



Town of Oyster Bay

Department of Planning and Development

Work Rules

and

Rules of Conduct

EFFECTIVE APRIL 2, 2014

**AGREED AND CONSENTED TO:**

CSEA LOCAL 881

BY: \_\_\_\_\_

DEPARTMENT OF  
Planning and Development

*Frederick P. Ippolito*  
BY: Frederick P. Ippolito, COMMISSIONER

By: *Diana S. Aguilar*  
Deputy Commissioner

TOWN OF OYSTER BAY

DEPARTMENT OF PLANNING AND DEVELOPMENT  
WORK RULES

**VIOLATION OF THE FOLLOWING WORK RULES WILL BE SUBJECT TO PENALTIES AS LISTED.**

**THE FOLLOWING INITIALS WILL BE USED AS INDICATED BELOW:**

**W – WARNING**

**D – DISCIPLINARY HEARING**

**WORK RULES**

**1<sup>ST</sup>**

**2<sup>ND</sup>**

**3<sup>RD</sup>**

**4<sup>TH</sup>**

<p><b>1. MISSION STATEMENT – The mission of the Department of Planning and Development is to provide courteous, efficient and expedient service to residents. It is essential that all employees be mindful of this mission whenever dealing with a resident. The Department’s business counters and phones are usually the first point of contact with residents. Therefore, it is essential that in each such point of contact at all times there are enough employees to properly attend to resident service.</b></p>	<b>W</b>	<b>W</b>	<b>D</b>	
<p><b>2. CONDUCT – Employees are to conduct themselves, at all times, in a professional and respectful manner. Assisting people at the business counters and promptly answering phone calls is an employee’s first priority. Under no circumstance should an employee stop working or speaking with a resident because that employee is due for lunch or break. Employees who are assigned duties outside of the office (i.e., building inspectors, code enforcement officers, etc.) are to perform their duties respectfully and with the utmost courtesy and professionalism as representatives of the Department of Planning and Development, particularly since those duties are typically performed inside an individual’s home or place of business. All employees shall identify themselves whenever communicating with members of the public. Employees are expected to dress in business attire appropriate to his or her work function. Any questions as to whether specific articles of clothing are appropriate business attire should be directed to an employee’s immediate supervisor.</b></p>	<b>W</b>	<b>D</b>		

<p><b>3. BREAK PERIODS</b> - Break periods shall be fifteen (15) minutes in duration, as scheduled by the employee's immediate supervisor. The breaks shall usually be scheduled between 10:00 am and 10:45 am and again between 2:45 pm and 3:30 pm. Any lateness in returning from a designated break period may be considered an unauthorized absence, with the employee's attendance record marked accordingly.</p>	W	W	W	D
<p><b>4. LUNCH PERIOD</b> - Lunch period shall be one (1) hour in duration, as scheduled by the employee's immediate supervisor. The immediate supervisor shall schedule the breaks and lunch period in a manner that will assure that the office is adequately staffed at all times during the day. Employees may not "work through" their breaks or lunch period in order to leave work before 4:45 pm.</p>	W	W	D	
<p><b>5. VACATIONS</b> - At least two weeks prior to scheduling a vacation or requesting other leave, an employee must submit a written request to schedule that vacation. The request shall be made to the Commissioner, upon recommendation of employee's immediate supervisor. Vacations will be scheduled so that each division always maintains an adequate level of staffing.</p> <p>The Commissioner will not approve a request for leave, vacation or using compensatory time unless the request has the approval of the employee's immediate supervisor.</p>	W	D		
<p><b>6. EMERGENCY ABSENCE</b> - In the event an employee needs to leave due to illness or other emergency, that employee shall notify the Commissioner as soon as possible. Failure to advise of an emergency absence will be considered absence without leave.</p> <p>In the event an employee is unable to come to work on a scheduled day, a sick call to 624-6239 must be made before the start of his/her work day. Failure to call will cause the absence to be considered unauthorized and will be charged an absent without pay.</p>	W	W	D	

