 30 days notice.

When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the City's usual and customary notice and procedural requirements for requesting leave.

Designation of FMLA Leave

Within 5 business days after the employee has submitted the appropriate certification form, the HR manager will provide the employee with a written response to the employee's request for FMLA leave.

Intent to Return to Work from FMLA Leave

The City may require an employee on FMLA leave to report periodically on his/her status and intent to return to work.

Jury Duty

If you receive a summons notice concerning jury duty, it will be your responsibility to notify your immediate supervisor or department head as soon as possible. You will also need to make advance notification arrangements with your immediate supervisor or department head should you be selected and required to report for jury duty during your scheduled work hours. If not selected as a juror, you will be expected to return to work as soon as possible. The juror summons is to be submitted to your immediate supervisor and a copy of summons submitted to the payroll department.

The City of Rome will compensate you for your regular, straight wages for the duration in which your jury services are required. Therefore, it will be your responsibility to notify the Oneida County Commissioner of Jurors that your wages will be compensated by the City of Rome during this period. You will be solely accountable to repay the full amount of any fees paid to you which are deemed to be in excess of the daily rate permitted for juror services rendered to the Oneida County Commissioner of Jurors and/or to the City of Rome.

EMPLOYEE BENEFITS

Employment Benefits

The City of Rome offers a variety of employment related benefits which are available to all eligible employees represented by collective bargaining agreements, and to all eligible, full-time officers and employees who are not represented by a collective bargaining agreement.

The following is an example of the range of benefits offered

Family and Single health insurance plans with prescription, dental and vision coverage
Life insurance

Supplemental disability insurance plans
Deferred compensation (IRS 457 plan)
New York State and Local Retirement System pension benefits
Paid holidays, floating holidays, vacation, sick, and personal leave

Additional details regarding the availability, scope, and permissible use of employment benefits are governed under the terms and conditions of your affiliated collective bargaining agreement or City code of ordinances which will be reviewed with you by the Department of Administrative Services prior to employment.

Employee Assistance Program (Center for Family Life and Recovery, Inc.)

An Employee Assistance Program (“EAP”) is offered as a free and confidential service to all City employees and their immediate family members. These services offer a means of acquiring referral assistance with personal or work-related issues such as stress; marital, family and relationship problems; anger management; substance abuse; or other concerns of a personal nature.

The City’s EAP may also be utilized as a preventative referral source involving remedial or conflict resolution and/or counseling with respect to workplace violence, sexual harassment, anger management related issues, or violations of the City’s Drug and Alcohol Policy.

Employee Assistance Program services are available through the Center for Family Life and Recovery, Inc., 502 Court St., Suite 401, Utica, NY 13502. They may be reached at (315) 733-1726 to schedule an appointment.

For additional information concerning the City’s Employee Assistance Program, please contact the Department of Administrative Services.

Sick Leave Donation

The City of Rome provides a Sick Leave Donation policy for all regular, full-time, permanent employees as a means of assisting employees having the same employment status who have exhausted their sick leave credits due to a long-term personal injury or catastrophic illness. This form of donation is intended to assist stricken employees who would otherwise be subject to a severe loss of income during a continuing absence from work.

Additional information regarding the permissible terms of donation and usage is covered in your collective bargaining agreement or by contacting the Department of Administrative Services.

Workers’ Compensation

Workers Compensation Insurance is available for any injury or illness incurred as a result of City employment. Injuries sustained as the result of an on-the-job injury are to be immediately reported to your supervisor or department head on the date of occurrence. Injury report forms are to be completed and submitted by your immediate supervisor or department head on the date the injury occurred and then submitted on the date of occurrence to Administrative Services for all work-related injuries or illness regardless of the need to acquire medical attention or whether loss time was incurred.

The Department of Administrative Services is responsible for the administration of the City's workers' compensation program and should be contacted concerning any questions or problems related to the handling of your claim.

Continuation of Coverage Under Consolidated omnibus Budget Reconciliation Act (Cobra)

The Consolidated Omnibus Budget Reconciliation Act (COBRA) requires most group health plans to provide a temporary continuation of group health coverage that might otherwise be terminated.

COBRA requires continuation of coverage to be offered to covered eligible employees, their spouses, their former spouses and their dependent children when group health coverage would otherwise be lost due to certain specific events.

Qualifying events include:

Termination or reduction in hours of employment of the covered employee;
Death of the covered employee;
Covered employee's becoming entitled to Medicare; or
Bankruptcy of the employer
Divorce;
Legal separation; or
A child's loss of dependent status under the plan

COBRA requires that continuation coverage extend from the date of the qualifying event for a limited period of time of 18 or 36 months. The length of time for which continuation coverage must be made available depends on the type of the qualifying event that gave rise to the COBRA rights.

When the qualifying event is the covered employee's termination of employment or reduction in hours of employment, qualified beneficiaries are entitled to a maximum of 18 months of continued coverage. For all other qualifying events, qualified beneficiaries are entitled to a maximum of 36 months of continuation of coverage.

