

**FISHERS ISLAND
WASTE MANAGEMENT DISTRICT
HANDBOOK**

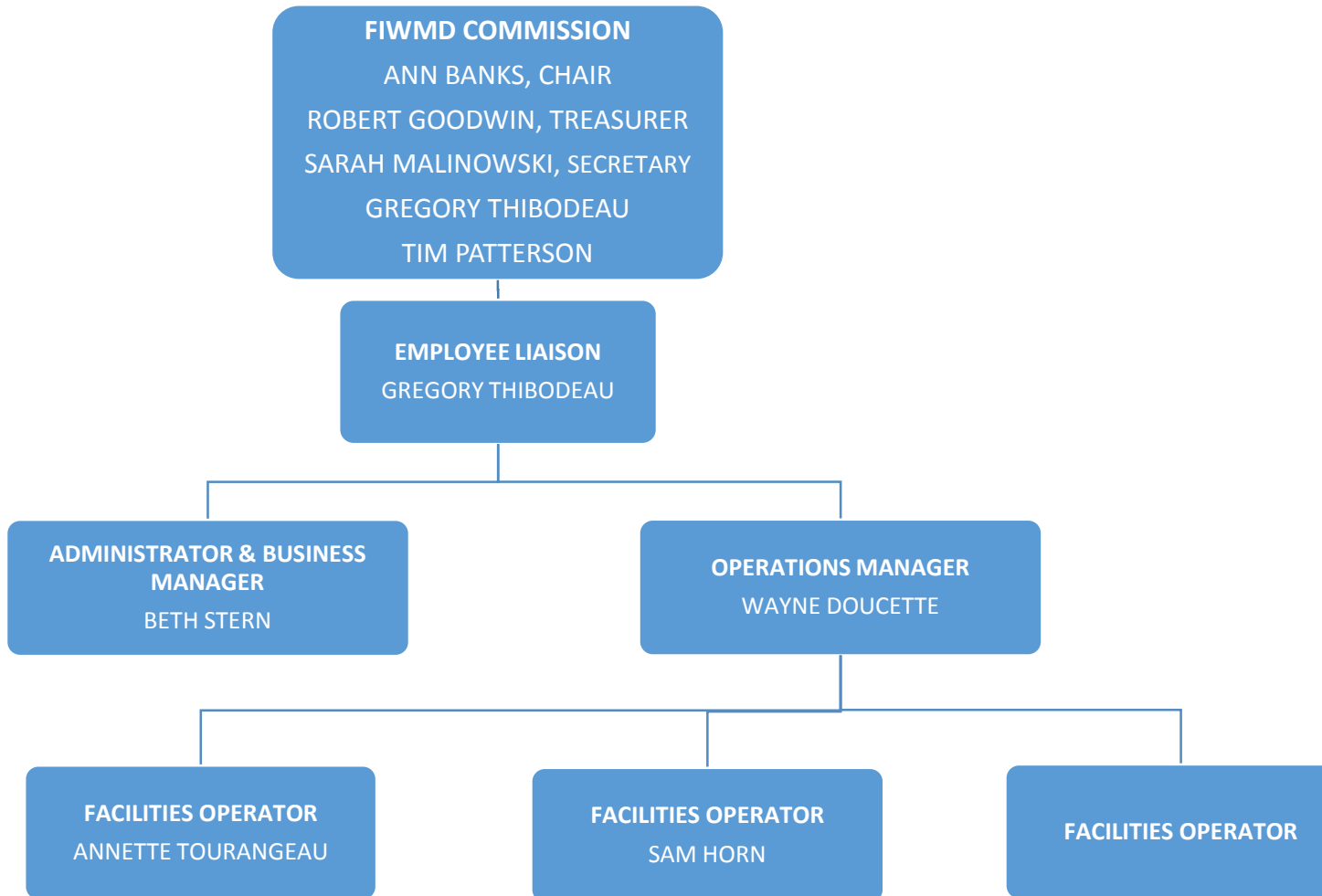
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FISHERS ISLAND WASTE MANAGEMENT DISTRICT ORGANIZATIONAL CHART 2014



Fishers Island Waste Management District

Mission

Values

Governing Policies

Guiding Principles

Mission

Fishers Island Waste Management Tax District (FIWMD) is committed to the safe and efficient disposal of household garbage, furniture, appliances, recyclables, construction waste, yard and landscaping debris.

Values

The citizens, businesses and organizations of Fishers Island are entitled to have a fair, ethical and accountable FI Waste Management Commission. In keeping with this commitment, elected Commissioners will comply with both the spirit and letter of the Governing Policies and Guiding Principles herein.

Governing Policies

Fishers Island Waste Management District follows all applicable New York State statutes for governance and management of Southold Districts. While the following summarizes and highlights FIWMD policies and practices, detailed clarifications should be sought in those primary documents.

1) Composition of the Commission

- a) The Fishers Island Waste Management District consists of a 5 member Board of Commissioners, elected to serve a 5-year term
- b) Officers
 - i) A Chairman, Treasurer, and Secretary are elected by the Commission on an annual basis at the start of the new term.
 - (1) A Vice-Chair position may be elected at the discretion of the Board.
 - (2) By consensus of the Commissioners and as needed, roles may be realigned mid-cycle.
 - ii) Duties of the Officers include, but are not limited to, the following:
 - (1) Chair: conducts regular monthly meetings, and calls special meetings as necessary.
 - (2) Treasurer: manages financial records, reports at monthly meetings.
 - (3) Secretary: manages official correspondence.
- c) Employee Liaison: one Commissioner acts as the primary link between the Commissioners and the Staff. Please see Employee Handbook.

2) Meetings

- a) The District's affairs are conducted transparently and in public, except where confidentiality is legally required. FIWMD follows New York State Open Meeting Law.
- b) The Commission holds regular monthly meetings, and attendance is required of the Commissioners. More than 2 excused absences in a one-year period may result in censure by the Board of Commissioners. Absences excused by the Chair are exempt.
- c) Additional Board meetings may be called by the Chair.

3) Voting

- a) The Commission may conduct a vote at regular or special meetings called by the Chair.
- b) A quorum of the Commission must be present in order for a vote to take place.
- c) A vote is carried by a simple majority.

4) Conflict of Interest

- a) Commissioners and staff shall not use their official positions to influence decisions in which they may have a financial interest, organizational interest, or personal relationship, which may give the appearance of impropriety.

