

TOWN OF OYSTER BAY

WORK RULES including CODE OF CONDUCT

Unless otherwise noted, violation of the following work rules will subject the employee to disciplinary action, with a copy of the violation notification being placed in the employee's personnel file. The employee's Commissioner/Department Head may take disciplinary action up to eighteen (18) months after an offense pursuant to New York State Civil Service Law, unless the offense constitutes a crime, in which case there is no time limitation.

Unless specifically limited within a work rule, references to "Commissioner" shall mean "the Commissioner/Department Head and/or his/her designated representative."

Any references to "Town" herein shall mean the "Town of Oyster Bay."

LEGEND: "W" = Warning; "D" = Disciplinary Hearing.

The outline of the following table of Work Rules is as follows:

Section I: Town-Wide Work Rules

Section II: Department-Specific Work Rules

I TOWN-WIDE WORK RULES			
The work rules set forth in Section I (Parts A through G) apply to all Town employees.			
A COVID-19	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
1	<p style="text-align: center;">D</p> <p>Recommended penalty: 2 weeks suspended without pay</p>	<p style="text-align: center;">D</p> <p>Recommended penalty: 30 days suspended without pay</p>	<p style="text-align: center;">D</p> <p>Recommended penalty: Termination</p>
2	<p style="text-align: center;">D</p> <p>Recommended penalty: 2 weeks suspended without pay</p>	<p style="text-align: center;">D</p> <p>Recommended penalty: 30 days suspended</p>	<p style="text-align: center;">D</p> <p>Recommended penalty: Termination</p>

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			without pay	
3	A chargeable offense of this work rule occurs when an employee abuses COVID-19 leave time. For purposes of this work rule, "abuse of COVID-19 leave time" shall be deemed to include, but not be limited to those instances where an employee fails to observe quarantine protocols (including the amended COVID-19 leave policy) whether at the employee's work site or away from the work site.	D Recommended penalty: 2 weeks suspended without pay	D Recommended penalty: 30 days suspended without pay	D Recommended penalty: Termination
B ATTENDANCE				
1	Unauthorized Absence - "Unauthorized absences" shall include: i) any absence from work not authorized by Commissioner or Department Head, or his/her designee; ii) failure of the employee to notify Division Head or designee of an absence, for any reason other than emergency, at least 30 minutes prior to the start of employee's designated shift (UNLESS TIME OF NOTICE REQUIREMENT IS STATED OTHERWISE UNDER DEPARTMENT-SPECIFIC WORK RULES [SECTION II]); iii) unapproved vacation days (vacation days must be approved at least 48 hours prior to the date requested). All unauthorized absences will automatically result in a loss of pay for each entire shift, in addition to the applicable warning or disciplinary action.	W	W	D
2	Sick Day Before or After Holiday or Vacation, No Note - if an employee is absent for claimed illness on the day(s) immediately preceding or following a vacation leave or holiday, illness must be substantiated in writing, with a valid doctor's note, at the request of the division head. Failure to provide a valid doctor's note substantiating illness, within 48 hours of request will be considered an unauthorized absence.	W	W	D
3	Sick Day Taken with no Accrued Leave - if an employee is absent for illness at a time when employee has no accrued leave time, it will result in absence without pay.	W	W	D
4	Lateness - all employees shall report to their designated work site on time and ready to work. Starting time and site will be designated by the Commissioner, Department Head or his/her designee. On the first two occasions of an employee being late by less than 15 minutes, employee shall receive a warning but no loss of pay; on the third and subsequent occasions of employee being late by less than fifteen minutes, the employee shall lose one hour's pay for each hour or fraction thereof that he or she is late and shall be subject to disciplinary action. NOTE: See Dept. of Sanitary Collection Services Rules, Section II, K.	W	W	D
5	Failure to Warn of Lateness - If an employee is going to report late to work it is incumbent on the employee to provide notice of lateness to Commissioner, Department Head or designee.			
A	Two offenses where employee has provided less than 15 minutes notice in advance of the shift will initiate a warning; each subsequent violation shall give rise to a disciplinary action in addition to the loss of one hour's pay for each hour or fraction thereof that an employee is late.	W	W	D
B	The first occasion where an employee fails to provide any notice of lateness shall be cause for a warning, in addition to the employee being docked for the period of lateness; each subsequent occasion, where the employee fails to provide any notice	W	D	D

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	of being late, shall give rise to a disciplinary action in addition to the loss of one hour's pay for each hour or fraction thereof that an employee is late for his or her shift.			
6	Changing designated lunch time or rest breaks without approval - no deviation from designated lunch period or rest breaks shall occur unless specifically approved by immediate supervisor.	W	W	D
7	Exceeding length of lunch or rest break. Lunch breaks shall be of a duration as designated by the employee's Department and rest breaks shall be fifteen (15) minutes in duration, as scheduled by the employee's immediate supervisor. Any lateness in returning from a designated break period, may be considered unauthorized absence, resulting in a loss of pay for the period of the lateness in addition to the penalty resulting from any disciplinary proceeding.	W	W	D
8	Working through lunch to leave shift one hour early without approval.	W	W	D
9	Leaving work due to illness or injury without reporting same to Commissioner, Department Head or designee - In the event an employee needs to leave work due to illness or other emergency, that employee shall notify the Commissioner as soon as possible. Failure to advise the Commissioner of an emergency absence will be considered absence without leave.	W	W	D
10	Leaving work due to alleged illness or injury which is job related without reporting same to Commissioner, Department Head, or designee - In the event an employee needs to leave work due to illness or other emergency, that employee shall notify the Commissioner as soon as possible. Failure to advise the Commissioner of an emergency absence will be considered absence without leave.	W	W	D
11	Leaving work early - employee will be charged leave time; if no leave time, then absent no pay on an hourly basis. If employee leaves without notifying supervisor then in addition to charged time, a warning may be given or disciplinary action taken	W	W	D
12	Use of sick day when employee is not sick.	W	W	D
13	Employees shall use their best efforts to respond to calls from the Town for overtime within a reasonable time.	W	W	D
C DRESS CODE/UNIFORM				
1	Failure to wear clean, proper uniform, where applicable. General Policy Statement: It is important that all employees give a clean, neat, and appropriate appearance while on duty. A message of professionalism and competence should be delivered to the citizens at all times through the dress code. Department Heads may set department-specific policies related to additional clothing required to address safety related concerns. Any additional requirements placed on employees related to this concern will be documented and given to the employee (i.e. shoes, safety gear, etc.)	W	W	D
2	Altering, destroying or modifying uniform	W	W	D
3	Hats, if worn, should be placed squarely on the head, with brim, if applicable, above the forehead.	W	W	D
4	Failure to wear proper business attire or present a neat and clean appearance	W	W	D