PERSONAL MAIL

Policy

Due to the vast amount of business mail received, the City is unable to accommodate daily delivery of personal mail. Personal outgoing mail, which has been affixed with appropriate postage and paid at the employee's expense, may be deposited with all other outgoing City mail.

CITY OF ROME TELEPHONE DIRECTORY

By Department

City Hall (general information)	336-6000
Employee Insurance and Benefits Office	339-7622
Civil Service Commission Office	339-7609
Assessor	339-7614
City Clerk	339-7659
Codes Enforcement	339-7642
Community and Economic Development	339-7643
Corporation Counsel	339-7670
Information Technology	339-7692
Mayor's Office	339-7677
Parks and Recreation	339-7656
Police Department	339-7780
Department of Public Works	339-7635
City Yard	339-7778
Water Filtration Plant	339-7777
Waste Water Treatment Plant	339-7775
Building Maintenance	339-7762
Electrical Department	339-7779
Central Maintenance	339-7728
Sign Shop	339-7727
Purchasing	339-7665
City Treasurer	339-7678
Fire Department	339-7784

CITY OF ROME

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I, _____, hereby acknowledge that I have received a copy of the City of Rome Employee Handbook and fully understand that it shall be my sole responsibility to read and abide by the policies outlined herein including any/all applicable revisions that may be issued.

I further understand that this Handbook and the information contained herein is neither a contract for hire or for employment. And that this document will be available electronically on the City website, any updates and revisions will be reflected on the online version.

Signature of Employee

Date

THIS FORM MUST BE COMPLETED, SIGNED, AND RETURNED TO THE DEPARTMENT OF ADMINISTRATIVE SERVICES.

Exhibit A

Public Employer Health Emergency Plan City of Rome, New York

April 1, 2021

This plan has been developed in accordance with NYS legislation S8617B/A10832.

Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input from **ASCME Local 1088, CSEA, Philip S. McDonald Police Benevolent Association, and Rome Professional Firefighters Association Local 694 AFLCIO** as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

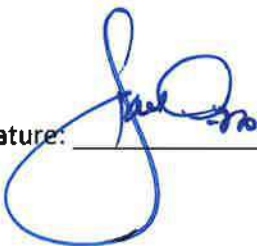
This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

--
As the authorized official of The City of Rome, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: April 1, 2021

By: Jacqueline M. Izzo

Title: Mayor

Signature:  _____

Record of Changes

Date of Change	Description of Change	Implemented by
4/1/2021	Concept of Operations- added workplace postings	
4/1/2021	Staggered Shifts – in accordance with CBA	
4/1/2021	PPE – as recommended by the CDC will be provided	
4/1/2021	Staff Exposures – updated language for other communicable disease outbreaks	

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Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope

This plan was developed exclusively for and is applicable to The City of Rome. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

Concept of Operations

The Mayor of The City of Rome, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Mayor.

Upon the determination of implementing this plan, all employees and contractors of The City of Rome shall be notified by electronic mail (email) or emergency declaration, with details provided as possible and necessary, with additional information and updates provided on a regular basis. City employees and residents will be notified of pertinent operational changes by way of email, workplace postings, or website postings. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Mayor's Office will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Mayor of The City of Rome, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Mayor of The City of Rome, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, The City of Rome is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of The City of Rome

The City of Rome has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for The City of Rome have been identified as:

Essential Function	Description	Priority
Mayor Office	Provides direction and oversight to municipal operations	1
Information Technology	Provides all hardware and software for the city. Maintains the city's network and phone system.	1
Public Safety (Police)	Provides police protection to the inside taxing district to maintain law and order.	1
Public Safety (Fire)	Provides firefighting and emergency response services to the city for the health and welfare of the community.	1
Water Filtration	Maintains the City's sewage treatment.	1
Water Treatment	Maintains the City's public water supply.	1
Department of Public Works	Maintains the City's infrastructure of water, sewer, roads, and bridges.	1
Department of Engineering	Oversees the maintenance of the City's infrastructure.	2
Department of Taxation & Finance	Oversees all financials for the City.	3
Department of Codes Enforcement	Provides building permits, inspections, and city code enforcement including the Zoning Board.	4

Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Essential Function	Essential Positions/Titles	Justification for Each
Mayor's Office	<ul style="list-style-type: none"> All full-time 	Provides direction and oversight to municipal operations
Information Technology	<ul style="list-style-type: none"> Manager 	The IT manager establishes all priorities for IT tasks and organizes staff.
Public Safety (Police)	<ul style="list-style-type: none"> All full-time positions 	The Department must function in its entirety to provide meaningful services.
Public Safety (Fire)	<ul style="list-style-type: none"> All full-time positions 	The Department must function in its entirety to provide meaningful services.
Water Filtration	<ul style="list-style-type: none"> All full-time positions 	The Department must function in its entirety to provide meaningful services.
Water Treatment	<ul style="list-style-type: none"> All full-time positions 	The Department must function in its entirety to provide meaningful services.
Department of Public Works	<ul style="list-style-type: none"> All full-time positions 	The Department must function in its entirety to provide meaningful services.
Department of Engineering	<ul style="list-style-type: none"> All full-time positions 	The Department must function in its entirety to provide meaningful services.
Department of Taxation & Finance	<ul style="list-style-type: none"> All full-time positions 	The Department must function in its entirety to provide meaningful services.
Department of Codes Enforcement	<ul style="list-style-type: none"> All full-time positions 	The Department must function in its entirety to provide meaningful services.

Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
 - a. Internet capable laptop
 - b. Necessary peripherals
 - c. Access to VPN and/or secure network drives
 - d. Access to software and databases necessary to perform their duties
 - e. A solution for telephone communications
 - i. Note that phone lines may need to be forwarded to off-site staff

Administrative staff that are able to work remotely already have the ability to access the digital department files and drives through the Citrix system on their city-issued laptops. The Citrix System also includes applications for forwarding

All non-essential departments who are able to work remotely for continuity of services must identify a staffing plan for remote working that at a minimum includes the following:

- Department name
- Position titles
- Employee names
- Daily responsibilities
- Weekly schedule for regular staff meetings

Staffing plan must be submitted to the Mayor's Office for review and approval. The Mayor or their designee should confirm approval or requested modification to each departments plan.

Once the department is authorized for remote working, the information technology staff must provide the department with adequate tools (both hardware and software) to undertake their job responsibilities outside of the regular office environment.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, The City of Rome will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

Staggered shifts can either be requested by the department head or the Mayor's Office.

Staggered shifts shall be establish, paid and assigned in accordance with the Collective Bargaining Agreement.

If a department head initiates a request for staggered shifts, the Mayor's Office should review and authorize, request modification, or reject the request.

Personal Protective Equipment

The use of personal protective equipment (PPE) recommended by the Center for Disease Control (CDC) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE will be provided to staff. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
 - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
 - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a manner which will prevent degradation
 - b. Employees and contractors must have immediate access to PPE in the event of an emergency
 - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

Identification of Need

Employees will make a request to their department heads for PPE based on their job duties, social distancing ability, remote work ability, and shift staggering ability. The department head will in turn make the request to the Mayor's Office for review and fulfillment.

Procurement of PPE

The City of Rome will maintain a stockpile of PPE within City Hall. Procurement of local PPE will be handled through the purchasing department as needed and supplemented through the Oneida County Emergency Management Department.

Storage, Access, and Monitoring

PPE stockpile is to be located in a secure office inside City Hall that is climate controlled and safe from the outdoor elements.

In the event of an emergency, employees and department heads shall make request to the Mayor's Office to access to the PPE stockpile.

The inventory and associated replenishing of the stock pile and any additional orders is to be maintained and undertaken by the Purchasing Department of the City of Rome.

In the event that the minimum stockpile amount is less than the required amount the Oneida County Emergency Management program will supplement the required supply.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):

1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. Department Heads must be notified and those individual department heads are responsible for ensuring these protocols are followed.
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing.
 2. CDC guidelines for COVID or other communicable diseases provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
 - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. If at any time they exhibit symptoms, refer to item B below.
 - e. Department Heads will be the decision-maker in these circumstances and they are responsible for ensuring these protocols are followed.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
 3. Employees should seek a screening test for COVID or other communicable disease to determine if the employee is positive for the disease,
 4. If positive the employee shall provide a copy of the positive test result to validate their illness, and not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance.
 5. The City of Rome will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
 6. CDC criteria for COVID provides that persons exhibiting symptoms may return to work if at least 72 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.

7. Department Heads must be informed in these circumstances and they are responsible for ensuring these protocols are followed.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
 1. Apply the steps identified in item B, above, as applicable.
 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
 - a. CDC guidance for COVID indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
 3. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee or contractor is confirmed to have the disease in question, the Department Head or Supervisor or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
 4. The Department Heads must be notified in these circumstances and are responsible for ensuring these protocols are followed

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

The above terms will be subject to change if and when the CDC guidelines or State or Federal laws do so in response to dealing with another communicable disease outbreak.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
 - b. The Superintendent of Buildings and Grounds is responsible for cleaning common areas, and the frequency of such
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which The City of Rome is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of the City of Rome will not be charged with leave time for testing. Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Further, the City of Rome will provide up to two weeks (80 hours) of paid sick leave at two-thirds the employee's regular rate of pay if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additionally, the City of Rome will provide up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days by the City of Rome, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to the public health emergency. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the City of Rome, and as such are not provided with paid leave time by the City of Rome, unless required by law.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by the City of Rome to support contact tracing within the organization and may be shared with local public health officials.

Employees will keep a log of places of work and the log will be submitted to the Department Head for filing. Contact tracing, if necessary will be handled by the Oneida County Department of Health.

Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the City of Rome's essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, the City of Rome will coordinate with the Oneida County Emergency Management to help identify and arrange for these housing needs. The Mayor's Office is responsible for coordinating this.