5) Advocacy

- a) Commissioners shall represent the official policies or positions of the Commission to the best of their ability. When presenting their own personal opinions or positions, commissioners shall explicitly state they do not represent the Commission nor imply that they do.

6) Use of Public Resources

- a) Commissioners shall not use public resources, such as staff time, equipment, supplies or facilities for personal purposes.

7) Censure

- a) Censure by vote of the Board may be, but is not limited to, the following situations:
 - i) Excessive absence from regularly scheduled monthly meetings.
 - ii) Violation of Conflict of Interest Policy.
 - iii) Disruptive or abusive behavior toward other Commissioners, FIWMD employees, or constituency.
- b) Censure may include a verbal communication, written statement, and up to request of resignation.

Guiding Principles

The Commissioners agree to lead the Commission in such a way as to ensure that taxpayers benefit in the most efficient way possible from the expenditures of funds.

Commissioners promise:

- Fiscal responsibility to the taxpayer
- Safe operations for staff and patrons
- To be mindful of the fragile nature of our small island environment and community

To effectively fulfill this promise, the Commissioners commit to the Mission, Vision, and Governing Policies herein, as well as the following Principles and Operational Practices:

Mission-Driven

Discussions, decisions and allocation of resources focus on achieving the Mission and the best interests of FIWMD.

Strategic Planning

The Commission engages in a strategic planning and operational planning process as a regular practice.

Transparency, yet Confidentiality

The business of the Commission is conducted in a transparent manner, while matters requiring confidentiality are handled as such.

Financial Audits

The Commission's financial records are audited on a yearly basis.

Good Team Members

The Commissioners agree to be on time and prepared for meetings, stay on-topic and on-task during meetings, follow-through on commitments and assignments, and actively engage in the District's affairs. All discussions follow collegial discourse and consensus-building etiquette.

Learning, Self-Improvement and Self-Assessment

The Commission engages in education regarding matters of waste management technology, financial management, and other matters of governance and process to optimize its operations. From time to time, the Commission will conduct self-assessment surveys as a performance improvement measure.

Best Practice Employer

The Commissioners follow best practices employment principles, and support a positive and respectful workplace.

Community Outreach

The Commission engages the Community in two ways. First, it ensures that it is addressing the needs of its constituency. Second, it uses community communication and education opportunities with a goal towards reducing the amount of waste generated on FIWMD.

Introduction

The policies in this handbook govern full-time, part-time and seasonal/on call employees of FIWMD. Commissioners must also abide by these policies and procedures.

The Manager is to report any concerns or information relating to the job or the employee back to the Commission. The Manager will make day-to-day decisions that need to be made on the spot and then inform the Commission of their actions. All other decisions that have to be acted on will be made by the Commission.

All rights and privileges contained in this handbook have been granted by the FIWMD Commission and may be expanded upon or diminished from, by a resolution instituted at the direction of the Commission. Certain rights and protections are provided for in various provisions of State law, including the New York Civil Service Law. The policies contained herein do not expand or diminish those rights. With respect to insurance and other benefits, the terms of the insurance policy or benefit plan supersede any statements contained in this handbook.

Employee Handbook

This Handbook is designed to provide employees of Fishers Island Waste Management District (FIWMD) with a brief summary of the policies, procedures, expectations and benefits of the company. It is not intended to be all encompassing, and therefore what is set forth here may not apply in every situation.

Nothing in this Handbook, or any other communication by FIWMD, oral or written, is intended to create, or is to be construed in any way to create a contract of employment, express or implied between FIWMD and any of its employees. There is no promise of any kind in this Handbook, and FIWMD remains free to change wages, and all other terms of employment without having to consult with anyone. Certain rights and protections are provided for in various provisions of State and Federal Law, including New York Civil Service Law. The policies contained within do not expand or diminish those rights. With respect to insurance and other benefits, the terms of the insurance policy or benefit plan supersede any statements contained in this Handbook.

The provisions in this Handbook do not contain all of the policies at FIWMD. All policies may be revoked or modified at any time by FIWMD in its absolute discretion without prior notice to employees. FIWMD will not recognize or be bound by any contract of employment with any employee, potential employee, or group of employees unless a specific/individual contract is approved by the Commission.

Please read this Handbook thoroughly. All employees are responsible for abiding by the FIWMD's rules and policies. FIWMD reserves the right to revise, modify, delete or add to any and all programs,

practices or procedures described in this Handbook at any time with or without advance notice and in the FIWMD's sole discretion. An employee's continued employment after any of these policy changes indicates the employee's agreement with these policies. If there are any questions after you have completely reviewed the contents of this Handbook, please direct them to the Manger.

Employment At-Will Statement

It should be understood that this document does not constitute an employment agreement between the District and its employees and should not be relied upon as though it were a binding contract.

It is the District's policy that all employees who do not have a written employment contract with FIWMD for a specific term are employed at will, which means that their employment with the District is terminable at any time, for any reason, with or without prior notice or good cause unless otherwise required by law. No elected official, employee, or other representative of the District other than the Commission has authority to make any promise or commitment to the foregoing, or to enter into any agreement with an employee for employment for any specified duration. Furthermore, any agreement entered into by the Commission must be in writing. At the same time, at-will employees may terminate their employment at any time for any reason, although the District expects its employees to provide the minimum amount of notice described in this Handbook.

Smoke-free Workplace

In compliance with New York State's Clean Indoor Air Act, smoking is strictly prohibited throughout FIWMD premises.

Equal Employment Opportunity & Anti-Harassment Policy

This policy applies to all applicants and employees, and prohibits unlawful harassment, discrimination and retaliation, whether engaged in by fellow employees, the Manager, members of the Commission or someone not directly connected to the District (*e.g.*, an outside vendor, contractor, consultant or resident). Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

The Chair of the Commission shall act as the Equal Employment Opportunity Coordinator for the District, and shall carry out those duties necessary to ensure compliance with this policy. Copies of this policy shall be posted in conspicuous places and be available to employees and applicants for employment.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Manager. It is the District's policy not to retaliate against employees because they make claims of discrimination or participate in an investigation of claims of discrimination. Anyone found to be engaging in any type of unlawful discrimination may be subject to corrective action, up to and including termination of employment.

This policy applies to all applicants and employees, and prohibits unlawful discrimination and retaliation, whether engaged in by or with fellow employees, a supervisor or someone not directly connected to the District (e.g. an outside vendor, contractor, consultant or customer).