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5	Hygiene: All employees shall be aware that appropriate hygiene is required at all times. Hair should be clean and appropriately kept. Beards and mustaches should be kept clean and neatly trimmed, in the reasonable discretion of Commissioner. Clothing and shoes should be clean, polished and neatly worn (absent of holes).	W	W	D
6	Jewelry and body art: Visible tattoos may be required to be covered at Department Head's discretion, if the tattoo is offensive in its general nature or presentation. No tongue rings, brow rings, facial piercings, or visible belly-button rings will be allowed. Employees should not wear hoop earrings or dangling earrings if they are working with machinery which may catch the earring. Conventional dress generally allows for pierced ears; however earrings should be conservative and in good taste.	W	W	D
7	Religious accommodations may be made for some form of body jewelry or piercing, but will be discussed with Department Head and Department of Human Resources should a religious accommodation be requested by the employee.	W	W	D
8	Reporting to work, without uniform - employee will be charged "Absent No Pay" in addition to warning or discipline	W	W	D
9	Failure to wear proper uniform attire for inclement weather	W	W	D
10	Wearing uniform during non-working hours, except during commute	W	W	D
11	Failure to wear hard hat when overhead work is involved	W	W	D
12	Failure to wear proper protective gear, i.e., goggles, hard hat	W	W	D
13	Failure of Sanitation/Highway Department workers/Public Safety Officers to wear reflective vests while working on public roads	W	W	D
14	Failure to wear Town-issued ID card or badge. NOTE: See Dept. of Public Safety Work Rule, Section II, J2.)	W	W	D
15	Failure to report lost or stolen Town-issued ID card or badge. NOTE: See Dept. of Public Safety Work Rule, Section II, J2.)	W	W	D
16	Transferring, altering or destroying Town-issued ID card or badge. NOTE: See Dept. of Public Safety Work Rule, Section II, J2.)	W	W	D
D CODE OF CONDUCT				
1*	Consumption and/or possession of any controlled substance, non-prescribed drugs or alcohol during work hours	D	D	D
2*	Being under the influence, while at work, of any substance which may render the employee incapable of performing his/her duties in a regular, safe, efficient and proper manner.	D	D	D
3*	Any employee who is, pursuant to a medical, 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 notify supervisor of same, at beginning of shift. Such information shall be kept confidential. Failure to provide such notice may be grounds for a disciplinary hearing.	D	D	D
*	ADDENDUM TO RULES D1, D2 AND D3: If supervisor has reason to suspect an employee's impairment, he/she can direct the employee to be tested by an authorized testing agency.			

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	NOTE: 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 800-452-4718, or by internet at www.eaplif.net/tob/employee.			
4	Smoking and/or vaping while on the job, in Town vehicle or on Town property, is prohibited.	W	D	D
5	Sleeping on the job is prohibited.	W	D	D
6	Leaving work area without permission of supervisor	W	D	D
7	Failure to complete assigned task(s) in an efficient and timely manner	W	D	D
8	Failure of supervisory employee to provide a level of input required to insure the correct completion of task(s) in an efficient and timely manner.	W	D	D
9	Employee is responsible for all equipment assigned to him/her and must maintain same and keep in clean condition. NOTE: See Dept. of Public Safety Work Rule, Section II, J7.)	W	D	D
10	Failure of an employee to report to the division head, immediately at the end of a shift, any loss or damages of any Town property, tools, equipment, supplies, machinery or vehicles assigned to said employee	D	D	D
11	Use of another employee's tools or equipment without consent	W	D	D
12	All tools, equipment and radios must be returned at end of shift	W	D	D
13	All equipment must be locked up and keys turned in at end of shift	W	D	D
14	Failure to follow safety procedures without causing injury	W	D	D
15	Failure to follow safety procedures causing illness or injury to self or other employee, or member(s) of the public	D	D	D
16	Restrictions on Output. Taking any action or creating circumstances or situations that restricts an employee's productivity or work output, or failing to take any action to prevent the restriction of employee productivity or output, is prohibited and will subject the employee to a disciplinary hearing.	D	D	D
17	Failure to report an accident to supervisor before leaving the work site	D	D	D
18	Failure to report an injury to supervisor as soon as possible	D	D	D
19	Distributing matter or materials in work areas or during work hours, or while in uniform or partially in uniform, unless approved by the Commissioner or Department Head, or his or her designee	W	D	D
20	Posting any material on, or removing any material from, Town property, unless specifically authorized by the Commissioner or Department Head or his or her designee	W	D	D
21	Defacing any Town property, or failure to act or intercede when witnessing any other employee defacing Town property	D	D	D
22	Deliberately misusing, destroying or damaging any Town property, or property of any other employee or individual, or misusing Town telephones in other than emergency situations, may subject the employee doing so to an immediate disciplinary hearing and may constitute a crime.	D	D	D
23	Bringing to, using or allowing to be used in, a department facility, any furniture, appliance, tool or decoration not owned, issued or provided by the Town, unless approved by the Commissioner or Department Head or his or her designee	W	D	D
24	Salvaging of Town property, including refuse, by an employee for other than Town use	W	D	D
25	Unauthorized operation, use or possession of Town vehicle, machine, equipment or tool	D	D	D

