



July 30, 2024

Marcus Serrano
Village Administrator
Village of Buchanan
236 Tate Avenue
Buchanan, NY 10511

Dear Mr. Serrano:

Thank you for your interest in our services. As we discussed, I am attaching a proposal for the development of an Employee Handbook for the Village of Buchanan. Also included is a sample Table of Contents which will give you a sense of the comprehensive nature of the product we are prepared to deliver to your Village. In today's regulatory environment, it is as important as it is difficult to anticipate all those areas that may become issues with regard to compliance matters and sound personnel management practices.

As represented by the small sampling shown on the attached client list, we have worked with a large number of municipalities over the years. We are very proud of our reputation which has been built upon the positive results we have been able to produce for our clients over the past twenty-five-plus years. Our firm is unique in its singular focus on the human resource needs of local governments and our understanding of the special circumstances that apply to NYS municipalities.

Please contact me if you have any questions, need more information, or if I can be of assistance in any other way.

Sincerely,

A handwritten signature in black ink that reads 'Jeff Travers'. The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Jeff Travers
Principal

Attachments



VILLAGE OF BUCHANAN

Proposal for EMPLOYEE HANDBOOK

Contact Person:

*Jeff Travers, Principal
Public Sector HR Consultants LLC
14 Knollwood Drive
Glenville, NY 12302
(518) 399-4512
jtravers@publicsectorhr.org*

VILLAGE OF BUCHANAN

EMPLOYEE HANDBOOK PROPOSAL

WHY AN EMPLOYEE HANDBOOK?

A well-written Employee Handbook will help ensure compliance with government regulations, establish better communication with employees, and gain consistency in the application of work rules.

COMPLIANCE WITH GOVERNMENT REGULATIONS

Many municipalities do not have the financial resources or the need for a full-time HR Director. As a result, personnel decisions are often made without professional guidance and without consideration for the long-term effects. This can create confusion among employees, inconsistencies in policy application, and, in many cases, violations of state and federal regulations which can result in lawsuits and fines.

The Employee Handbook developed and implemented by Public Sector HR Consultants LLC (PSHRC) incorporates information, policies and procedures pertaining to the following state and federal regulations (partial list):

- The Americans with Disabilities Act
- Discrimination
- Harassment and Fair Treatment
- Sexual Harassment
- Drug-Free Workplace
- Drug & Alcohol Testing
- Smoking in the Workplace
- Workplace Violence Prevention
- Civil Service System
- Disciplinary Action (Section 75)
- Code of Ethics
- Wage & Hour Standards
- Family and Medical Leave Act
- Workers' Compensation
- Safety & Health and Hazardous Materials
- Fair Labor Standards Act

COMMUNICATION WITH EMPLOYEES

It is important that each employee understands the Village's policies and procedures as they pertain to employee benefits and work rules. A well-written employee handbook explains the benefits, including eligibility requirements, filing procedures, notification requirements, restrictions, scheduling procedures, etc. Work rules are addressed in the next section.

The Employee Handbook developed and implemented by PSHRC incorporates information, policies and procedures pertaining to the following employee benefits (partial list):

- Holidays
- Vacation Leave
- Personal Leave
- Sick Leave
- Family & Medical Leave
- Jury Duty Leave
- Medical Insurance
- Employee Assistance Program
- Workers' Compensation
- Disability Insurance
- Meal & Rest Periods
- Payroll Policies

CONSISTENT APPLICATION OF WORK RULES

The consistent application of work rules helps establish a sense of fair treatment in the workplace and will contribute to the overall success of the Village in delivering services to the public effectively and efficiently.

Further, successful disciplinary action is based on three basic factors: (1) there must be a mutual understanding of the work rules by the employee and the supervisor; (2) there must be uniform and consistent application of the work rules; and, (3) the discipline must be corrective and progressive with uniform and consistent penalties. Understandably, a well written Employee Handbook is essential in successful disciplinary action.

The Employee Handbook developed and implemented by PSHRC incorporates information, policies and procedures pertaining to the following work rules (partial list):

- General Rules of Conduct
- Personal Appearance
- Use of Equipment & Supplies
- Use and Care of Vehicles
- Time Records
- Time & Attendance
- Sick Leave Abuse
- Notification of Absences
- Meal & Rest Periods
- Unauthorized Work

LEGAL DEFENSE

A well-written Employee Handbook can be of great assistance in defending legal actions based on the employment relationship. For example, in Sexual Harassment cases, the Employee Handbook may be able to prove that the Village took proactive and preventative action against sexual harassment in the workplace.