Equal Employment Opportunity

FIWMD is committed to a policy of ensuring equal employment opportunity to all employees and applicants for employment without unlawful discrimination with regard to race, color, religion, creed, gender, national origin, age, disability, marital status, citizenship status, military or veteran status, sexual orientation, genetic information, or any other characteristic protected by applicable law. In accordance with all applicable federal, state and local laws, this commitment to equal employment opportunity extends to all employment decisions including, but not limited to, recruitment, hiring, compensation, benefits, training, promotion, demotion or downgrading, transfer, layoff and recall, termination, and all other terms and conditions of employment. The District prohibits and will not tolerate this type of discrimination.

Individuals with Disabilities

The District is committed to complying fully with the Americans with Disabilities Act as Amended (ADAAA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

The District will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Hiring procedures have been reviewed to provide persons with disabilities with meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation may be available to disabled employees whose disability affects the performance of essential job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria and within Civil Service guidelines, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of promotion and seniority lists.

Employment Applications

The District relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in any of this information or data may result in the District's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment, regardless of when this information was discovered.

Pay Procedures/Work week and Pay Period

Employees are paid weekly. The work week begins on Sunday and ends on Saturday, with pay date on Thursday following the end of a pay period. If a scheduled payday falls on a holiday observed by the District, employees will typically be paid on the day preceding the holiday.

All required deductions, such as federal, state and local taxes, Social Security and Medicare and all authorized voluntary deductions, such as health insurance contributions, will be automatically withheld from paychecks. Employees may receive pay adjustments depending upon cost of living, market factors, or based upon performance. All pay adjustments will be communicated to employees prior to the adjustment becoming effective. Employees who experience any inaccuracy issues with their paychecks are to immediately bring this to the attention of their supervisor. Misrepresentation of your time or entering a co-workers' time is a violation subject to disciplinary action up to and including termination of employment.

Categories of Employment

Employee status defines an individual who works a specific schedule and is paid through the District's payroll. Individuals who are paid by employment agencies or paid as independent contractors, freelancers, or vendors are not employees of the FIWM District.

Full-time status defines an employee who regularly works 35 or more scheduled hours per week throughout the year.

Part-time status defines an employee who works regularly less than 35 hours and at least 100 hours per year.

Seasonal/On Call status defines employees hired either for an unspecified number of hours, or a limited period of time.

The Federal and State Wage and Hour Law define exemption status of positions - All positions will be categorized in accordance with Federal and State guidelines to determine which positions are exempt or non-exempt from overtime payment. Employees who are categorized as non-exempt will be paid overtime or compensatory time off at a rate of one and one-half times their hourly rate of pay for all hours actually worked in excess of 40 during a seven (7) day pay period.

With few exceptions, employees who are categorized as exempt are not entitled to overtime for all hours actually worked in excess of 40 during a seven (7) day pay period. Exempt employees normally

will receive their full salary for any week in which they perform work, without regard to the number of days or hours they performed work.

Anniversary Date

Refers to the employee's date of hire. Benefits and other eligibility may be determined by an employee's anniversary date.

Personnel Records

A personnel file shall be maintained in the District office for all employees. An employee's file shall be available for review upon request of the employee to the Manager.

As a public employee of the tax District, please note that your salary may become public information.

The District must be notified within 24 hours of any change in personnel data.

Time Sheets

Time sheets for hours worked, overtime worked, vacation, sick time and personal time must be filled out by all non-exempt employees, and delivered electronically to the office. The time sheet is reviewed by the office clerk and paychecks are generated.

The employee must note on their time sheet whether they are taking vacation, paid holiday, sick day or personal day.

To allow for scheduling of replacement workers, vacation and personal time must be requested a minimum of two weeks in advance except in the case of a true emergency. This is done by submitting requests to your Manager. In the unlikely event that a time-off request and needs of the District are in conflict, the employee and Manager will work together to ensure proper coverage of the employee's position. Unexcused absences are prohibited.

Absences and Tardiness

When you are absent or late, we miss you and your contribution. If you are too ill to come to work, we expect you to take care of yourself so you can return to a healthy state as soon as possible.

- Punctuality is critical for us to operate efficiently and serve our customers. We expect your strict adherence to the following procedure for reporting absences and/or lateness:
- If you are unable to report to work, you must personally notify your Manager before you are scheduled to be at work, on each day they will be unable to work. You may be required to indicate a phone number where you can be reached in the event there is a question about some work or task in progress.
- If you are late/will be late for work, you must personally notify your Manager as soon as possible.

- If your Manager is not available when you call, a voicemail or email message should be left and followed up with a later call as soon as possible.
- If you are absent for three or more consecutive days, you will be required to provide a doctor's note indicating your ability to report to regular duty or any restrictions that might apply. The District reserves the right to require a doctor's note at any time when it has reason to believe that an employee may be abusing sick time privileges.
- If you need to schedule a doctor's appointment or a court date, you should provide at least a week's notice and make every effort to schedule it on your own time. Leaving work during scheduled work hours requires approval.
- When planning your vacation time, you must seek and receive approval from your Manager a minimum of two weeks in advance of the proposed date(s). This applies to all employees, including management.
- Employees may not leave their posts for any reason without their Manager being notified and giving approval.
- Unscheduled and/or unexcused absences on two or more occasions per year are grounds for disciplinary action. These occasions do not include approved use of vacation, sick time, bereavement leave, or jury duty.
- Repeated incidences of reporting late for work is grounds for disciplinary action, and may jeopardize your employment.
- If it becomes necessary for an employee to leave work during regular hours due to a personal emergency, you must secure the area (lock gates and doors) and notify the Manager immediately.
- If you are absent three or more consecutive days without notification, we will presume that you are voluntarily resigning and will, consistent with applicable law, discontinue your employment effective with your first day of absence.

Electronic Equipment Usage

Fishers Island Waste Management District (FIWMD) provides you with the necessary equipment to do your job. The equipment may include a telephone, fax machine, computer and the necessary internet and email connections. This equipment should be used for business purposes. However, occasional personal brief use is permitted within reasonable limits.

When using this equipment, employees must adhere to all policies defined elsewhere in this handbook. Employees should have no expectation of personal privacy when using any District-owned systems.