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26	Making false, vicious or malicious statements concerning any Town employee.	D	D	D
27	Engaging in horseplay, improper conduct or malicious mischief.	D	D	D
28	Unspecified misconduct, misfeasance or malfeasance that violates reasonable standards of common or practical sense.	D	D	D
29	No employee may engage in acts of reckless or intentional assault, menacing attack, or 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.	D	D	D
30	Failure to comport oneself in a proper, professional, and respectful manner during working hours, or while on Town property, or while in Town uniform. Under no circumstance should an employee discontinue assisting a resident because the employee is due for lunch or break, unless another employee with full knowledge of the matter can take over. All employees shall identify themselves whenever communicating with the public.	W	D	D
31	Use of vulgar or profane language during working hours, or while on Town property, or while in Town uniform	D	D	D
32	Engaging in immoral, illegal, indecent or egregious conduct, on or off duty	D	D	D
33	Insubordination	D	D	D
34	Accepting or offering a bribe and/or an unlawful gratuity	D	D	D
35	No employee shall enter any private building, home, etc., unless permitted, or in case of emergency	D	D	D
36	Falsifying Records. Falsifying, assisting in the falsification of, and/or failure to report the falsification of personnel records or other records of the Town shall subject the employee to an immediate disciplinary hearing and may constitute a crime.	D	D	D
37	Failure of supervisor to issue violation to employee breaking work rules	D	D	D
38	Failure to direct all inquiries from governmental agencies, elected officials and/or media, regarding TOB or departmental policies, procedures and/or protocols, to the Office of Public Information.	W	D	D
39	Divulging another employee's personal information without consent, except in an emergency situation, or pursuant to court order	D	D	D
40	Failure to notify Commissioner or Department Head, and the Department of Human Resources, of change of address and/or phone number within 7 days	W	D	D
41	Unauthorized use of Town radio	D	D	D
E	Town Policies/Guidelines			
1	Failure to refer all questions of policy to immediate supervisor	W	D	D
2	Knowingly providing false information concerning Town or department policy	D	D	D
3	Failure to comply with provisions of the Town's Non-Discrimination/Anti-Harassment policies	D	D	D
4	Failure to comply with provisions of the Town's Computer, Information Systems and Telecommunication Use and Security policy.	D	D	D
5	Failure to comply with provisions of the Town's workplace violence policy	D	D	D
6	Failure to comply with provisions of the Town's Drug Free Workplace Policy.	D	D	D

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7	Failure to comply with any Town policy adopted by Town Board not specified above	D	D	D
8	Failure to obey Town motor vehicle management policy	D	D	D
9	Failure to obey any NYS or federal law	D	D	D
10	Failure to obey, comply and/or abide by any Town Board and/or departmental guideline	D	D	D
11	Failure to support and act in accordance with the employee's Department's Mission Statement as set forth herein.	W	D	D
F Criminal Conduct				
1	Possession of weapons, firearms, or explosives, or any other illegal substance, while on the job, including, but not limited to, illegal weapons as defined by Sec. 265 of the NYS Penal Law, unless authorized by the Town of Oyster Bay, shall subject the employee to an immediate disciplinary hearing.	D	D	D
2	Theft or removal from the premises, or possession of any Town property or property of another employee or other individual without proper authorization, may subject the employee to an immediate disciplinary hearing and may constitute a crime.	D	D	D
3	Gambling or engaging in a lottery on Town premises, except for the New York State Lottery.	W	D	D
4	Provoking or instigating a fight during work hours or on Town of Oyster Bay property.	D	D	D
5	Engaging in sabotage of Town equipment	D	D	D
6	Failure of employee to notify Department Head, within 72 hours, of any arrest/ criminal court matter or proceeding affecting or involving the employee.	D	D	D
7	Failure of employee to notify Department Head and Dept. of Human Resources, within 72 hours, of any order(s) of protection and/or Family Court neglect proceeding(s) affecting or involving the employee.	D	D	D
G Vehicles				
1	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.	D	D	D
2	Town vehicle drivers shall provide their Department Head with copy of valid driver's license annually, at a minimum, and in addition upon request from Department Head and Department of Human Resources.	D	D	D
3	In instances where an employee's license has been revoked or suspended, or permitted to expire, the employee must notify Central Vehicle Maintenance and immediately surrender any Town vehicle to the Town.	D	D	D
4	Failure to notify Department Head and Department of Human Resources, in writing, within 72 hours, of revocation, expiration or suspension of driver's license or other license required to perform Town job	D	D	D
5	Failure of employee's supervisor with knowledge of employee's suspended or revoked license to inform Central Vehicle Maintenance and Department of Human Resources of suspension or revocation	D	D	D
6	Failure to abide by all traffic rules, customs and laws of operation as established by NYS Vehicle and Traffic Law and the ordinances of local municipalities.	D	D	D

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7	Operation of any vehicle, whether a Town-owned vehicle or a personal vehicle while used for Town purposes, in an illegal, unsafe, reckless, or discourteous manner, and/or in excess of posted speed limit, including on Town property, may result in the revocation of the employee's 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.	D	D	D
8	Use of vehicle lighting for purposes other than assisting the public	W	D	D
9	Use of emergency lights to "pull over" vehicles	D	D	D
10	Failure to lock Town vehicles when vehicle is unoccupied.	D	D	D
11	Town vehicle shall not be left running and unattended.	D	D	D
12	Failure to notify Department Head of any vehicular accident involving a Town vehicle.	D	D	D
13	An employee involved in an accident with a Town vehicle shall make no statement, other than to cooperate with Town Attorney's office, except to police officer(s) responding to accident.	D	D	D
14	Employees assigned a Town vehicle must have blank accident report in Town vehicle- when assigned to a vehicle, it is the operator's responsibility to insure a blank accident report is available in the vehicle and to make a complete check of all systems on the vehicle and cause corrective action be taken as needed prior to leaving for assigned duties.	W	D	D
15	In the event of a fire in a Town Vehicle, the employee must first call the fire department, then notify the division head giving the location of the vehicle	D	D	D
16	Failure to report dangerous situation or problem with vehicle not previously reported prior to leaving shift	D	D	D
17	Second or third employee in vehicle shall be under supervision of the driver	W	D	D
18	Vehicles and cabs of trucks shall be kept free of debris, and in a clean and orderly manner	W	D	D
19	All employees assigned a Town vehicle shall check fuel, oil and water levels at the beginning of their shift	W (if vehicle inoperable on road as a result: D)	D	D
20	Employees who use a Town vehicle shall insure that the vehicle's fuel tank and other fluid tanks (oil, water) are filled at the end of their shift.	W	D	D
21	When bringing a Town vehicle to Central Vehicle Maintenance garage for repair, employee must notify Supervisor and complete a request form	W	D	D
22	Employees using 2 way radios must notify base station by signal 2 when leaving vehicles and signal 1 when returning to vehicles	W	D	D
23	Employees with GPS phones are required to clock in and out on phone at job sites	W	D	D
24	All mechanics and equipment operators are required to have a valid, current NYS license in the class required for them to operate equipment they are operating.	D	D	D
25	When an employee who has been assigned a Town vehicle is on vacation or not active, the Town vehicle may not be stored on the employee's premises but should be stored on Town property.	D	D	D
26	No Town vehicle may be taken outside of the Town without permission of Supervisor, or in an emergency situation	D	D	D

