

**DEPARTMENT OF
TOWN CLERK
WORK RULES**

TOWN OF OYSTER BAY
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WORK RULES

Designed by the Town Clerk and CSEA Local 881

Approved by the Town Clerk and the Town Attorney

Implemented by the Town Clerk on

TOWN OF OYSTER BAY
OFFICE OF THE TOWN CLERK

WORK RULES

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

THE FOLLOWING INITIALS WILL BE USED AS INDICATED BELOW:

W – WARNING

D – DISCIPLINARY HEARING

WORK RULES

1ST 2ND 3RD 4TH

<p>1. SERVICE TO RESIDENTS – Mission of the Office of the Town Clerk first and foremost is service to the resident. In this regard, it is essential that the staff be mindful of the residents and others who come to conduct business at the counter. The first priority of the staff, therefore, is to assist persons at the counter. This comes before any other work, break or lunch period.</p>	W	W	W	D
<p>2. BREAK PERIODS – Break periods shall be fifteen (15) minutes in duration, as scheduled by the Town Clerk, usually occurring between 10:00 a.m. and 10:45 a.m. and again between 2:45 p.m. and 3:30 p.m. Any lateness in returning from a designated break period may be considered an unauthorized absence, with the employee’s attendance marked accordingly.</p>	W	W	W	D
<p>3. LUNCH PERIODS – Lunch period shall be one (1) hour in duration, as scheduled by the Town Clerk. An employee shall not accrue time from the break periods and the lunch period to leave work before 4:45 p.m.</p>	W	W	W	D
<p>4. EMERGENCY ABSENCE – Failure to call the Secretary as soon as possible, or in the absence of said Secretary, a Deputy Town Clerk or the Clerk’s designee, to advise of an emergency unscheduled absence will be considered as absence without leave. Town Clerk will not approve an “Employee Request for Leave” form requesting Compensation Time off unless it has the approval of a Supervisor.</p>	W	W	D	

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W – WARNING

D – DISCIPLINARY HEARING

WORK RULES	1 ST	2 ND	3 RD	4 TH
5. SICK CALL – Sick call to Secretary for the Town Clerk or in the absence of said Secretary, a Deputy Town Clerk must be made within one (10 hour of starting time. Failure to call will be considered as an unauthorized absence.	W	W	W	D
6. SICK LEAVE AND VACATIONS –Any employee who calls in “sick” on the day befor or after a holiday or vacation, must submit a doctor’s note upon return to work. Failure to do so will result in the employee being marked “absent” for that day, thereby losing the “holiday pay”.	W	W	W	D
7. LATENESS - Lateness will be accumulated up to one half (1/2) hour and will be deducted from the employee’s leave entitlements. Employees with no leave entitlements will have their paycheck reduced for each offense accordingly. Each lateness will continue to be considered an offense and will be marked as such.	W	W	W	D
8. PERSONAL LEAVE – Taking a personal day without prior authorization from your immediate supervisor or his designee is an unauthorized absence and a violation.	W	W	D	
9. LEAVING WORK SITE/ILLNESS –An employee needing to leave the job due to an illness or injury must report said illness or injury to the Town Clerk or his designee in order to be released on sick leave. The Town Clerk or his designee will determine whether the employee should be taken to a doctor or hospital for evaluation and/or treatment.	W	W	W	D
10. WORK STATIONS – Employees are to remain at their assigned workstations or areas unless authorized to leave by supervisory personnel. Employees are responsible to ensure that workstation is clean. Eating is prohibited at workstation.	D			

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WORK RULES	1 ST	2 ND	3 RD	4 TH
11. MOTOR VEHICLE LICENSING – Employees operating Town issued motor vehicles in the course of their employment are required to maintain a valid, appropriate class New York State Driver’s License at all times. Said licenses are to be made available to the Town Clerk or his designee upon request. In instances where licenses have been revoked, suspended or permitted to expire, the employee must report the same to the Town Clerk in writing immediately.	W	D		
12. MOTOR VEHICLE OPERATION – Employees operating Town issued motor vehicles in the course of their employment are required to obey all rules, customs and laws as established by the Vehicle and Traffic Law of the State of New York and the Town of Oyster Bay Motor Vehicle Policy. In the course of employment, operation of any vehicle in an illegal, improper, unsafe or discourteous manner may result in the revocation of the right to use a Town vehicle, removal from any job duties and/or title requiring the operation of a motor vehicle, and/or disciplinary action.	W	W	W	D
13. DISTRIBUTION OF LITERATURE – Distributing written matter or materials in work areas or during working hours, unless approved by the Town Clerk or his designee, will not be permitted.	W	W	D	
14. BULLETIN BOARDS – Posting, removing or defacing any material on Town property or items thereon or therein, unless specifically authorized by the Town Clerk or his designee, will not be permitted.	D			
15. EMPLOYEE TO EMPLOYEE RELATIONS – Threatening, intimidating, coercing, harassing or interfering with fellow employees or making false, vicious or malicious statements concerning other employees may subject the employee to an immediate disciplinary hearing.	D			

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WORK RULES	1 ST	2 ND	3 RD	4 TH
16. WEAPONS, FIREARMS, EXPLOSIVES – Possession of weapons, firearms or explosives, on Town premises shall subject the employee to an immediate disciplinary hearing.	D			
17. GAMBLING – Gambling or engaging in a lottery on Town premises or during working hours, except for the New York Lottery, may subject the employee to an immediate disciplinary hearing.	D			
18. ALCOHOL/DRUG USE – At no time during a work shift shall an employee come under the influence of alcoholic beverages, or a narcotic drug or derivative, amphetamines, or any substance which may render the employee incapable of performing in a regular, proper, efficient and safe manner. Such action may subject the employee to an immediate disciplinary hearing.	D			
19. FALSIFYING RECORDS – Falsifying, assisting in the falsification of, or failure to report the falsification of personnel records or other records of the Town of Oyster Bay may subject the employee to an immediate disciplinary hearing.	D			
20. REMOVAL OF TOWN PROPERTY – Theft or removal from the premises, of any Town property or property of any other employee or individual may subject the employee so doing to an immediate disciplinary hearing.	D			
21. MISUSE, DESTRUCTION OR DAMAGE – 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 so doing to an immediate disciplinary hearing.	D			
22. DELIBERATE RESTRICTION OF OUTPUT – Deliberately restricting output may subject the employee to an immediate disciplinary hearing.	D			

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23. SABOTAGE – Engaging in sabotage of equipment or procedures in use or effect may subject the employee to an immediate disciplinary hearing	D			
24. INSUBORDINATION – Insubordination may subject the employee to an immediate disciplinary hearing.	D			
25. CONDUCT – Employees are to conduct themselves at all times, in a proper and respectable manner. All employees shall identify themselves whenever communication with members of the public. Employees are expected to dress in appropriate business attire.	W	W	D	