We strive to maintain a workplace that is free of harassment and sensitive to the diversity of our employees and the public. Therefore, we prohibit the use of computers, email and other systems in ways that are disruptive, offensive to others and are harmful to morale. Material that is fraudulent, sexually explicit, profane, obscene, intimidating, defamatory, harassing, discriminatory, or is otherwise

unlawful, inappropriate or in violation of the District's Equal Employment Opportunity and Anti-Harassment Policy may not be sent by e-mail, instant message or other forms of electronic communication (such as bulletin board systems, news groups, chat groups) from District-owned systems, or displayed on or stored in the District's computer systems.

Employees whose internet, email or other use of District systems violates applicable laws or District policies are subject to disciplinary action, up to and including termination of employment.

Communication and Standards of Conduct

Code of Conduct and Prohibited Activities

Whenever people gather together to achieve common goals, some rules of conduct are needed to help us work effectively and harmoniously. By accepting employment with us, you have a responsibility to the District and to your fellow employees to adhere to certain rules of behavior and conduct, to act in an ethical manner and to respect all of your co-workers. The purpose of these rules is to be certain that you understand what conduct is expected and necessary.

The District requires that you:

- Observe established guidelines and policies.
- Adhere to your work schedule and perform your work in a conscientious manner.
- Meet the objectives to which you have committed.
- Advise your supervisor in advance when you anticipate an absence from work.
- Treat co-workers, management and customers with courtesy and respect.
- Apply the highest level of ethics in all your dealings while representing the District.
- Support the District's mission.

The following list includes examples of behavior or misconduct, which can result in disciplinary action up to and including termination (this list is not comprehensive).

- Possession, use, sale or consumption of alcohol, illegal drugs on District premises or under the influence of prescription drugs that may inhibit your ability to perform your job
- Threatening, intimidating, harassing or interfering with another employee's performance, including unlawful discrimination and prohibited harassment. Any physical altercation with a co-worker, supervisor or customer
- Any violation of the District's Equal Employment Opportunity and Anti-Harassment Policy Falsification or alteration of time records
- Unauthorized use of, neglect, abuse, theft, removal of District facilities, including telephone, office equipment, heavy equipment, lawn mowing equipment and other property
- Discourteous or inappropriate behaviors that would interfere with the positive image that the District strives to maintain
- Smoking in any District buildings
- Misuse of the time-off policy
- Acts of insubordination or disrespect towards supervisors and management
- Violation of safety regulations or any practice that could harm self, co-workers and/or customers
- Inability to perform assigned work as a result of a loss of a required license
- Excessive or unexcused lateness and/or absences from work

- FIWMD has the right to require drug or alcohol testing if it is suspected an employee is working under the influence of drugs or alcohol

Anti-Harassment Policy

Sexual harassment constitutes discrimination and is illegal pursuant to federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of the conduct by an individual is used as the basis for employment decisions affecting the individual; or (iii) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Gender-based harassment – that is, harassment not involving sexual activity or language (e.g., when a male supervisor yells only at female employees and not males) – may also constitute discrimination if it is severe or pervasive and directed at employees because of their gender. The District prohibits and will not tolerate all of these types of sexual harassment.

Harassment on the Basis of any other Protected Characteristic

Harassment on the basis of any other protected characteristic is also strictly prohibited by the District. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, creed, national origin, age, disability, marital status, citizenship status, military or veteran status, sexual orientation, genetic information, or any other characteristic protected by applicable law, and that: (i) has the purpose or effect or creating an intimidating, hostile or offensive work environment; (ii) has the purpose of effect or unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail)

Retaliation is Prohibited

The District prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of those reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy. Like prohibited harassment or discrimination itself, violators will be subject to disciplinary action.

Complaint Procedure

Reporting an Incident of Harassment, Discrimination or Retaliation

The District strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to the District's policy or who have concerns about these matters should file their complaints with their Manager or the Commission before the conduct becomes severe or pervasive. Individuals should not feel obligated to bring their complaints to their Manager before bringing the matter to the attention of the Commission. Employees can submit claims in writing, by e-mail or in person, and all oral complaints or reports must be documented in writing.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established by this policy, the District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. The District will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its staff/employees. The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly, and impartially under the direction of the District Chair of the Commission. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. No individual who is the subject of a discrimination, harassment or retaliation complaint shall play a role in the decision-making process with respect to the resolution of the complaint.

The District Chair of the Commission will make best efforts to ensure the investigation of all complaints of discrimination, harassment and retaliation, preparation of written findings of the results of each investigation and the remedial actions proposed, and communication with the complaining party about the results of the investigation and remedial actions taken, if any, all within a reasonable period of time consistent with the circumstances of the complaint.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

If, after investigation any complaint of discrimination or harassment, it is determined that an employee has intentionally made a false claim of discrimination or harassment, or has intentionally provided false information regarding a discrimination or harassment complaint, disciplinary or legal action may be taken against the individual who filed the false complaint or who provided the false information.

Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action including, but not limited to, a warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as the District believes to be appropriate given the circumstances.

Individuals who have questions or concerns about these policies should contact the Manager or the District's Chair of the Commission.

Drug and Alcohol Free Workplace

FIWMD prohibits the possession, sale, distribution or use of illegal drugs or the abuse of legal drugs, including alcohol, by District employees while on district premises or while conducting business-related activities off of District premises. Additionally, the District prohibits employees reporting to work impaired, under the influence, or having in their system illegal drugs or abused legal drugs, including alcohol. The legal use of over-the-counter or prescribed drugs is permitted on the job only if it does not impair an employee's ability to effectively perform the essential functions of the job and in a safe manner that does not endanger the employee or other individuals in the workplace.

All employees must notify FIWMD of a felony conviction for drug-related activity. The report must be made within five days of the conviction.

Violations of this policy may lead to disciplinary action, up to and including termination of employment or required participation in a substance abuse rehabilitation or treatment program. The participation in a substance abuse rehabilitation or treatment program is available to an employee once during their employment with FIWMD. An additional occurrence will result in disciplinary action, up to and including termination of employment.

Communicating Concerns and Employee Protection

The District is committed to providing a comfortable and congenial working environment for its employees. To accomplish this, we encourage an open and frank communication style in which you can ask questions, discuss problems, issues, report complaints and make suggestions without fear of retribution or retaliation. Management in turn will strive to respond to your concerns and issues in a timely manner.

It is the intent of the District to adhere to all applicable laws and regulations. The underlying purpose of this policy is to support the District's goal of legal compliance. The support of all employees is necessary to achieve compliance with these various laws and regulations.

If any employee reasonably and genuinely believes that some policy, practice or activity is in violation of any law, a written complaint should be filed by that employee with a Manager or any member of the District's Commission.