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27	Vehicles assigned to an area must stay in assigned area, unless an emergency dictates otherwise, and in that event must notify Supervisor	W	D	D
28	Driver and helper shall be responsible for "back-up" accident.	D	D	D
29	Carelessness resulting in an accident	D	D	D
30	Flashing lights, if available, and safety cones must be used whenever vehicle is parked on roadway	W	D	D
31	Wheel chocks must be used when vehicle is parked or operated on an incline	W	D	D
32	At no time is boom to be operated or placed closer than 10 feet of primary lines without specific permission of immediate supervisor.	W	D	D
33	Drivers shall make full stop before entering the scale house at Oyster Bay Solid Waste Disposal Complex	W	D	D
34	Employees shall not walk behind vehicles	W	D	D
35	Employees shall not ride on the outside of equipment, except Sanitation workers during their work task	D	D	D
36	Employees shall not walk or stand in Transfer Station unnecessarily, but if they are in Station they must wear a helmet and safety vest	W	D	D
37	Trucks are not to be moved until body is fully seated on chassis	D	D	D
38	No private vehicles shall be parked within 25 feet of any garage work bays	W	D	D
39	Cell phone use while driving must be done with a "hands free" device in accordance with New York State law. Generally, cell phone use while driving, even with a hands free device, is discouraged.	D	D	D
II	DEPARTMENT-SPECIFIC WORK RULES			
	The work rules set forth in Section II (Parts A through O) apply to Town employees within the specifically enumerated department, and are in addition to all work rules set forth in Section I above.			
A	DEPARTMENT OF COMMUNITY & YOUTH SERVICES			
	MISSION STATEMENT: The Department of Community and Youth Services offers cultural enrichment workshops, Music Under the Stars Concerts, the Distinguished Artists Concert Series, a Rotational Art Exhibit Program, Pre-schools at two locations, and programs designed for the developmentally disabled, Senior Citizens, and veterans. The Department of Community and Youth Services is dedicated to the promotion of meaningful and enriching programs geared to meet the interests of all Town residents.			
B	DEPARTMENT OF ENVIRONMENTAL RESOURCES			
	MISSION STATEMENT: The Department of Environmental Resources is committed to the protection, conservation, and improvement of the natural resources within the Town of Oyster Bay. The Department is dedicated to the development and implementation of sustainable plans to manage marine, fresh water, and land-based resources as well as the regulation and enforcement of policies geared towards environmental preservation. The Department is also devoted to			

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	the application of developing technologies, collaboration with and education of the public to enhance environmental restoration efforts, and work towards the universal goal of environmental stewardship.			
1	Animal Shelter employees shall immediately report to their supervisor any person that they witness, or suspect may be, harassing or abusing any animal in the Animal Shelter.	W	D	D
2	No employee shall allow, cause or create a situation that may result in harm or injury to any animal at the Animal Shelter.	W	D	D
3	No employee shall enter a building, house, or structure unless accompanied by his or her partner and then only if owner or person in charge thereof is present.	W	D	D
C	DEPARTMENT OF GENERAL SERVICES			
	<p>MISSION STATEMENT: The Department of General Services provides a variety of essential services to all Town departments. The Commissioner is the chief administrative officer of the Department with the responsibility for overseeing all departmental operations. The Commissioner also serves as the property officer for the Town, accountable for the inventory of all fixed assets and property.</p> <p>The Department of General Services is responsible for the maintenance of all Town buildings and property, and for communications, printing, and purchasing of services, supplies and equipment. The Department also oversees the operation of the Oyster Bay Community Center.</p>			
D	DEPARTMENT OF HUMAN RESOURCES			
	<p>MISSION STATEMENT: The Department of Human Resources comprises three divisions that manage, administer and provide for the personnel needs, welfare and benefits of Town employees.</p> <p>Employee Benefit And Insurance Division The Employee Benefits and Insurance Division oversees the administration of all medical, dental and vision programs, retirement processing, training programs, Worker's Compensation and insurance matters for Town employees.</p> <p>Labor-Management Relations Division The Labor-Management Relations Division serves as the Town's representative in all matters pertaining to negotiated contracts, agreements and understandings between the Town and the Civil Service Employees Association, the collective bargaining unit for Town employees. All matters relating to grievance procedures and contract interpretations fall within this division's jurisdiction. This division also oversees the Town's Employee Assistance Program.</p> <p>Personnel Division The Personnel Division maintains the records of all past and present Town employees and serves as liaison to the Nassau County Civil Service Commission, as well as processing and administering applications for Town employment, both full and part-time, in accordance with Civil Service rules and regulations.</p>			

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E	OFFICE OF THE INSPECTOR GENERAL			
	<p>MISSION STATEMENT: The position of Inspector General was created to further protect taxpayers and the Town when contracting with and purchasing from outside vendors.</p> <p>The Inspector General is charged with standardizing the Town's purchasing and contract administration; monitoring compliance with all applicable procurement guideline policies, and requirements of federal, state and local laws; providing technical expertise to ensure all contracts, requests for proposals and bid solicitations are posted on the Town's website; and expanding the Town's access to municipal and state electronic systems to verify the qualifications and standing of potential contractors.</p>			
F	DEPARTMENT OF INTERGOVERNMENTAL AFFAIRS			
	<p>MISSION STATEMENT: The main function of this Department involves obtaining federal and state aid in support of Town programs and administering these programs. The Department seeks sources of funding for Town projects, supervises the federally funded Workforce Innovation and Opportunity Act (WIOA) for the Towns of Oyster Bay and North Hempstead and the City of Glen Cove, and administers the Town's Community Development Program. The Department also administers the Temporary Assistance for Needy Families (TANF) Program through the Nassau County Department of Social Services. The Department has three divisions: Federal and State Aid, Employment & Training, and Community Development.</p>			
G	DEPARTMENT OF PARKS			
	<p>MISSION STATEMENT: The Department of Parks has a multi-dimensional role: to provide and maintain Town park facilities, to develop and supervise recreational activities, to maintain the Town's beaches, to supervise the operation of all marinas and boat launching ramps, and to operate an 18-hole nationally recognized golf course and the Town's three ice rinks.</p>			
H	DEPARTMENT OF PLANNING AND DEVELOPMENT			
	<p>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 at each such point of contact, at all times, there are enough employees to properly attend to resident service.</p>			
1	<p>Vacation/Leave/Compensatory Time. At least two (2) weeks prior to scheduling a vacation or requesting other leave, an employee must submit a written request to schedule that vacation/leave. The request shall be made to the Commissioner, upon recommendation of the employee's immediate supervisor. Vacations will be scheduled so that each division always</p>	W	D	D

