

**DEPARTMENT OF
PARKS
WORK RULES**

INSTRUCTIONS FOR DEPARTMENT OF PARKS

WORK RULES AND

RULES OF CONDUCT

The Supervising employee will fill out the appropriate form for violation of Work Rules and/or Rules of Conduct. The completed forms (all copies) will be turned in to the Division Head or his/her Assistant at the end of the work shift.

The Division Head or his/her Assistant will verbally inform the employee that a charge of violating a Work Rule or Rule of Conduct has been brought against him/her.

If at that time the Division Head has reason to believe that there were extenuating circumstances, he/she has the right, after consultation with the Commissioner, to dismiss the case and void the notice of violation. Such a determination must also be explained to the Supervision employee who initially brought the charges.

If the violation calls for an official warning, the Division Head will provide the appropriate copy of the notice of violation to the employee either by handing it to him/her or mailing it to the employee's officially listed address. Remaining copies must also be distributed according to the designations on the appropriate forms.

If the violation calls for an immediate disciplinary hearing, the Division Head will send an inter-departmental memorandum through the Commissioner to the appropriately designated office. Remaining copies of the notice of violation must also be distributed as indicated on the appropriate forms. The inter-departmental memorandum will describe the circumstances and ask for an immediate disciplinary hearing under Section 75 of the Civil Service Law.

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	OFFENCE	1 ST	2 ND	3 RD	4 TH
1.All employees will report to the designated work site on time and ready to work. Starting time and site will be designated by the Commissioner or his/her designees. Employees reporting late can be considered in violation of Rule 9 if they fail to provide notice of lateness prior to the start of their designated shift. Lateness with or without prior notice will automatically result in the loss of one hours' pay for each hour or fraction thereof that an employee is late for the start of their shift.		W	W	W	D
2. All absences that are not authorized by the Commissioner or his/her designees shall be considered an unauthorized absence. All unauthorized absences will automatically result in a loss of pay for each entire shift. In addition:		W	D		
(a)Failure of the employee to notify the Division Head or his designee of an absence prior to the start of a designated shift is an unauthorized absence and a violation.		W	D		
(b)Failure of the employee to notify the Division' Head or his designee of an absence at least 30 minutes prior to the start of any shift beginning at or after 6am but prior to 2pm; 90 minutes prior to any shift beginning at or after 2m but before 10pm and 2 hours prior to any shift beginning at or after 10pm but before 6am.		W	W	D	

WORK RULES

W-WARNING
D –DISCIPLINARY HEARING

WORK RULES

OFFENCE 1ST 2ND 3RD 4TH

<p>(c) Taking a vacation day which was not previously approved as part of the employee’s annual vacation schedule will be considered an unauthorized absence and a violation, unless the vacation day is requested in writing to the Commissioner of Parks, at least 48 hours prior to the vacation day being requested and the requested date is approved.</p> <p>(d) Taking a Personal day without prior authorization from the Division Head or his/her assistant is an unauthorized absence and a violation.</p> <p>(e) Two consecutive unauthorized absences.</p>	<p>W</p> <p>W</p> <p>D</p>	<p>D</p> <p>D</p>		
<p>3. Absences for illness before or after a vacation holiday or scheduled weekly day off must be substantiated in writing at the request of the Division Head. Failure to provide acceptable substantiation of illness within 48 hours of it being requested will be considered an unauthorized absence as defined in Rule 2 and a violation.</p>	<p>W</p>	<p>D</p>		
<p>4. Absence for illness taken by an employee having no accrued time for same and therefore resulting in an absence at no pay must be substantiated in writing at the request of the Division Head. Failure to provide acceptable substantiation of illness within 48 hours is an unauthorized absence and a violation.</p>	<p>W</p>	<p>D</p>		
<p>5. No exception to designated lunch periods or coffee breaks will occur unless specifically approved by immediate supervising employee.</p>	<p>W</p>	<p>W</p>	<p>D</p>	

WORK RULES

W-WARNING
D –DISCIPLINARY HEARING

WORK RULES

OFFENCE 1ST 2ND 3RD 4TH

<p>5(a) immediate supervising employee granting employees under his/her supervision exceptions to lunch periods or coffee breaks must notify Division Head or his/her assistant prior to granting such exception if possible but under no circumstances should such notification be later than the end of the shift.</p>	<p>W</p>	<p>D</p>		
<p>6. Extended lunch period or coffee breaks</p>	<p>W</p>	<p>D</p>		
<p>7(a) All employees must report to work in uniform (when issued). Sneakers, loafers, clogs or sandals are not safe footwear and anyone wearing same will not be permitted to work and will be charged with an unauthorized absence. If permitted by the Commissioner or his designee to return to work in uniform during the same shift, the employee will lose one hour's pay for each hour or fraction thereof, that he was absent. Shoulder patches will not be removed and unauthorized alterations of the uniform or variations of the uniform will be considered as out of uniform for the employee. Any variations of the uniform must be authorized by the Commissioner.</p>	<p>W</p>	<p>W</p>	<p>W</p>	<p>D</p>
<p>(b) Uniforms may not be worn during not-working hours beyond the direct transportation between the employee's home and work site.</p>	<p>W</p>	<p>W</p>	<p>W</p>	<p>D</p>
<p>8(a) At no time from the start to the end of the shift shall an employee partake of any alcoholic beverages or allow himself/herself to be under the influence of 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.</p>	<p>W</p>	<p>D</p>		
<p>(b) An employee taking properly prescribed medications, including that which may fall within the above descriptions, must notify his/her supervisor prior to going on duty.</p>	<p>W</p>	<p>W</p>	<p>D</p>	