If you have a concern that you are unable to resolve yourself, we ask you to follow the proper channels of communication and bring the matter to the attention of your immediate supervisor verbally or in writing. If the matter is urgent and your supervisor is unavailable, or if your supervisor is unwilling or unable to discuss and help you resolve this issue, you may present the problem to the Manager in writing.

An employee is protected from retaliation as is set forth in applicable law.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment.

Grievances

It is the policy of the FIWMD that all employees and commissioners are treated equitably in matters affecting employment. If you have a work related issue with another colleague, try to resolve it one-on-one.

Definition of a grievance – A grievance is a complaint regarding:

- Basic terms and conditions of employment as outlined in this handbook,
- Working conditions,
- The application, interpretation, or violation of the rules and regulations of the District for which the employee works.

Any employee having a problem regarding his or her employment shall first discuss the problem with the manager. In the event the problem is with the employee's Manager, the employee may contact a member of the Commission.

Any grievance of an employee shall be handled in accordance with the following procedure:

- The employee shall within ten (10) working days of the date of the grievance or within ten (10) working days of the date he/she could reasonably be expected to have knowledge of the grievance, present the grievance in writing to his/her Manager. The Manager shall, within five (5) working days, meet and discuss the grievance with the employee and then reply in writing within five (5) working days from the aforementioned meeting.
- In the event that the Manager's decision is not satisfactory to the employee, the employee may, within five (5) working days, present his/her grievance in writing to the Commission of the FIWMD. The Commission shall, within five (5) working days, meet and discuss the grievance with all parties and then reply in writing within five (5) working days.
- The decision of the Commission shall be final.

Disciplinary Action

Employees found violating policies and practices of the District are subject to disciplinary action including but not limited to verbal warning, written warnings, suspension and termination of employment.

Sanctions may be imposed if the policies and procedures of the District are not met – as per Suffolk County Civil Service.

Any disciplinary warnings will become part of the employee's permanent employment record - as in accordance with Suffolk County Civil Service.

Safety

Safety is everyone's responsibility. All staff and commissioners must be concerned with making the District a safe place to work.

Any unsafe condition should be reported immediately to the Manager. After reporting the unsafe condition, the employee should take all necessary precautions to prevent an accident from occurring until the hazard can be corrected. For safety reasons and with the exception of District business, family and friends should keep their visits to the work site to a minimum and as short as possible. The compost and transfer stations must be manned at all times when open.

Safety and Emergency Protocol

At any point during the day, if conditions become hazardous or unsafe for employees and customers, the employee in charge should use their best judgment as to how to proceed and discuss a plan of action with the Manager. If unavailable, the office should be informed as soon as possible, as to what decision was made.

Injury on the Job

On the job injuries should be reported immediately to your Manager and to the office. For additional information, please speak to the office.

Workplace Violence Prevention

The District is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the District has adopted the following guidelines to deal with intimidation, harassment or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay", or other conduct that may be dangerous to others. Conduct that threatens, intimidates, or coerces another employee or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by applicable federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your Manager. This includes threats by employees, as well as threats by vendors, residents, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to your Manager and/or the Commission. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work area, do not try to intercede or see what is happening.

The District will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be kept confidential to the extent practical under the circumstances. Any employee determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment in accordance with the law, where applicable.

The District encourages employees to bring their disputes or differences with other employees to the attention of their Manager before the situation escalates into potential violence. The District is eager to assist in the resolution of employee disputes, and will not discipline employees for raising concerns about potential violence.

Full Time Employee Benefits

Note: A Full-Time Employee is defined as one who works 35 hours or more per week on a regular basis.

Insurance

Medical and dental benefits are provided as is life insurance. For details please see the provider handbooks. Please note it is the employee's responsibility to understand their coverage and work directly with their provider.

Workers Accident/Disability Compensation

All employees are covered by the Worker's Compensation Law which applies only to injuries sustained on the job.

Paid Holidays

Full time employees are eligible for the following paid holidays 90 days after hire:

New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day
4th of July, Labor Day, Thanksgiving and Christmas Day

Because of the nature of the District and how it operates, some employees will be scheduled for work on some holidays. If an eligible employee works one of the holidays he/she will be paid at double the daily rate or he/she will be given a compensatory day off at the earliest possible time convenient to the District and to the employee.

Full time employees who do not work on the holiday will receive 8 hours of regular pay.

Paid Personal Days

Personal days may only be taken in full and half day increments and must be approved at least two weeks in advance by the Manager. The Manager reserves the right to deny time off if it conflicts with District needs. Unused personal days cannot be rolled over into the following year but will be paid at the end of the year. Unused personal days will not be paid to an employee upon termination or resignation of employment.

Full time employees are eligible for personal days based upon length of service after 90 days of employment as follows:

- 90 days to 1 year 1 day/calendar year
- After 1 year 1 day for each year of service to a maximum of 40 hours/calendar year

Paid Sick Days

Sick time is provided for periods of temporary absence due to health-related issues. This does not include Worker's Compensation claims. A doctor's note is required after 3 consecutive days of sick time taken.

Notify the Manager as soon as possible when you are ill or injured. The District wants to help employees

and their families through the crisis and also accommodate the needs of the District.

Full time employees are eligible for paid sick days based upon length of service after 90 days' of employment as follows:

- 90 days to 1 year 8 hrs/calendar year
- After 1 year 1 day for each full year of service to a maximum of 40 hours/calendar year

Sick time can be accumulated beyond the calendar year to a maximum of 240 hours. Sick time may not be used to extend vacation or personal time off. Unused sick time will not be paid to an employee upon termination or resignation of employment.

Paid Vacations

Paid vacation is available to provide opportunities for rest, relaxation and personal pursuits. Due to the seasonal nature of the Fishers Island community, employees are not permitted to take more than two (2) consecutive days off during a typical work week from Memorial Day to Labor Day. Casual employees are difficult to find during this time and the island is better served by full time trained employees on duty.

To assure adequate staffing, employees should submit their vacation requests a minimum of two weeks in advance of planned time off. Although unlikely, a vacation request may be denied if adequate staffing cannot be found.

Vacation time must be taken in no less than half day increments.

Vacations must be requested via email to your Manager at the same time as the email notice is sent to the office. Your Manager will respond to your request. Vacation time must be taken within the calendar year and may not be rolled over into the following year. Unused vacation time will not be paid to an employee upon termination or resignation of employment.