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	maintains an adequate level of staffing. The Commissioner will not approve a request for vacation, leave or use of compensatory time unless the request has the approval of the employee's immediate supervisor.			
2	Failure to Call. In the event that 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 workday. Failure to call will cause the absence to be considered unauthorized and will be charged as absent no pay.	D	D	D
3	Lateness. Employees must call 624-6239 prior to his/her workday if he/she will be late. Three late calls will be permitted in a twelve (12) month period, without penalty, except that employees will be charged for the late time and employees with no sick or personal time accrued will have the accumulated late time deducted from their paychecks. The fourth late call in a twelve (12) month period shall give rise to immediate disciplinary action. Each incident of lateness, whether or not a deduction is made, is a work rule violation. Late time shall be based upon the time on the clock in the Administrative Office, 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 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 toward the four lateness charges in a twelve (12) month period. Excessive requests for use of time for lateness will result in a request to submit documentation for the requested time.	D Upon fourth occurrence within twelve month period	D Fifth Occurrence within twelve month period	D Sixth or more occurrences within twelve month period
4	Sign In/Out Sheets. Employees may not sign a sign in/out sheet on behalf of any other employee. Such conduct will result in an immediate disciplinary hearing under Article 75 of the NYS Civil Service Law and may be cause for criminal prosecution.	D	D	D
5	Personal Leave. Except in the event of illness or emergency, taking a Personal Day without prior authorization from employee's immediate supervisor or his/her designee is an unauthorized absence and a work rule violation.	W	D	D
6	Work Stations. Employees are to remain at their respective assigned workstation or work area unless the performance of their duties otherwise requires. Employees are responsible to ensure that their respective workstation is neat and clean in the opinion of the employee's immediate supervisor. 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 their display does not detract from the professional appearance of the office. Posting materials, slogans or any other item of an ethnic, racial, political, discriminatory or sexual nature is expressly prohibited and is a violation of this work rule as well as a violation of Town policy.	W	D	D
7	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 an employee to an immediate disciplinary hearing under Section 75 of the NYS Civil Service Law.	D	D	D
8	Department Policies. Employees shall comply with the provisions of any and all policies and procedures as implemented by the Commissioner of the Department.	W	D	D

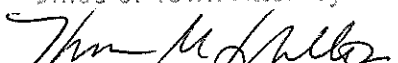
Reviewed By
Office of Town Attorney
Thomas M. Sullivan

I	DEPARTMENT OF PUBLIC SAFETY			
	<p>MISSION STATEMENT: The Department of Public Safety coordinates all available Town resources under one umbrella to develop and implement unified safety and security measures to prevent, mitigate and manage incidents, both natural and man-made, that threaten the quality of life of our residents and the critical infrastructure of our communities. Through its three divisions, Security, Emergency Management and Marine Enforcement, the department works closely with local, state and federal agencies to address security issues, plan and prepare for disaster response and recovery, and strengthen the Town's responder capabilities.</p> <p>Public Safety also serves as the Emergency Management Department for the Town and actively participates in all phases, including hurricane preparedness, hazardous materials mitigation, and any and all natural or man-made disasters that may affect the Town.</p>			
1	Unauthorized Absence – Modifying Work Rule Section I, B. Attendance, 1. Unauthorized Absence: Unauthorized Absence shall include failure of the employee to notify Division Head or designee of an absence, for any reason other than emergency, at least 2 hours prior to the start of employee's designated shift. All unauthorized absences will automatically result in a loss of pay for each entire shift, in addition to the applicable warning or disciplinary action	W	D	D
2	Town-issued ID Card or Badge – Modifying Work Rules Section I, C. Uniform, 14, 15 & 16: The failure to wear a Town-issued ID card or badge, failure to report a lost or stolen Town-issued ID card or badge and/or the transferring, altering or destroying of a Town-issued ID card or badge are more impactful for Public Safety officers, and the violation is therefore as follows:			
2a	Failure to wear Town-issued ID card or badge.	D	D	D
2b	Failure to report lost or stolen Town-issued ID card or badge.	D	D	D
2c	Transferring, altering or destroying Town-issued ID card or badge.	D	D	D
3	Failure to wear clean, proper uniform, where applicable – Modifying Work Rules Section I, C. Uniform, 1: Appearance in uniform is of utmost importance in Public Safety, and the violation is therefore as follows:	W	D	D
4	Smoking , while in Town uniform, in public view, at any time.	W	D	D
5	Daily Briefing: Failure to be familiar with daily briefing Public Safety officers are required to read about existing public safety issues at Town facilities.	W	D	D
6	Firearms Policy: Bay Constables must comply with all provisions of Town Policy on Firearms and all applicable Federal, State, and local laws	D	D	D
7	Equipment – Modifying Work Rules Section I, D9: Public Safety radios are very expensive pieces of equipment, and may have the capability of monitoring and speaking on police and fire frequencies, making their care, maintenance and security of utmost importance, and the violation is therefore as follows:			
7a	Loss of radio	D	D	D
7b	Failure to safeguard, secure or maintain radio	D	D	D