SCOPE OF SERVICES

EMPLOYEE HANDBOOK – PSHRC will develop and implement an **Employee Handbook** for the Village of Buchanan. The specific professional services to be provided by PSHRC will include:

1. Review current employee benefits, personnel policies, procedures and established practices, and collective bargaining agreements.
2. Conduct one on-site interview with designated Village personnel to review current policies and procedures and established past practices, and to ascertain needs and make recommendations for additions and modifications to such policies, procedures and practices.
3. Produce an executive draft of Employee Handbook for review by appropriate Village representatives. This draft will include content as represented above, customized to the Village's specific circumstances.
4. Produce one master copy of the finalized Employee Handbook. Bulk printing of the Employee Handbook is not included in this proposal.

5. Provide unlimited telephone / e-mail support with respect to implementation, application and questions on the Employee Handbook, for a period of one year from the signing of the Employee Handbook Agreement.

FEE FOR PROFESSIONAL SERVICES

The fee for the development and implementation of an Employee Handbook for the Village of Buchanan will be \$6,500.

Additionally, the Village will be responsible for reimbursing PSHRC for travel expenses (limited to mileage and tolls) directly related to providing services detailed in this proposal. The mileage rate that will be charged shall be the IRS mileage rate in effect at the time of travel.

Employee Handbook

Sample Table of Contents

100	INTRODUCTION	_____
101	Welcome Message	_____
102	Our Heritage	_____
103	Definitions	_____
104	The Purpose of this Employee Handbook	_____
200	EMPLOYEE CLASSIFICATIONS	_____
201	Full-Time Employees	_____
202	Part-Time Employees	_____
203	Temporary Employees	_____
204	Seasonal Employees	_____
205	FLSA Exempt Employees	_____
206	FLSA Non-Exempt Employees	_____
300	THE CIVIL SERVICE SYSTEM	_____
301	The Unclassified and Classified Services	_____
302	Civil Service Appointments	_____
303	Examinations and Promotions	_____
304	Veteran's Credits	_____
400	EMPLOYMENT MATTERS	_____
401	Oath of Office	_____
402	Procedure for Filling Vacancies	_____
403	Probationary Period	_____
404	Performance Appraisal	_____
405	Corrective Discipline	_____
406	Civil Service Law Section 75	_____
407	Code of Ethics	_____
408	Personnel File	_____
409	Separation of Employment	_____
500	OPERATIONAL POLICIES	_____
501	Departmental Hours	_____
502	Emergency Situations	_____
503	Meal and Rest Breaks	_____
504	Time Records	_____

505 Bonding _____
506 Expense Reimbursement _____
507 Vehicle Usage _____
508 Driver's License _____
509 Supplies, Tools and Equipment, and Fuel Usage _____
510 Telephone / Cell Phone Usage _____
511 Computer Systems and Internet/On-Line Service _____
512 Social Media _____
513 Personal Appearance _____
514 Solicitations/Distributions _____
515 Visitors _____
516 Purchasing / Credit Cards _____
517 Maintenance of Work Area _____
518 Personal Property _____
519 Village Property _____
520 Unauthorized Work _____
521 Outside Employment _____

600 ABSENCE POLICIES _____

601 Attendance _____
602 Jury Duty Leave _____
603 Bereavement Leave _____
604 Military Leave and Military Leave of Absence _____
605 Leave for Cancer Screening _____
606 Family and Medical Leave Policy _____

700 COMPENSATION _____

701 Wage and Salary _____
702 Overtime _____
703 Out-of-Title Pay _____
704 Call-In Pay _____
705 Pay Period and Check Distribution _____
706 Payroll Deductions _____
707 Deferred Compensation Plan _____