Full time employees are entitled to paid vacations as follows:

- 90 days to 1 year no vacation
- After 1 year – 5 years 40 hours/calendar year
- After 5 years – 10 years 80 hours/calendar year
- After 10 years – 15 years 120 hours/calendar year
- After 15 years plus 160 hours/calendar year

Bereavement

Employees will be granted paid leave in the event of a death in their immediate family as follows:

- 90 days to 1 year 3 days/calendar year
- After 1 year 5 days/calendar year

Immediate family includes parent, spouse, committed partner, committed same-sex partner, parent-in-law, sibling, child, grandparent and grandchild or anyone currently living in the same household under individual circumstances, additional unpaid leave time may be granted.

Civil Obligations

Employees shall be granted leave for compulsory court attendance for jury duty upon presentation of the summons letter. The employee shall receive full compensation, less the financial compensation received for such duty for the first three days of service. The remainder of jury duty leave will be unpaid.

Military Service

Employees in the active reserves or National Guard service shall be granted a paid leave for compulsory service to a maximum of 30 calendar or 22 working days (whichever provides the greater benefit to the employee) per calendar year, or continuous period of absence which spans more than one calendar year. Any additional leave for compulsory military duty will be unpaid.

Retirement Benefits

Employees may enroll in an IRA plan. The District will match up to 3% of an employee's gross income per year.

Part Time Employee Benefits

Note: A Part Time Employee is defined as one who works 20 hours or more per week but less than 35, on a regular basis.

Insurance

Medical, dental and life insurance benefits are provided for part time employee only; family members are not covered. For details please see the provider handbooks.

Workers Accident/Disability Compensation

All employees are covered by the Worker's Compensation Law which applies only to injuries sustained on the job.

Paid Holidays

Part time employees are eligible for the following paid holidays 90 days after hire:

New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day
4th of July, Labor Day, Thanksgiving and Christmas Day

Paid Personal Days

Personal days may only be taken in full and half day increments and must be approved at least two weeks in advance by the Manager. The Manager reserves the right to deny time off if it conflicts with District needs. Unused personal days cannot be rolled over into the following year but will be paid at the end of the year. Unused personal days will not be paid to an employee upon termination or resignation of employment.

Part time employees are eligible for paid personal time off based upon length of service as follows:

- 90 days to 1 year 5 hours/calendar year
- After 1 year 5 hours for each year of service to a maximum of 20 hours/calendar year

Paid Sick Days

Part time employees are eligible for paid sick time based upon length of service as follows:

- 90 days to 1 year 5 hours/calendar year
- After 1 year 5 hours for each year of service to a maximum of 20 hours/calendar year

Unused sick time may be rolled over into the next calendar year to a maximum of 120 hours. Unused sick time will not be paid to an employee upon termination or resignation of employment.

Paid Vacations

- Paid vacation is available to provide opportunities for rest, relaxation and personal pursuits.
- Vacations must be requested via email to your Manager at least two weeks in advance at the same time as the email notice is sent to the office. Your Manager will respond to your request.

- Vacation time must be taken within the calendar year and may not be rolled over into the following year. Unused vacation time will not be paid to an employee upon termination or resignation of employment.
- Part time employees are entitled to 20 hours of vacation per calendar year at the end of one full year of service.

Bereavement

Employees will be granted paid leave in the event of a death in their immediate family based upon length of service as follows:

- 90 days to 1 year 5 hours/calendar year
- After 1 year 20 hours/calendar year

Immediate family includes parent, spouse, committed partner, committed same-sex partner, parent-in-law, sibling, child, grandparent and grandchild or living in the same household. Under individual circumstances, additional unpaid leave may be granted.

Civil Obligations

Employees will be granted leave for compulsory court attendance for jury duty upon presentation of the summons letter. The employee shall receive full compensation, less the financial compensation received for such duty. The remainder of jury duty leave will be unpaid.

Military Service

Employees in the active reserves or National Guard service shall be granted a paid leave for compulsory service to a maximum of 30 calendar or 22 working days (whichever provides the greater benefit to the employee) per calendar year or continuous period of absence which spans more than one calendar year. Any additional leave for compulsory military duty will be unpaid.

Retirement Benefits

Employees may enroll in an IRA plan. The District will match up to 3% of an employee's gross income per year.

Statutory Benefits

Family and Medical Leave

This policy is applicable to all requests for family and medical leaves of absence pursuant to the Family and Medical Leave Act of 1993 (FMLA). Employees who have worked for FIWMD for at least 12 months and who have worked at least 1,250 work hours over the prior 12 months may be entitled to take up to 12 weeks of FMLA leave during a 12 month period (a rolling 12 month period that is measured backwards from the start date of any given leave to see how much leave was previously taken) for:

- Birth of a child of the employee or to care for that child within one year of birth;
- Placement of a child into the employee's family by adoption or foster care arrangement or to care for that child within one year of placement;
- Care for the employee's immediate family member (defined as spouse, child or parent, or a child or parent for whom the employee is standing *in loco parentis*) who has a serious health condition; or
- A serious health condition that renders the employee unable to perform the essential functions of his/her position.

There are also special provisions which apply to military families as set forth below.

Definition of Serious Health Condition for Purposes of Non-Military FMLA Leave

For purposes of the non-military provisions of this policy, a "serious health condition" means an illness, injury or physical or mental condition that involves:

- Any period of incapacity or treatment in connection with inpatient care (i.e., an overnight stay) at a hospital, hospice or residential medical care facility;
- Any period of incapacity requiring absence from work or other regular daily activities for more than three consecutive, full calendar days, that also involves:
- In person treatment by a health care provider two or more times within 30 days of the onset of the incapacity (including once within seven days of the first day of incapacity), or in-person treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment by or under the supervision of the health care provider;
- A period of incapacity or treatment for a chronic serious health condition which requires periodic visits (at least twice a year) for treatment by or under the supervision of a health care provider, continues over an extended period of time, and may cause episodic rather than a continuing period of incapacity;
- A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective such as Alzheimer's Disease or the terminal stage of an

illness (employee or family member must be under continuing supervision by a health care provider);

- A period of absence to receive multiple treatments (at least twice in one year) by or pursuant to the orders of a health care provider for restorative surgery after an injury or accident, or for a condition that would likely result in a period of incapacity longer than three consecutive, full calendar days in the absence of medical treatment or intervention; or
- Any period of incapacity due to pregnancy or for prenatal care

Notice of Need for Leave and Medical Certification

If the FMLA leave is for a serious health condition of the employee or a family member, and is foreseeable based on planned medical treatment, the employee must provide at least 30 days' advance notice (or, if the treatment is to start in less than 30 days, as much advance notice as is practical), and make reasonable efforts, subject to the approval of the health care provider, to schedule treatment so as not to unduly disrupt FIWMD's operations.