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Office of Town Attorney



8	Failure of employee to notify Department Head, within 72 hours, of suspension or revocation of New York State Security Guard or Peace Officer certification.	D	D	D
J	DEPARTMENT OF PUBLIC WORKS			
	<p>MISSION STATEMENT: The Department of Public Works provides a variety of services including Highway, Central Vehicle Maintenance, Engineering and Administration.</p> <p>Administration Division The Administrative Division is the framework for the Department of Public Works, overseeing three divisions, which include Engineering, Highway, and Central Vehicle Maintenance. It is responsible for personnel, security, engineering projects, communications, payment of claims, and preparation of the fiscal budget for the entire Public Works Department.</p> <p>Highways Division: The principal responsibilities of the Division of Highways are road maintenance and repair, and snow, ice and flood control for the nearly 730 miles of road under Town jurisdiction, as well as the operation of public parking fields. The Division of Highways also directs the operation of the Drainage, Public Lighting, Sign Divisions, and Trees and Sidewalk Division, as well as Town sumps.</p> <p>Central Vehicle Maintenance Division The Central Vehicle Maintenance Division purchases and services all vehicles owned by the Town of Oyster Bay. The division also services all types of mechanical and electrical equipment, along with lawn mowers, and handles the removal of abandoned cars from Town roadways.</p> <p>The Engineering Division is responsible for supervising the design and construction of Town road and drainage projects and overseeing the Town's Storm Water Management Program. They are responsible for design and construction of all Town projects, including bulkhead, building restoration, and Parks projects.</p>			
1	Lateness - all employees shall report to their designated work site on time and ready to work. Starting time and site will be designated by the Commissioner, Department Head or his/her designee. On the first two occasions of an employee being late by less than 15 minutes, employee shall receive a warning but no loss of pay; on the third and subsequent occasions of employee being late by less than fifteen minutes, the employee shall lose one hour's pay for each hour or fraction thereof that he or she is late and shall be subject to disciplinary action	W	W	D
2	When assigned to a vehicle, the helper is directly under the supervision of the driver and will follow his or her direction. Any questions from residents are to be referred to the driver.	W	D	D
3	Public Works employees work various shifts, some starting at 4 a.m. Snow and ice and control procedures and other emergencies often necessitate different starting times. These work starting times will be at the discretion of the Commissioner and employees must comply.	D	D	D
4	In the temporary absence of a foreman, the senior employee shall be in charge and responsible.	W	D	D

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5	Vacation/Leave/Compensatory Time. At least two (2) weeks prior to scheduling a vacation or requesting other leave, an employee must submit a written request to schedule that vacation/leave. The request shall be made to the Commissioner, upon recommendation of the employee's immediate supervisor. Vacations will be scheduled so that each division always maintains an adequate level of staffing. The Commissioner will not approve a request for vacation, leave or use of compensatory time unless the request has the approval of the employee's immediate supervisor.	W	D	D
6	Failure to Call. In the event that an employee is unable to come to work on a scheduled day, a sick call to 624-6219 must be made before the start of his/her workday. Failure to call will cause the absence to be considered unauthorized and will be charged as absent no pay.	D	D	D
7	Sign In/Out Sheets. Employees may not sign a sign in/out sheet on behalf of any other employee. Such conduct will result in an immediate disciplinary hearing under Article 75 of the NYS Civil Service Law and may be cause for criminal prosecution.	D	D	D
8	Personal Leave. Except in the event of illness or emergency, taking a Personal Day without prior authorization from employee's immediate supervisor or his/her designee is an unauthorized absence and a work rule violation.	W	D	D
9	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 an employee to an immediate disciplinary hearing under Section 75 of the NYS Civil Service Law.	D	D	D
10	Department Policies. Employees shall comply with the provisions of any and all policies and procedures as implemented by the Commissioner of the Department.	W	D	D
K	DEPARTMENT OF SANITARY COLLECTION SERVICES			
	The Department of Sanitary Collection Services picks up nearly 1,000 tons of garbage each collection day. This department also oversees the collection of recyclables and yard waste as well as the STOP and Homeowner's Cleanup Programs at the Solid Waste Disposal Complex.			
1	Lateness: Sanitation employees who fail to report within fifteen minutes after the start of the shift will be marked "Absent - No Pay" as an unauthorized leave, in addition to warning or disciplinary action.	W	D	
2	Sanitation workers shall never activate packing mechanism on rear loaders unless turnbuckles are properly fastened. Collection crews shall haul only the type of refuse for which they have been assigned.	W	D	
3	Sanitation workers shall not push refuse into hopper while packer is in motion. Make sure there are no objects in the edge of the hopper, such as lumber or pieces of glass, which might fly out and injure someone when packer is in motion. Do not push refuse into hopper with resident's garbage can.	W	D	
4	When loading vehicle "half hopping" is forbidden. Never leave refuse in hopper when truck is full.	W	D	

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Tom McAllen

5	All refuse and recyclables collected shall be delivered to the designated disposal point, where the complete load must be discharged under the direction of the disposal attendants. Vehicle must be completely stopped at the site before unfastening the turnbuckles or latches.	W	D	
6	Sanitation workers must use caution when opening manually operated rear door on bulk trucks, igloo trucks, or any other equipment.	W	W	D
7	Employees not operating dumping controls shall stay in the vehicle until the load is completely discharged. When the tailgate and/or body is in the raised position, no employee shall ever have any part of his/her body between the body vehicle and and under tailgate.	W	D	
8	In the event of fire in the truck, dump the load in a safe place away from cars and other objects that might catch fire. After load is dumped, pull truck away from fire and out of the way of the Fire Department.	D		
9	All drivers will report to the office, in writing, each stop that is intentionally not picked up on his/her route. Driver reports must be completely filled out and turned in to Supervisors at the end of each work day.	W	D	
10	All Sanitation Worker II employees will report to and sign in with their immediate supervisor prior to starting their collection routes.	W	D	
11	Garbage cans must be placed standing up on the utility strip. Where there is no utility strip, cans must be placed off the street at the property line. Cans cannot block driveway. Recycling pails shall be placed up on the curb line in the upside down position after having been properly emptied.	W	D	
12	Sanitation and Recycling crews cannot throw away or damage a resident's garbage cans, kitchen or bathroom cans or buckets without the homeowner's permission. If can is illegal or unsafe, notify Supervisor.	W	D	
13	Any garbage, rubbish, or recyclable material that falls out of the truck, or is dropped by the crew, must be cleaned up before moving to the next stop.	W	D	
14	If truck develops hydraulic leak, driver must shut off valve to hydraulic system immediately. If truck develops hydraulic leak, oil leak, or coolant leak, driver must pull truck over to the side of the road and turn off truck.	W	D	
15	Crews must clean their route truck on their regularly scheduled cleaning day. Whenever a crew completes the day with a spare truck, the crew must clean that spare truck that same day. Supervisors are responsible for checking the trucks for cleanliness and include findings in their report.	W	D	
16	All drivers are responsible for storing and maintaining all safety equipment (fire extinguisher, safety triangles, first aid kit, flashlight, hardhat, and safety vest). When assigned a vehicle, the safety equipment, vehicle registration, and insurance cards, must be in the crew's possession. They are responsible for accurately completing the pre-trip and post-trip inspections. Any item checked off as "no good" (NG), must be reported to Central Vehicle Maintenance.	W	D	
17	Drivers must not move trucks from parking space in the morning until they are ready to leave for route, or taking truck into garage for repair. Helpers are not allowed to move the trucks without supervision of a driver.	W	D	
18	At the end of each work day, drivers must open all air valves, and make sure plow hitch and hopper blade is down in the proper position. During the winter season, all engine heaters must be plugged in.	W	D	
19	Drivers must complete the routes in the order instructed by their supervisors.	W	D	