WORK RULES

W-WARNING
D –DISCIPLINARY HEARING

WORK RULES	OFFENCE	1 ST	2 ND	3 RD	4 TH
9(a) Leaving work area without permission of immediate supervisor.	D				
(b) Permitting an employee under your supervision to leave the work area without prior notification of the Division Head or Assistant. When prior notification is impossible, notification must be made prior to the end of the work shift.	D				
10 (a) All questions regarding Town or department policy will be directed to your immediate supervisor.	W	W	D		
(b) Providing false information concerning Town or department policy.	W	D			
11. When assigned to a vehicle, it is the operator's responsibility to insure a blank accident report to be available in the vehicle and to make a complete check of all systems on the vehicle and cause corrective action be taken as needed prior to leaving for assigned duties.	W	D			
12. The employee is responsible for all equipment assigned to him/her and must keep same in clean condition.	W	D			
13. Damages or loss of Town tools, equipment, supplies, machinery or vehicles will be a violation charged against the employee to whom same was last assigned.	W	W	D		
14. Failure of an employee to report to the Division Head immediately at the end of a shift any loss or damages of any Town property, tools, equipment, supplies, machinery or vehicles assigned to said employee.	D				

WORK RULES

W-WARNING
D –DISCIPLINARY HEARING

WORK RULES	OFFENCE	1 ST	2 ND	3 RD	4 TH
15(a) Injury to self or another employee due to failure to follow safe operating procedures.		W	D		
(b) Failure to follow safety procedures without causing injury.		W	W	W	D
16. In the event of fire in a Town vehicle, the employee must first call the fire department, then notify the Division Head giving the location of the vehicle.			D		
17. Employees operating motor vehicles of any type are required to make available their driver's license to their immediate supervisor at three month intervals. In instances where licenses have been revoked, suspended or permitted to expire, the employee must report same to his supervisor immediately.			D		
18. All injuries or accidents must be reported before leaving the work site on the day of the injury or accident.		W	D		
19. Any employee leaving the job due to alleged illness or accident which is hob related must report to the Town's designated doctor or hospital or if he/she so desires to his/her own doctor providing written evidence is submitted within 48 hours of reporting to his/her own physician. In addition to being a violation, failure to comply with this rule will result in the employee being charged with an unauthorized absence. (See Rule 2.)		W	D		

WORK RULES

W-WARNING
D –DISCIPLINARY HEARING

WORK RULES	OFFENCE	1 ST	2 ND	3 RD	4 TH
20. Any employee leaving the job due to an alleged illness/accident which is not job related may be required to report to the Town’s designated doctor or hospital or at the employee’s option and expense, his/her own doctor, providing written evidence of illness/accident from his/her doctor is submitted within 48 hours of the employee reporting to his/her doctor. Failure to comply with this rule will be considered an unauthorized absence (See Rule 2) in addition to a violation.		W	D		
21. At the request of the Commissioner or his designee an employee granted sick time to be charged against accrued sick time must provide written substantiation that the reason for his/her absence from his/her home during the authorized sick day is directly related to the illness. Failure to provide acceptable substantiation within 48 hours will automatically result in the employee being charged with an unauthorized absence (See Rule 2) and a violation.		W	D		
22. Distributing matter or materials in work areas or during work hours or while in uniform or partially in uniform, unless approved by the Commissioner or his designee.		W	D		
23. Posting, removing or defacing any material on Town property or items thereon or therein, unless specifically authorized by the Commissioner or his designee.		W	D		

24. Salvaging on or of Town property by an employee for other than Town use.	D
--	---

WORK RULES

W-WARNING
D –DISCIPLINARY HEARING

WORK RULES	OFFENCE	1 ST	2 ND	3 RD	4 TH
25. Employees will park in designated areas only.		W	W	W	D
26. Bringing, using or allowing to be used in a Department facility any furniture, appliance, tool or decoration not owned, issued or provided by the Town through the department and for which a specific exemption has not been issued in writing from the Commissioner or his designee.		W	D		
27. In case of a vehicular accident: First – Contact the Police Department precinct having jurisdiction to request assistance and an ambulance if needed. Second – Contact the Division Head giving the location of the accident. Do not remove the vehicle until you have directed to do so by the proper authority (unless it is blocking traffic or creating a hazard and the vehicle can be moved safely). Do not make statements to anyone other than Police. Utilize the blank accident report (which should be in the vehicle) to obtain all required information.		W	D		