In cases where an employee is requesting a medical leave because of the employee's own serious health condition or that of a spouse, child or parent, FIWMD will require the employee to submit written medical certification verifying the need for the leave. Certification forms will be provided by FIWMD. FIWMD at its own expense may require the employee to receive a second opinion from a health care provider designated and approved by FIWMD. This will not be a health care provider regularly used by FIWMD. If this opinion conflicts with the first opinion, FIWMD, again at its own expense, may request a third opinion from a health care provider mutually agreed upon by both FIWMD and the employee. The third opinion will be binding on both parties.

Intermittent Leave

FMLA leave taken due to the serious health condition of the employee or the employee's immediate family member may be taken intermittently or on a reduced leave schedule, provided that this leave is medically necessary. If intermittent leave or reduced hours is required, FIWMD, in its sole discretion, may temporarily transfer the employee to another position of equivalent pay and benefits that better accommodates that type of leave.

Health Benefits

During FMLA leave, FIWMD will continue to pay its share of employee health insurance premiums, and the employee must continue to pay his/her share of those premiums, or risk loss of coverage. At the time an employee begins unpaid family or medical leave, he/she shall receive written instructions detailing the time and manner in which the employee's required contribution toward premiums, if any, are to be paid. Failure to pay these premiums by the end of the grace period stated in the written instructions shall result in the loss of the insurance coverage chosen by the employee.

An employee who fails to return to work following the expiration of the unpaid family or medical leave shall be required to reimburse FIWMD for the portion of the health care premiums paid by FIWMD during the unpaid leave unless the employee can establish that the failure to return was due to the continuation, recurrence or onset of a serious health condition that meets the criteria for leave pursuant to this policy (as supported by medical certification) or was due to other circumstances beyond the employee's control.

Substitution of Paid Leave

Employees are required to use all accrued vacation and sick leave during their FMLA leave before taking unpaid leave.

Recertification

Employees who are on medical leave because of their own serious health condition or to take care of a spouse, child or parent with a serious health condition are required to submit a written recertification of the need to remain on the leave every 30 days except that, if the medical certification states that the minimum duration of the condition is for more than 30 days, recertification will not be required before that minimum duration expires. Forms for recertification will be provided by FIWMD. In any case, recertification may be required every six months in connection with an absence by the employee.

FIWMD may request recertification on a more frequent basis if:

1. The employee requests an extension of leave; or
2. Changed circumstances occur regarding the illness or injury; or
3. FIWMD receives information that casts doubt upon the continuing validity of the most recent certification; or
4. An employee is unable to return to work at the conclusion of FMLA leave because of the continuation, recurrence or onset of a serious health condition, thereby preventing FIWMD from seeking reimbursement for group health premiums paid on the employee's behalf during a period of unpaid FMLA leave.

Return to Work

In most cases, employees who return to work from FMLA leave within, or at the expiration of, their available FMLA leave, are entitled to return to their previous job if available, or an equivalent position, without loss of benefits or pay.

All employees taking medical leave to care for their own serious health condition will be required to submit an original copy of a fitness-for-duty certification stating that the employee is able to resume his/her position, signed by their health care provider before returning to work.

Qualifying Exigency Military Family Leave

FMLA-eligible employees who have a spouse, son, daughter or parent ("the covered military member") who is on active duty (or has been notified of an impending federal call or order to covered active duty) in a foreign country as a member of the Armed Services, National Guard or Reserves, or as a retired

member of the Regular Armed Forces, may take up to 12 workweeks of unpaid leave to take care of personal matters related to any of the following:

1. Short-notice deployment (notice of seven or less days prior to the date of deployment) (leave for this purpose can only be used for a period of seven calendar days beginning on the date a covered military member is notified of an impending call or order to active duty);
2. Military events and related activities in advance of and during deployment (including family support or assistance programs and informational briefings);
3. childcare and school activities which are necessitated by the active duty or call to active duty status of a covered military member (e.g., arranging for alternative childcare or school enrollment, providing childcare on an urgent, immediate need basis or attending meetings at a school or daycare facility for a child of a covered military member);
4. Financial and legal arrangements (e.g., preparing and executing powers of attorney or a will, or enrolling for military health care);
5. counseling (provided by other than a health care provider, for oneself, the covered military member or child for reasons related to the active duty or call to active duty status of a covered military member);
6. Short-term, temporary rest and recuperation leave of the covered military member during the period of deployment (up to five days for each instance);
7. post-deployment activities (e.g., attending ceremonies and briefings for a period of up to 90 days following the termination of the covered military member's active duty status or addressing issues arising from a covered military member's death); and
8. Additional activities agreed to by FIWMD and employee.

For the purposes of qualifying military exigency leave only, the definition of a child of a covered military member includes a biological, adopted, or foster child, a stepchild, a legal ward of the covered military member, or a child for whom a covered military member stands in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time the leave is to commence.

A "son or daughter on active duty or call to active duty status" means the employee's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the employee stood in loco parentis, who is on active duty or call to active duty status, and who is of any age.

Qualifying military exigency leave may be taken intermittently or on a reduced leave schedule.

In the case where the need for qualifying military exigency leave is foreseeable, the employee shall provide FIWMD with as much advance notice as is reasonable and practicable.

The first time that an eligible employee requests qualifying military exigency leave, the employee must provide FIWMD with a copy of the covered military member's orders or other military documentation showing the covered military member's call to active duty and expected dates of active duty service. In addition, for each qualifying military exigency leave requested with regard to that covered military

member, the employee must provide FIWMD with written certification that includes, among other information, the reason and anticipated duration of leave. A certification form will be provided by FIWMD for this purpose when a request for qualifying military exigency leave is made.

Military Caregiver Leave

An eligible employee who is the spouse, son, daughter, parent or next of kin (as that term is defined by the FMLA regulations issued by the U.S. Department of Labor) of a “covered service member” is entitled to up to 26 workweeks of leave during a single 12 month period to care for the covered service member.