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Thomas M. Sullivan

20	All Sanitation Supervisors are responsible for enforcing all Work Rules and Rules of Conduct.	W	D	
21	Failure to place recyclables or yard waste into their designated compartments.	W	D	
22	Under no circumstances shall there be stockpiling of garbage, yard waste, or recyclables on street corners, courts, etc.	W	D	
23	No Sanitation Department employee shall leave the Town of Oyster Bay boundaries during work hours, without permission of the Commissioner of the Department of Sanitation Collection Services or his/her designee.	D		
24	All Sanitation Department employees shall follow the policy of the Department regarding designated compartments for recyclables on the recycling trucks, including additional recyclables as may be added by the Town.	W	D	
25	Recycling crews must, after dumping at each station, lower truck body, close rear doors, and relock walls. Employees must lower truck body and secure tailgate with turnbuckles on all sanitation vehicles prior to leaving Transfer Station building.	W	D	
26	No employee shall operate an igloo boom in such a manner that it lifts an igloo over vehicles or people. At no time is the boom to be operated or placed closer than fifteen feet to any power line without specific permission from the operator's immediate supervisor.	D		
27	Sanitation employees shall stay for scheduled employee training and/or education as part of their task and/or job completion.	W	D	
28	Sanitation workers must report for holiday collection or holiday makeup collection.	W	D	
29	Failure to direct truck while it is backing up, except at the Transfer Station.	W	D	
30	Failure to tarp igloo truck or roll-off.	W	D	
31	No employee is permitted to drive or to park their personal vehicles in the sanitation office area, unless they are out of work on authorized leave and are visiting on Town-related business.	W	D	
32	All employees assigned a radio are required to return it to the dispatcher immediately at the end of the work day.	W	D	
33	Drivers must make full stop before entering the scale.	W	D	
34	Smoking is not permitted in the Transfer Station.	W	D	
35	A maximum of one unloading vehicle is permitted per bay, unless otherwise instructed by the attendant.	W	D	
36	Only one person per vehicle will be permitted outside the vehicle while in the Transfer Station, and they must be wearing a high visibility safety vest and hard hat (helmet). The driver or a qualified helper (enrolled in TOB Drivers' Training Program), must remain inside the vehicle and behind the wheel at all times.	W	D	
37	All Sanitation workers must stay within six feet of their vehicle while inside the Transfer Station. At no time will an employee be permitted to walk behind the vehicle (except roll-off drivers). Rear door latch of sanitation trucks must be open from the right side (driver's side) only.	W	D	
38	No dumping, unlatching, or latching turnbuckles (hooks) or rear door outside the Transfer Station.	W	D	
39	No scavenging is allowed in the Transfer Station.	W	D	
40	Walking or standing in the Transfer Station, unless necessary, is prohibited.	W	D	
41	The use of cell phones, Walkmen, or non-authorized radio (audio) equipment, shall be prohibited while operating any vehicle in the Solid Waste Facility or Transfer Station.	W	D	

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Office of Town Attorney
Thom McHeltz

42	All Sanitation employees are prohibited from mixing yard waste. i.e., grass, leaves, branches, tree trimmings, Christmas trees, thatch, sod, plants, and any other plant matter associated with gardening and lawn care, into the load with garbage and rubbish. If a resident mixes yard waste with the garbage or rubbish, the affected item must be left. The Supervisors and Inspectors will follow up and take necessary action.	W	D	
43	Yard waste shall be limited to ten (10) items. Yard waste limit will be twenty (20) items during the designated leaf clean-up period. Rubbish limit shall be ten (10) items not to exceed two hundred (200) pounds. Garbage is unlimited.	W	D	
44	In the temporary absence of a foreman, the senior employee shall be in charge and responsible.	W	D	
45	Failure of Sanitation workers to follow Department guidelines and any and all rules and regulations regarding the speed at which garbage trucks must operate and the rules and guidelines regarding employees riding outside the cab of a garbage truck.	D		
L	RECEIVER OF TAXES			
	MISSION STATEMENT: This office handles the billing of property taxes on more than 100,000 parcels of land in the Town and acts as a collection agency for the State (Supreme Court), County, Town, special district and school district taxes based upon budgets adopted by the respective municipal authorities. In addition to billing and receiving, the Receiver of Taxes Office has the responsibility of maintaining records and maps of each parcel of land in the Town.			
1	Reporting absence or lateness: When lateness or absence is being reported, employee must send a group text to both Deputy Receivers, Secretary, and employee's supervisor. Text must be sent at least one hour in advance of affected shift and between the hours of 7:00 am and 7:00 pm.	W	D	D
2	Use of vacation or other leave time: No vacation time, personal time, or use of compensatory time will be approved between the following critical tax collecting dates: November 1 st to 15 th February 1 st to 15 th May 1 st to 10 th (or due date) August 1 st to 10 th (or due date) If an employee calls in sick during any of these periods, a doctor's note may be required, at the discretion of the Receiver.	D	D	D
3	All procedures must be followed as directed by the Receiver, Deputy Receivers or supervisor.	W	D	D
4	Missing Funds: Employees in this Department will, from time to time, be receiving funds in payment of taxes, which funds may be in the form of cash. The Department has formulated, and may amend from time to time, a Department policy for the receipt and handling of cash, which policy must be strictly adhered to. Failure to follow such Department policy shall give rise to immediate disciplinary action.	D	D	D