800 EMPLOYEE BENEFITS _____

801 Holidays _____
802 Vacation Leave _____
803 Sick Leave _____
804 Personal Leave _____

805	Disclosure of Insurance Benefits _____
806	Medical Insurance _____
807	Medical Insurance Buy-out _____
808	Medical Insurance for Retirees _____
809	Dental Plan _____
810	Prescription Drug Plan _____
811	Optical Plan _____
812	Continuation of Health Insurance Benefits (COBRA) _____
813	Section 125 Plan _____
814	Short-Term Disability Benefits _____
815	Workers' Compensation Benefits _____
816	Social Security _____
817	The New York State Employees' Retirement System _____
818	Education Assistance _____
819	Employee Assistance Program _____

900 COMPLIANCE POLICIES _____

901	Equal Employment Opportunity _____
902	The Americans with Disabilities Act _____
903	Non-Discrimination and Harassment (Including Sexual Harassment) _____
904	Workplace Violence Prevention _____
905	Drug-Free Workplace _____
906	Controlled Substance and Alcohol Testing _____
907	Smoking _____
907	Pregnant Workers Fairness Act _____
908	Reproductive Health Decision Making _____

1000 SAFETY _____

1001	Workplace Safety _____
1002	Hazard Communication Program _____
1003	Public Employer Health Emergency Plan _____

1100 COMMUNICATION PROCEDURES _____

1101	Organizational Communications _____
1102	Adverse Communications _____
1103	Suggestions _____
1104	Reporting of Improper Activities _____

1200 DISPUTE RESOLUTION _____

1201	Dispute Resolution Procedure _____
------	------------------------------------

PUBLIC SECTOR HUMAN RESOURCE CONSULTANTS LLC

Sample Client List

As our reputation has grown, so has our list of clients. Here is just a small sample of the hundreds of municipalities that have retained our HR consulting services.

TOWNS

Town of Amenia
Town of Ancram
Town of Ballston
Town of Bethlehem
Town of Big Flats
Town of Binghamton
Town of Bridgewater
Town of Canandaigua
Town of Carmel
Town of Caroline
Town of Catskill
Town of Champlain
Town of Charlton
Town of Cicero
Town of Clarence
Town of Clay
Town of Clifton Park
Town of Corinth
Town of Deerfield
Town of Dryden

Town of Greenfield
Town of Hartwick
Town of Horseheads
Town of Huron
Town of Lake Pleasant
Town of Lake George
Town of LeRay
Town of Lewisboro
Town of Malta
Town of Marcy
Town of Madrid
Town of Milton
Town of Mount Pleasant
Town of Newcomb
Town of Niskayuna
Town of North Salem
Town of Oswegatchie
Town of Owego
Town of Paris
Town of Patterson

Town of Pawling
Town of Pound Ridge
Town of Saratoga
Town of Schroon
Town of Seneca Falls
Town of Sennett
Town of Skaneateles
Town of Southeast
Town of Southport
Town of Verona
Town of Vestal
Town of Victor
Town of Waterford
Town of Webb
Town of Wheatland
Town of Willsboro
Town of Wilton
Town of Woodbury
Town of Woodstock
Town of Yorktown

CITIES & VILLAGES

City of Auburn
City of Canandaigua
City of Ithaca
City of Kingston
City of Newburgh
City of New Rochelle
City of Peekskill
City of Saratoga Springs
City of Schenectady
City of Utica
City of Watertown
Village of Boonville
Village of Briarcliff Manor
Village of Brockport

Village of Cato
Village of Clinton
Village of Croton-on-Hudson
Village of Cornwall-on-Hudson
Village of Dobbs Ferry
Village of Eastchester
Village of Elmsford
Village of Fayetteville
Village of Galway
Village of Harrison
Village of Irvington
Village of Massapequa Park
Village of Massena
Village of Monroe

Village of Owego
Village of Pawling
Village of Potsdam
Village of Saranac Lake
Village of Scotia
Village of Schuylerville
Village of Skaneateles
Village of Sleepy Hollow
Village of Spencerport
Village of Tarrytown
Village of Tupper Lake
Village of Wappingers Falls
Village of Watkins Glen
Village of Woodbury

COUNTIES

Albany County
Allegany County
Broome County
Cattaraugus County
Cayuga County
Chemung County
Essex County

Greene County
Hamilton County
Madison County
Oneida County
Onondaga County
Ontario County
Oswego County

Rockland County
Schenectady County
Seneca County
Sullivan County
Washington County
Wayne County
Yates County