RULES OF CONDUCT

W=WARNING

D=DISCIPLINARY HEARING

RULES OF CONDUCT

OFFENSE

1st

2nd

3rd

4th

C1. Unauthorized operating, using or possessing of Town vehicles, machines, equipment or tools.	W	D
C2. A) Anyone taking action to cause damage to Town property or equipment or injury to Town employees or members of the public.	D	
C2. B) Altering, destroying or modification of uniforms.	D	
C3. Threatening , intimidating, coercing or interfering with fellow employees on Town property or during working hours.	W	D
C4. Threatening, intimidating, coercing or interfering with fellow employees at any time or place that may result in said fellow employee being hampered in the performance of his/her duties.	W	D
C5. Making false, vicious or malicious statements concerning any Town employee.	W	D
C6. Engaging in horseplay, improper conduct or malicious mischief.	W	D
C7. Insubordination.	D	
C8. Falsifying any Town of Oyster Bay or department records.	D	

C9. Possession of weapons, firearms or explosives, unless authorized by the Town of Oyster Bay.	D
---	---

WORK RULES

W-WARNING
D –DISCIPLINARY HEARING

WORK RULES	OFFENCE	1 ST	2 ND	3 RD	4 TH
C10. Theft or removal from the premises or possession of any Town property or property of another employee without proper authorization.	D				
C11. Gambling or engaging in a lottery on Town premises, except for the New York State lottery.	W	D			
C12. Taking any action or failing to take any action that results in the restricting of output of yourself or any other Town employee.	D				
C13. Provoking or instigating a fight during working hours or on Town of Oyster Bay property.	D				
C14. Engaging in sabotage of Town equipment.	D				
C15. Immoral conduct or indecency.	D				
C16. Employees shall comport themselves in a proper and professional manner and shall not use vulgar or profane language at anytime during working hours, or while on Town property, or while in Town uniform.	W	D			
C17. Failure of employees to undertake and complete assigned tasks in an efficient and timely manner.	W	D			
C18. Failure of Supervisory employees to provide the level of management required to insure the correct completion of tasks on schedule.	W	D			

C19. Failure of Supervisory employee to issue a Notice of Violation to employees under his/her supervision who violate a Department Work Rule, Rule of Conduct or a Town Ordinance.

W D

TOWN OF OYSTER BAY
SCHEDULE OF EQUIPMENT

LABORERS (WITH APPROPRIATE LICENSE)

BALL FIELD CONDITIONER
BRONCO
CABLE LAYER
CEMENT MIXER
CHIPPER MACHINE
CUSHMAN OR SIMILAR BRAND
FORK LIFT
JACK HAMMER
PIPE CLEANING MACHINE
PICK UP TRUCK
POWER SWEEPER
ROTO TILLER
SMALL MOWING TRACTOR (CANNOT GO ON ROAD)

EQUIPMENT OPERATOR I (WITH APPROPRIATE LICENSE)

BEACH SANITIZER UNDER 18,000 LBS.
PAYLOADER 1 YARD AND UNDER
POWER WAGON
ROLLER UNDER 5 TONS
SIX WHEEL TRUCKS UNDER 18,000 LBS.
SWEEPER ½ YARD AND UNDER
TRACTOR OVER ROAD INCLUDING MOWERS
VAN
ZAMBONI

EQUIPMENT OPERATOR II (WITH CLASS 3 LICENSE)

BEACH SANITIZER OVER 18,000 LBS.
CHERRY PICKER
GAS TRUCK
PAYLOADER LARGER THAN 1 YARD AND UNDER 2 YARDS
ROLLER OVER 5 TONS
SWEEPER OVER ½ YARD

TRUCK 6 WHEEL OVER 18,000 LBS.

TRUCK 10 WHEEL OVER 18,000 LBS.

TRUCK TRAILER (WHEN MGW OF TRUCK IS UNDER 18,000 LBS. REGARDLES
OF MSW OF TRAILER)

TRUCK TRAILER (WHEN MGW OF TRUCK IS OVER 18,000 LBS. BUT MGW IS
UNDER 6,000 LBS.)

TOWN OF OYSTER BAY
SCHEDULE OF EQUIPMENT

EQUIPMENT OPERATOR III (WITH CLASS 1 LICENSE)

BACKHOE

BULLDOZER

CRANE

CRAWLER

GRADER

PAYLOADER (2 YARDS AND OVER)

TOW TRUCK

TRACTOR TRAILER (WHEN MGW OF TRUCK IS OVER 18,000 LBS. AND MGW
OF TRAILER IS OVER 6,000 LBS.)

TRUCK TRAILER (WHEN MGW OF TRUCK IS OVER 18,000 LBS. AND MGW OF TRAILER
IS OVER 6,000 LBS.)