A covered service member is defined as a current member of the Regular Armed Forces, or the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty, or a pre-existing condition aggravated by service in the line of duty on active duty, that renders the member medically unfit to perform the duties of the member’s military office, grade, rank or rating, and who is undergoing medical treatment, recuperation or therapy, is in military outpatient status, or otherwise on the temporary (as opposed to permanent) disability retired list.

The term “covered service member” also includes a veteran (defined as a person who served in the active military, Naval or Air Service and who was discharged or released under conditions other than dishonorable) who is undergoing medical treatment, recuperation or therapy for a qualifying injury or illness that was incurred in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in the line duty on active service in the Armed Forces) and which manifested itself before or after the member became a veteran, and who was a member of the Armed Forces (including the National Guard or Reserves) at any time during the five years preceding the date upon which the veteran undergoes the medical treatment, recuperation or therapy that triggers the need for the military caregiver leave,

An eligible employee is only entitled to take the leave during one 12-month period measured forward from the date the leave begins. If an eligible employee does not take all 26 workweeks of leave during this period, the remaining weeks are forfeited. Additional leave may be take in other 12-month periods for another covered service member or for the same covered service member with a subsequent injury or illness. Eligible employees may still take up to 12 workweeks of FMLA leave for another covered purpose during the same time period, but the total amount of leave (including military caregiver leave) during that 12-month period may not exceed 26 workweeks. Leave that qualifies as both military caregiver leave and traditional FMLA leave for a family member with a serious health condition will be designated as military caregiver leave.

In the context of military caregiver leave, the terms “son or daughter of a covered service member” are defined as the service member’s biological, adopted, or foster child, stepchild, legal ward, or a child for

whom the covered service member stood in loco parentis, and who is of any age. A “parent of a covered service member” is defined as a covered service member’s biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered service member. The term does not include parents-in-law.

Eligible employees who request to take military caregiver leave will be required to provide certification from the service member’s authorized health care provider. A certification form will be provided by FIWMD for this purpose. In lieu of this certification, an eligible employee may provide the invitational travel order (ITO) or invitational travel authorization (ITA) issued by the federal government to the employee or any family member to join an injured or ill service member at his or her bedside. Second and third opinions and recertification will not be requested for military caregiver leave.

Cancer Screening Leave

New York State Civil Service Law entitles all employees to take up to four hours of paid leave annually, without charge to leave credits, for breast or prostate cancer screening. The screening includes physical exams for the detection of breast or prostate cancer, including mammograms. Requests for cancer screening leave must be submitted to your supervisor and approved in advance. Travel time is included in the four hour cap. Absence beyond the four hours must be charged to leave credits or the time will be docked. The leave is not cumulative and expires at the close of business of the last day of each fiscal year. Unused cancer screening leave will not be paid out to an employee upon termination of employment. The Ferry District may require an employee who takes leave pursuant to this policy to provide satisfactory medical documentation that the leave was taken for the purpose of cancer screening.

Blood Donation Leave

New York State Labor Law entitles employees who work an average of 20 or more hours per week to take up to three hours of leave of absence in any 12 month period to donate blood. Travel time is included in the three-hour cap. Absence beyond the three hour cap will be charged to leave credits or the time will be docked. Advance notice of at least three working days is required prior to taking this leave, as well as proof of the donation activity in the form of a notice of blood donation or a good faith effort at blood donation. This leave is not cumulative and expires at the close of business on the last day of each fiscal year. Unused blood donation leave will not be paid out to an employee upon resignation or termination of employment.

Leaving your Employment

Resignation

To resign in good standing, advance notice of at least two weeks is required from any employee intending to leave his/her position, although the District reserves the right to accept your resignation effective immediately. During the notification period, the Manager will review your eligibility for continued benefits and process necessary paperwork to avail yourself of these benefits. At that time, we will also discuss the return of the District's equipment and property and the details for your final paycheck. We would like to make any separation of employment a mutually congenial one.

Involuntary Termination

An involuntary termination may be a disciplinary measure or the result of inadequate performance, a poor fit for the job, reorganization, and re-allocation of resources or for other reasons deemed by management to be in the best interest of FIWMD

In some instances, an employee may have received prior counseling or warning that his/her position is in jeopardy as a result of poor performance, attendance or behavior. However, the District does not require that notice be provided in all instances. At the time of notification of termination, or immediately thereafter, the Manager will review your eligibility for continued benefits and process necessary paperwork to avail yourself of these benefits. At that time, we will also discuss the return of the District's equipment and property, and the details for your final paycheck.

It is our expectation that this sensitive process can be handled with mutual respect.

Exit Interview

Employees who voluntarily terminate employment may be asked to participate in an exit interview and provide constructive comments and suggestions on improving working conditions at the District. We appreciate receiving your candid opinion of your employment with us.

Continuation of Benefits

Upon termination of your employment from the District, we ask that you review the COBRA information provided in Section 4 of this Handbook, and confer with the office to better understand your rights about the continuation of your benefits under COBRA. If you have been insured under the District's health insurance plan for 12 consecutive months, you may also secure a certificate that will enable you to seek insurance coverage from another employer without restrictions for pre-existing conditions.

Acknowledgement

The purpose of this form is to acknowledge that you have received a copy of the Employee Handbook outlining the policies and procedures of your Employer.

I acknowledge that I have received, read and understand the Fishers Island Waste Management District Employee Handbook and agree to abide by its contents.

I understand that this Handbook is intended to provide information regarding FIWMD employment practices and policies, and that this Handbook, and the policies and practices it contains, are subject to change at any time, with or without prior notice, at FIWMD's sole discretion. All changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only FIWMD's Commission has the ability to adopt revisions to the policies in this Handbook.

I understand that this Handbook does not constitute an express or implied contract or obligation on the part of FIWMD, and does not guarantee my employment for any specific duration.

I acknowledge that this Handbook is not a legal document. I acknowledge that, to the extent that my employment with FIWMD is at will, both FIWMD and I remain free to end our employment relationship at any time, for any lawful reason, with or without notice (subject to the notice requirements contained in the Handbook), and subject to applicable law.

I understand that no employee, Manager, or other representative of FIWMD, other than the Commission, has the authority to make any promise or other commitment contrary to the forgoing, or to enter into any agreement with me for employment of a specified duration, and that any agreement entered into the Commission must be in writing.

Print Name

Signature

Date

This acknowledgement or receipt of this handbook should be provided as a separate sheet when distributing the Employee Book to an employee. A signed copy of this acknowledgement is retained in the employee's personnel file.