<p><b>7. SICK LEAVE AND VACATION TIME/HOLIDAYS –</b>  Any employee who calls in “sick” on the day before or after a holiday or vacation must submit a doctor’s note upon return to work. Failure to do so will result in the employee being marked “absent” for that day, thereby losing the “holiday pay”. In the event an employee that does not have any accrued sick time calls in sick, that employee will be marked “absent without pay.”</p>	W	D		
<p><b>8. LATENESS –</b> Employees must call 624-6239 prior to his/her work day if he/she will be late. Three late calls will be permitted in a 12 month period. Employee’s with no sick or personal time will have the accumulated late time deducted from their paychecks. On the fourth late call in a 12 month period immediate disciplinary action will be taken. Each incident of lateness, whether or not a deduction is made, is a violation of these works rules. Late time shall be based upon the time on the clock in the Administrative offices opposite the sign in/out sheets. The time on the sign in/out sheet should reflect the actual time the employee is signing the sheet. Employees may not sign a work sheet on behalf of any other employee. Such conduct will result in an immediate disciplinary hearing under Article 75 of the Civil Service Law and may be cause for criminal prosecution. Employees who know in advance that they will be late on an upcoming day (e.g. doctor’s appointment) should fill out an Employee Request for Leave form and mark “other” to use sick time and have the department head authorize the leave. Lateness for which a Request for Leave form has been filed will not count towards the four lateness charges in a 12 month period. Excessive use of this form will result in a request to submit documentation for the requested time.</p>	W	D		
<p><b>9. LEAVING WORK EARLY -</b> An employee is not permitted to sign out for the day until 5 minutes before the end of his/her shift. Any employee who needs to leave before the end of their shift must fill out a Request for Leave form and submit it to their division head for approval.</p>	W	D		
<p><b>10. PERSONAL LEAVE -</b> Except in the event of illness or emergency, taking a Personal day without prior authorization from your immediate supervisor or his/her designee is an unauthorized</p>	W	W	D	

absence and a violation of these work rules.				
<p><b>11. WORK STATIONS – Employees are to remain at their respective assigned workstations or work areas unless the performance of their duties otherwise requires. Employees are responsible to ensure that hi/her respective workstation in the opinion of the employee’s immediate supervisor is neat and clean. Personal items such as family photographs are permitted at workstations, provided in the opinion of the employee’s immediate supervisor, such items and the manner of display does not detract from the professional appearance of the office. Posting slogans or any other item of an ethnic, racial political discriminatory or sexual nature is expressly prohibited and is a violation of these work rules as well as Town policy.</b></p>	W	W	W	D
<p><b>12. MOTOR VEHICLE LICENSES – Employees operating motor vehicles in the course of their employment are required at all times to maintain a valid New York State Driver’s License of the class appropriate to their driving duties. Copies of those licenses are to be made available to the Commissioner upon request. In instances where licenses have been revoked, suspended or permitted to expire, the employee must immediately surrender any vehicle owned by the town, and report the revocation, suspension or expiration to the Commissioner in writing immediately.</b></p>	D			
<p><b>13. MOTOR VEHICLE OPERATION – Employees operating Town-issued motor vehicles in the course of their employment are required to obey all rules, customs and laws of operation as established by the Vehicle and Traffic Law of the State of New York and the Town of Oyster Bay Motor Vehicle Policy. In the course of employment, operation of any vehicle whether a Town owned vehicle or a personal vehicle while used for Town purposes in an illegal, unsafe or discourteous manner may result in the revocation of the right to use a Town vehicle, removal from any job duties and/or title requiring the operation of a motor vehicle, and/or other disciplinary action after a hearing. Cell phone use while driving must be done with a “hands free” device in accordance with New York State law. Generally, cell phone use even with hands free device while driving is</b></p>	D			

discouraged.

**14. BULLETIN BOARDS – Posting, removing or defacing any material on Town property or items thereon or therein is not permitted.**

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**15. EMPLOYEE TO EMPLOYEE RELATIONS – Threatening, intimidating, coercing, harassing or interfering with fellow employees or making false, vicious or malicious statements concerning other employees is prohibited and will subject the employee to an immediate disciplinary hearing under Section 75 of the Civil Service Law.**

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**16. WEAPONS, FIREARMS, EXPLOSIVES – Possession of weapons, firearms, explosives or any other illegal substance on Town premises or during the performance of work for the Town shall subject the employee to an immediate disciplinary hearing under Section 75 of the Civil Service Law.**

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**17. GAMBLING – Gambling or engaging in a lottery during working hours, or engaging in a lottery, except for the New York State Lottery, on Town premises, may subject the employee to an immediate disciplinary hearing under Section 75 of the Civil Service Law.**