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Office of Town Attorney
71. M.L.A. 16

M	OFFICE OF THE TOWN ATTORNEY			
	<p>MISSION STATEMENT: Comprising the General Services, Law, and Litigation Divisions, this office prepares and reviews all legislation for the Town Board, represents Oyster Bay in all legal proceedings and litigation, and prepares and processes contracts and insurance policies. In addition, this office reviews all petitions for zoning changes and special use permits, as well as other matters that come before the Town Board.</p> <p>The Town Attorney's Office litigates thousands of District Court cases each year and handles Supreme Court and Appellate Court matters related to the Town. In addition, the Town Attorney and his staff administer the Town's self-insurance program and respond in both written and oral form to countless legal inquiries made daily by residents, officials and Town personnel.</p>			
1	All attorneys employed by the Town must comply with all licensure requirements of the New York State Office of Court Administration and timely renew their license.	D	D	D
2	Failure of any attorney employed by the Town who has received notice that he or she is the subject of a grievance to notify the Town Attorney of such grievance within 48 hours of receiving notice.	D	D	D
3	Failure of any attorney employed by the Town to immediately notify the Town Attorney of receipt of any subpoena or notice of any legal action involving the Town	D	D	D
N	OFFICE OF THE TOWN CLERK			
	<p>MISSION STATEMENT: The Town Clerk's Office is responsible for maintaining all Town records and recording vital statistics. The office also issues licenses and permits including shellfish, peddlers, parking, secondhand dealers, waste removal, hunting, fishing and dog, as well as birth certificates, marriage licenses and death transcripts. Passports can also be applied for through this office.</p>			
O	OFFICE OF THE TOWN COMPTROLLER			
	<p>MISSION STATEMENT: The mission of the Comptroller's Office is to secure the financial integrity of the Town. To that end, it serves as chief accounting officer for the Town and fiscal advisor to the Town Board. The Comptroller's Office is responsible for the fiscal management of the Town and oversees spending in accordance with the adopted budgets of the Town and some special districts.</p> <p>All financial transactions, including management and audit of accounting matters for all Town departments, are handled by the Comptroller. These responsibilities include preparation of the payroll, detailed financial reports as required by State and Federal governments, and examination and payment of all financial claims.</p> <p>The Town's financial records are computerized and are maintained by the Town's own computer infrastructure under the jurisdiction of the Comptroller's Information Technology Division. All Town departments have taken advantage of computer technology and, under the Comptroller's guidance, the Town is continually expanding the use of its computer system to perform a variety of functions with the goal of better serving the public.</p>			

Reviewed By
Office of Town Attorney
Thomas M. L. L...

TOWN OF OYSTER BAY
WORK RULES and CODE OF CONDUCT
JULY 2023

AGREED AND CONSENTED TO:

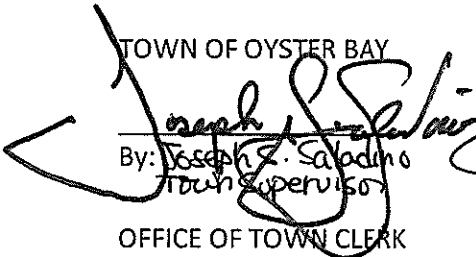
TOWN OF OYSTER BAY

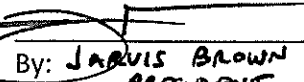
CSEA LOCAL 881

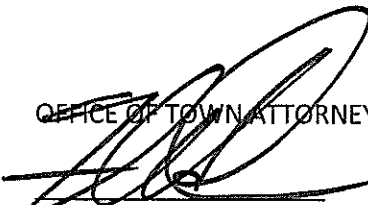
OFFICE OF TOWN ATTORNEY


COMPTROLLER'S OFFICE


RECEIVER OF TAXES


By: Joseph P. Sabatino
TOWN SUPERVISOR


By: JARVIS BROWN
PRESIDENT


By: FRANK M. SCALERA
TOWN ATTORNEY


By: STEVEN C. BALLAS
COMPTROLLER


By: JEFFREY P. PRUVATO
RECEIVER OF TAXES


OFFICE OF TOWN CLERK

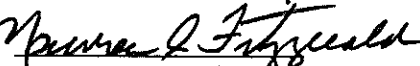
DEPARTMENT OF
COMM. & YOUTH SERVICES


DEPARTMENT OF
ENVIRONMENTAL RESOURCES

DEPARTMENT OF
GENERAL SERVICES

DEPARTMENT OF
HUMAN RESOURCES


By: RICHARD LAMARCHE
TOWN CLERK


By: MARGARET FITZMAURICE
COMMISSIONER


By: COLIN BELL
DEPUTY COMMISSIONER


By: RALPH J. RAYMOND
COMMISSIONER


By: JOHN CANNING
COMMISSIONER

OFFICE OF
INSPECTOR GENERAL


DEPARTMENT OF
INTERGOVERNMENTAL AFFAIRS

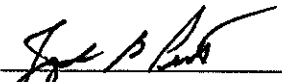
DEPARTMENT OF
PARKS

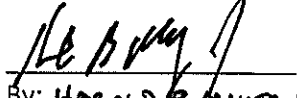
DEPARTMENT OF
PLANNING & DEVELOPMENT

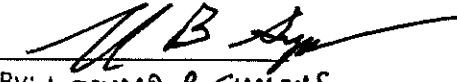
DEPARTMENT OF
PUBLIC SAFETY

By: _____


By: FRANK SPADARO
COMMISSIONER

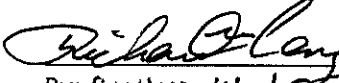

By: _____

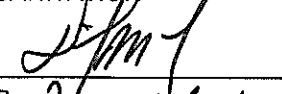

By: HAROLD B. MAYER
COMMISSIONER


By: LEONARD B. SYMONS
DEPUTY COMMISSIONER

DEPARTMENT OF
PUBLIC WORKS

DEPARTMENT OF
SANITATION


By: RICHARD W. LEISZ
COMMISSIONER


By: DANIEL M. PEARL
COMMISSIONER