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**18. ALCOHOL/DRUG USE – At no time during a work shift shall an employee come under the influence nor possess on Town property alcoholic beverages, or narcotic drugs or derivative, amphetamines, or any substance which may cause excessive lateness or render the employee incapable of performing in a regular, proper, efficient and safe manner. Violation of this rule will subject the employee to an immediate disciplinary hearing under Section 75 of Civil Service Law. Employees that suspect they have an alcohol or other substance abuse or addiction problem are urged to seek assistance from the Town of Oyster Bay Employee Assistance Program. Confidential counseling and information regarding this program is available by telephone at 1-800-452-4718, or by internet at \_\_\_\_\_.**

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**19. DRUG-FREE WORKPLACE POLICY – Employees shall comply with the provisions of the Town of Oyster Bay Drug-Free Workplace Policy.**

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<p><b>20. NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY</b> – Employees shall comply with the provisions of the Town of Oyster Bay Non-Discrimination and Anti-Harassment Policy.</p>	D			
<p><b>21. COMPUTER, INFORMATION SYSTEMS, AND TELECOMMUNICATIONS USE AND SECURITY POLICY</b> – Employees shall comply with the provisions of the Town of Oyster Bay Computer, Information Systems, and Telecommunications Use and Security Policy.</p>	D			
<p><b>22. POLICIES AND PROCEDURES</b> – Employees shall comply with the provisions of any and all Town of Oyster Bay policies and procedures as adopted by the Town Board.</p>	D			
<p><b>23. DEPARTMENT POLICIES</b> – Employees shall comply with the provisions of any and all policies and procedures as implemented by the Commissioner of the Department.</p>	D			
<p><b>24. INQUIRIES</b> – All inquiries from Governmental Agencies, Elected Officials, and Media regarding Town of Oyster Bay or departmental policies, procedures and/or protocols shall be directed to the Commissioner or Public Information.</p>	W	D		
<p><b>25. FALSIFYING RECORDS</b> – Falsifying, assisting in the falsification of, or failure to report the falsification of personnel records or other records of the Town of Oyster Bay will subject the employee to an immediate disciplinary hearing under Section 75 of the Civil Service Law and may constitute a crime.</p>	D			
<p><b>26. FALSE INFORMATION</b> – It shall be a violation to provide false information regarding Town of Oyster Bay or departmental policies.</p>	W	D		
<p><b>26. REMOVAL OF TOWN PROPERTY</b> – Theft or removal from the premises, of any Town property or property of any other employee or individual may subject the employee so doing to an immediate disciplinary hearing under Section 75 of Civil Service Law and may constitute a crime.</p>	D			
<p><b>27. MISUSE, DESTRUCTION OR DAMAGE</b> – Deliberately misusing, destroying or damaging any Town property, or property or any other</p>	D			

employee or individual, or misusing Town telephones in other than emergency situations, may subject the employee so doing to an immediate disciplinary hearing under Section 75 of the Civil Service Law and may constitute a crime.

**28. RESTRICTING EMPLOYEE PRODUCTIVITY OR OUTPUT** – Taking any action or creating circumstances or situations that restricts an employee's productivity or work output, or failing to take action to prevent the restriction of employee productivity or output.

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**29. INSUBORDINATION** – Insubordination may subject the employee to an immediate disciplinary hearing under Section 75 of the Civil Service Law.

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**30. MISCONDUCT** – Undefined misconduct, misfeasance or malfeasance that violates reasonable standards of common and/or practical sense will be considered a violation.

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**31. MENACING** – No employee may engage in acts of reckless or intentional assault, menacing attack, threats of same toward a fellow employee or member of the public while on the job. Nor may any employee intentionally damage property of another employee or a member of the public while on the job. Such acts may result in an immediate hearing pursuant to Civil Service Section 75.

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**32. PRESCRIPTION MEDICATION** – Any employee who is, pursuant to a medical or dental or other prescription, using any medication which may result in the impairment of their ability to operate vehicles or equipment or otherwise inhibit their job performance must disclose such to the Commissioner or his representative. Such data shall be kept confidential. Failure to provide such data may be grounds for an immediate hearing pursuant to Civil Service Section 75.

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